

## Enrolment and Orientation

### Policy introduction & Purpose

Enrolment and orientation can be an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the program. Such partnerships enable the program and families to work toward the common goal of promoting consistent quality outcomes for individual children. A planned orientation process provides the opportunity for educators and families to share information about the program and expectations, which can assist the child, settle into the program.

### Our policy in action

#### Weldon will ensure that:

- A thoughtful process will be planned in consultation with families, to orient a child and family to our programs.
- Each child's enrolment will be completed as required by legislation.
- Due consideration is given to culture and language in undertaking enrolment processes.

Weldon offers programs for children aged birth – 12 years old. Enrolments will be accepted providing:

- a) the maximum daily attendance does not exceed the licensed capacity of the program
- b) a vacancy is available for the booking required
- c) the adult to child ratio is maintained in each room

#### Early Year Programs (birth to 5 years)

- Full-day early childhood programs are offered on a permanent and casual basis.
- The minimum number of days for a permanent booking in an Early Years program is two. The preferred booking pattern is two, three or five consecutive days. Consecutive days are preferred as this will assist the child with settling in to the program and develop a relationship with educators and children and allows the child time to explore and practice new skills and experiences within the program.
- Casual bookings are offered to children currently enrolled in the program. These bookings can be any number of days between one – five provided there are vacancies on the day, and/or staffing levels permit.

#### School-Age Care (5 to 12 years)

- Before and After School Care is offered during school terms in all school-aged care programs, and throughout the school holidays in some programs.
- Access to these programs is available on a permanent and a casual basis depending on availability.
- Some programs operate during the school holidays and on pupil free days. Care for these days is offered on a full-day basis.

## Enrolment

According to the Child Care Provider Handbook (June 2019) *'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have a care arrangement) regardless of their parent's or guardian's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy and the childcare service.'* An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

Families who wish to receive CCS as reduced fees must apply for CCS through the myGov website/app, this includes completing the Child Care Subsidy activity test.

To secure a child's position families are required to pay an administration fee and a two-week bond which is calculated at a full fee to secure the position. When 2 weeks' notice of withdrawal is given, the bond will be refunded at the end of the notice period if all accounts are up to date.

Weldon's online enrolment process is accessed via our website [www.weldon.com.au](http://www.weldon.com.au).

Each year families are asked to confirm their requirements for enrolments for the following year and may be asked to complete all or part of the enrolment details again. This is to ensure our records are accurate and up to date at all times.

### Immunisation – Early Years

The Family Assistance Office requires that immunisation information held by Early Years Programs are kept current.

Families must notify the program if their child is not up to date with their immunisation for their age via the enrolment form and attach the required documentation on their Immunisation History Statement.

Families are advised that since January 2018 children who have not been immunised due to their parent's conscientious objection cannot be enrolled at an early childhood education and care service.

If a child cannot be immunised due to a medical condition they may still be enrolled at the program with supporting documentation (Medical Exemption Form).

If a child is on a 'catch-up' schedule for immunisation they may still be enrolled at the Program. The child's immunisation history statement will indicate that the child is on a catch-up schedule.

### Immunisation – School Aged Care

Although Out of School Hours Care services are regulated under the Education and Care Services National Law Act, children attending Out of School Hours Care are exempt from the immunisation/enrolment requirements that apply to other early childhood education and care services (long day care, family daycare & preschools). The immunisation status of the child is however required to be kept in the enrolment record for each child enrolled at the education and care service- Regulation 162 Education and Care Services National Regulations

### Priority Of Access

Providers are asked to (but are not legally obliged to prioritize children). *CCS Handbook p.51*

Weldon aims to assist families who are most in need and may prioritize filling vacancies with children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Children with disabilities will be enrolled, if in the opinion of management, the program can meet the child's needs. Additional resources and funding to support inclusion in the program may be required through the Inclusion Support Program

### Child Care Subsidy

Child Care Subsidy (CCS) offers assistance to families to help with the cost of childcare for children aged 6 weeks - 13 years. Three factors determine a family's level of CCS. These are:

- Combined annual family income.
- Activity test – the activity level of both parents
- Service type – the type of childcare service and whether the child attends school

### Child Care Package – Information for families

- Documentation may be required such as Australian driver license, Australian passport, foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate.
- Families are provided with a Customer Reference Number (CRN)
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction.
- Families will contribute to their childcare fees and pay the Program the difference between the fee charged and the subsidy amount- generally called the 'gap fee.'
- Families may also be eligible for Additional Child Care Subsidy depending upon their circumstances.

### Complying Written Arrangement and Additional Child Care Subsidy (Accs) (Child Wellbeing) Procedures

- Weldon and Parent must agree to the planned arrangements for the care of a child, this is called a Complying Written Arrangement (CWA) and is an agreement to provide care in return for fees.
- The CWA is recorded and kept in HubHello (CCMS Software)
- Where there are certain changes (fees or booked days) to the individual Complying Written Arrangements (CWA), Weldon must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.
- Once Weldon submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.
- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- Weldon can apply for ACCS (child wellbeing) through the CCS software for children identified as at risk of serious abuse or neglect.
- Weldon will ensure all ACCS applications are managed in line with the Guide to Additional Child Care Subsidy (child wellbeing) and CCS Handbook

## Orientation

Our programs welcome visits from prospective families and children. All families are invited to visit the program to discuss their care needs and availability of places. If a position is available, the family may choose to enrol immediately or be placed on the programs waiting list. The nominated supervisor or delegated authority will provide the visiting family with a tour of the program environment and enrolment information which may include either: an overview of the program and information relating to fees and enrolment process, an enrolment pack, agreed start date and information relating to the enrolment meeting. Families will be provided with our website address and are required to complete the online enrolment form completely before the orientation visit and/or commencement date.

### Our nominated supervisor/program coordinator will:

- In collaboration with the family plan an orientation process to provide the best possible start for the child at the program. Consider the language and cultural needs of the family. A translator may be required.
- Ensure that enrolment information is completed by following our policies and the Education and Care Services National Regulations

### Families will:

Before the agreed start date of care:

- attend an enrolment meeting and program orientation visit.
- complete the online enrolment form.
- make a bond payment as outlined in the fee policy.
- discuss with the Nominated supervisor any special requirements (medical conditions, health, or developmental concerns)
- if required, complete the medical management plan and Communication plan.

During orientation visit:

- Ensure a family member remains at the program during the orientation visit/s. As your child is not formally enrolled in the program yet, they cannot be left unattended at any time during the visit.
- Sign the visitor's book on arrival and departure.
- Follow the program's COVID 19 hygiene and social distancing requirements.

### Educators will:

- Interact with the child and actively encourage the child to engage in the educational program and program activities.
- Be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios

## Before the child formally commencing at the program

### The nominated supervisor/program coordinator will:

- Inform educators and staff of the intended time for any pre-commencement orientation visits.
- Inform educators/staff of the child's commencement date and provide enrolment information that will support the day-to-day care needs of the child. Ensuring educator/staff are aware of medical conditions and how to manage them if required.

### OOSH specific:

- Inform educators of specific drop off and collection from school information, the meeting point, and collection of new school starters and kindergarten age children.

## On Commencement

### On the child's first the Nominated Supervisor/Coordinator will:

- Undertake a final check of the enrolment details, authorisations and information updates before the family leaving the program.
- Collect fee payments as required by our fees policy (as required)

### On the child's first day educators/staff will:

- Welcome the family and child into the program.
- Ensure there is a space for the child's belongings.
- Reassure the family and assist with separation if required.
- Contact the family throughout the day (as appropriate to the care situation) to let the family know how the child is settling.
- Ensure that the OOSH collection point and process for collection is understood.

## Links to other policies

The following policies may be linked to this policy:

- Arrival and Departure
- Complaints and Feedback
- Confidentiality and Privacy
- Fees Policy
- Partnerships and Communication with Families
- Record Keeping

### Sources

- Australian Children’s Education & Care Quality Authority.
- Australian Government Department of Education, Skills and Employment. (2019) Child Care Provider handbook: <https://www.education.gov.au/child-care-provider-handbook-0>
- Australian Government Department of Education, Skills and Employment. (2019) Guide to Additional Child Care Subsidy (child wellbeing): [https://docs.education.gov.au/system/files/doc/other/2019-11-28\\_-\\_accs\\_guide\\_0.pdf](https://docs.education.gov.au/system/files/doc/other/2019-11-28_-_accs_guide_0.pdf)
- Australian Government Services Australia: <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>
- Department of Human Services (Centrelink): <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
- NSW Government Health. (2019). Questions and answers about vaccination requirements for childcare: [https://www.health.nsw.gov.au/immunisation/Pages/childcare\\_ga.aspx](https://www.health.nsw.gov.au/immunisation/Pages/childcare_ga.aspx)
- Revised National Quality Standard. (2018).

### Policy Details

POLICY REVIEWED	June 2021	NEXT REVIEW DATE	June 2022
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Additional information included regarding enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements.</li> <li>• Added minimum number of enrolment days for Early Years Learning programs.</li> <li>• rewording of some content</li> <li>• deleted sections that were repetitive.</li> <li>• Family Law inclusion</li> <li>• Additional section related to CWA and ACCS</li> </ul>		