Childcare Enrolment Policy and Procedure

## PURPOSE

Insert org name is committed to the health and safety of each child enrolled in the service. In support of this, this policy’s purpose is to assist in executing a consistent, quality approach to parents and families in our Occasional Care enrolment process.

## Scope

This Policy applies to the Manager/Coordinator, Primary Nominee of the Childcare Centre and relevant Administration staff. In addition, to all parents and/or families who have, or are considering enrolling their child or children into our service.

**Policy**

Our service will implement a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and family as well as ensuring all legislative requirements are met. We will ensure:

* children are provided with support and comfort to settle into the service and establish new friendships and relationships
* a thoughtful process is planned in consultation with families, to assistance in separating from their child
* Educators are provided with clearly explained enrolment process
* time to get to know families before children start
* strategies to support families in introducing children to our service
* time to develop close professional relationships with families
* support from referral agencies; and
* information about custodial issues

Due consideration is given to culture and language in undertaking enrolment and orientation processes.

**PROCEDURE**

**Enrolment Form**

## The enrolment form must be completed by each enrolling family. Where enrolling families are not fluent in English the enrolment meeting will, wherever possible be conducted in the families primary language. At enrolment parents are encouraged to provide any further information about their child that will support continuity of care between home and the service.

## The enrolment record will include the following information for each child:

## full name, date of birth and address of the child

## name, address and contact details of each parent of the child; any emergency contacts; any person nominated by the parent to collect the child from the service; any person authorised to consent to medical treatment or to authorise administration of medication to the child; any person authorised to give approval for an educator to take the child out of the service

## Details of court orders, parenting orders or plans

## Details of court orders relating to the child’s residence or contact with a parent or other person

## Gender of the child

## Language used in the child’s home

## Cultural background of the child and child’s parents

## Any special considerations for the child (e.g. cultural, religious or dietary requirements or additional need)

## Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service

## Authorisation for the children to be relocated in the event of an emergency evacuation

## Name, address and telephone number of the child’s registered medical practitioner or medical service

## Child’s Medicare number (if available)

## Details of any specific healthcare needs of the child including any medical condition

## Details of any allergies or anaphylaxis diagnosis

## Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan

## Details of dietary restrictions for the child

## Immunisation status of the child

## Noted sighting of health record for the child by approved provider or educator/staff.

## the fact that enrolling parents/guardians are able to gain access to their information

## why the information is collected

## any law that requires the particular information to be collected

## Enrolment forms will be updated annually or when a family’s circumstances change, to ensure information is current and correct.

## Orientation

## The orientation and settling in period will consider and respect the needs of both families and children. Parents/guardians will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/guardian and/or educators feel may be necessary to ensure the child’s wellbeing. Related documents

**Related Legislation**

Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015

**Related Documents**

Parent’s Orientation Process

Parent’s Handbook

CCS Management Policy and Procedure

Childcare Enrolment Form

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| --- | --- | --- | --- |
| Policy/Procedure name | Childcare Enrolment Policy | Version | 1 |
| Policy number | Insert Policy Number | Date developed | Insert Month/Year |
| Drafted by | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Operational | | |