



# Enrolled Children Policy

## Covers

- Priority of Access Procedure
- Enrolment of Children Procedure
- Orientation of Families Procedure

## Intention

Nurturing Family Day Care Scheme acknowledges the important step a family takes in enrolling their child/ren with us, and the immense trust that they place in the hands of the approved provider and family day care educators. To ensure that the health, safety and wellbeing of all enrolled children, parent/s and guardian/s are required to complete an online enrolment form and proceed through an orientation with the scheme and at the registered residence or venue. Through open and continued communication, developing meaningful relationships and supporting all individuals associated with the scheme, this transition is designed to be smooth and reassuring for all parties.

## Overview

This policy, and all policies and procedures that are associated with the Enrolled Children Policy, are implemented at all registered residences and approved venues by all educators, staff and visitors who are allied with the scheme.

This comprises of -

- Priority of access and associated guidelines.
- The information communicated to families before, during and while enrolled at the scheme.
- The enrolment form and the required information which underpins the document.
- The orientation process upon enrolling with the scheme.

The approved provider will ensure -

- The objectives and guiding principles are respected, upheld and communicated to all families, including -
  - The rights and the best interests of the child are paramount
  - That children are successful, competent and capable learners
  - The principles of equity, inclusion and diversity underpin the National Law
  - That Australia's Aboriginal and Torres Strait Islander cultures are valued
  - That the role of parent/s or guardian/s and families is respected and supported
  - That best practice is expected in the provision of education and care services.
- The documentation and authorisations are completed as per the Family Authorisation Policy.



- That any documentation that requires translating into a language other than English is done so to ensure that families are extensively informed during all steps of enrolment and future education and care.
- That all documents are kept confidential and are stored as per the scheme's Collection and Storage of Confidential Documents Policy.
- That all documents have been reviewed to ensure that all relevant and required information and authorisations have been completed comprehensively before and after the enrolment and orientation process has occurred.
- That all parent/s or guardian/s are contacted within 4 weeks of starting at a registered residence or approved venue to discuss the enrolment, how the transition has proceeded and to answer any questions that have arisen.

## Priority of Access Procedure

The approved provider, in accordance the Australian Government encouragement of the Priority of Access Guidelines, encourages when there are limited positions available that education and care enrol those children who are most in need.

### **Education and care at a registered residence or venue when demand is greater than availabilities is encouraged to consider -**

Priority be given to children who are -

- From Aboriginal or Torres Strait Islander families
- From families who include a member of, or who themselves have, a disability or additional needs
- From families in which English is a second language
- From at risk of significant harm (from a child protection perspective)

## Enrolment of Children Procedure

The approved provider, in accordance with the National Quality Framework requirements, provides for each family an online enrolment form that covers the necessary information to ensure that the education and care of the enrolled child/ren is one that flows naturally from home while protecting their needs at the registered residence or approved venue. Families are encouraged to meet with as many family day care educators as available to ensure that the best fit for all individuals can be discovered and strong relationships in their time together can be nurtured.

### **The approved providers in partnership with the family day care educators will ensure that families who have expressed interest in enrolling with Nurturing Family Day Care Scheme are provided with -**

- The scheme's philosophy, code of conduct and administration costs as listed in the Fee Schedule (as per the Fee Policy).
- Contact details of the approved provider to ensure that any questions or feedback can be communicated without delay.



- Information about what a registered residence or venue is, the high standards they are held to, the educator to child ratio and the professionalism and qualifications of the family day care educators associated with Nurturing Family Day Care Scheme.
- Contact details of the family day care educators that are situated in the area required by the families, encouraging parent/s or guardian/s to visit as many as possible to be well informed about the education and care settings that are associated with the scheme and who may be the best choice for the individual child.
- Access to Nurturing Family Day Care Scheme's website where additional information regarding the scheme and the family day care educators is shared.

**Nurturing Family Day Care Scheme in partnership with the parent/s or guardian/s will ensure that an online enrolment form is completed, and that the following information is addressed -**

- Full name, date of birth, gender, cultural background and address of the child.
- Each known parent's full name, date of birth, cultural background, address and contact details.
- Details of any court orders, parenting orders or parenting plans.
- CRN of child and parent or guardian attached to Centrelink.
- Languages used in the child's home.
- Any special conditions about the child or family that should be communicated to assist in the delivery of the education and care (e.g. cultural, religious or dietary requirements or additional needs).
- Medical information including Medicare number, doctor's contact information and health status.
- Any specific health conditions, including asthma, anaphylaxis and diabetes, with an attached a medical/health management plan (a copy of the Medical Conditions and Medication Policy will be forwarded if a medical condition has been indicated).
- Emergency contact individual/s and authorised to collect individual/s contact information.
- Authorisation to seek medical treatment and/or transportation in an ambulance if required.
- Immunisation status of the child.

An enrolment form is done online through Fully Booked (this online form is accompanied by a Declaration to be used with Fully Booked Enrolment Form, a Complying Written Agreement (CWA) and a regular excursion form).

Educator's own children who have not yet had their first day of high school or who are under 12 years old are required to be enrolled on Fully Booked as per above.

## Orientation of Families Procedure

The approved provider acknowledges and understands that enrolling in an education and care services is a significant event in a family's timeline and as such every endeavour is made to ensure that it is not only a smooth transition but one that shares comprehensive information continually while enrolled, about the scheme, the educators and our shared ethos.



**The approved providers in partnership with the family day care educators will ensure that families who have enrolled with Nurturing Family Day Care Scheme are provided with -**

- A welcome letter, detailing contact information about the scheme and relevant community numbers (including information about CCS, immunisations and the Australian Government) that can assist families on their journey while utilizing education and care facilities.
- Information on to connect their child with Nurturing Family Day Care Scheme on MyGov.
- Information on how to access the parent portal, which contains their enrolment form and information about the education and care used (statements/invoices/receipts).
- The fee structure, opening hours, booked hours form and relevant authorisations of the family day care educator (directly associated with the registered residence or approved venue).
- Ways to access current relevant policies and procedures of Nurturing Family Day Care Scheme.
- Current information regarding the National Quality Framework and all its relevant sections.
- An orientation at the registered residence or venue that they have chosen, meeting the family day care educators who are directly and not directly associated with the education and care setting.
- An offer to visit and play at the registered residence or venue prior to starting as an opportunity for parent/s or guardian/s and their child/ren to experience a sense of belonging and security, discuss in depth areas that will affect the transition into the new environment, answer any questions or concerns, and communicate short and long-term goals and expectations of all parties (an adult is required to stay with the child/ren at any visits prior to the commence of the education and care).
- An opportunity to privately share and discuss any health, medical or additional support requirements.
- A tour of the registered residence or venue, indicating registered areas.

**Nurturing Family Day Care acknowledge the importance of families, and as a child's first teacher, the following information is shared with parent/s or guardian/s (who have a legal right to receive this material) -**

- Information about the educational program so that it is accessible to parent/s or guardian/s.
- Upon request parent/s or guardian/s will be provided –
  - The content and operation of the educational program as it relates to their child
  - Information about their child's participation in the program
  - A copy of assessments or evaluations in relation to their child
- A weekly menu if a registered residence or approved venue provides food or drink (other than water).
- Information regarding any incident, injury, trauma or illness (including a serious incident) in regard to their child within 24 hours of the event.
- Information regarding any event of an infectious disease at the registered residence or approved venue.
- Information and authorisation regarding the administration of medication to an enrolled child.
- Information and authorisation regarding excursions from the registered residence or approved venue.
- Information and links to current policies and procedures of Nurturing Family Day Care Scheme.
- Information regarding new and updated policies and procedures of Nurturing Family Day Care Scheme.

Sources



#### Education and Care Services National Law and National Regulations 2011 (Updated October 2023)

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 12, Meaning of a Serious Incident
- Reg 75, Information about educational program to be kept available.
- Reg 76 Information about educational program to be given to parents.
- Reg 79, Service providing food and beverages.
- Reg 80, Weekly menu.
- Reg 85, Incident, injury, trauma and illness policies and procedures.
- Reg 86, Notification to parents of incident, injury, trauma and illness.
- Reg 87, Incident, injury, trauma and illness record.
- Reg 88, Infectious diseases.
- Reg 90, Medical record.
- Reg 91, Medical conditions policy to be provided to parents.
- Reg 99, Children leaving the education and care service.
- Reg 100, Risk assessment must be conducted before excursion.
- Reg 101, Conduct of risk assessment for excursion.
- Reg 102, Authorisation for excursions.
- Reg 157, Access for parents.
- Reg 158, Children's attendance record to be kept by approved provider.
- Reg 159, Children's attendance record to be kept by family day care educator.
- Reg 160, Child enrolment records to be kept by approved provider and family day care educator.
- Reg 161, Authorisations to be kept in enrolment record.
- Reg 162, Health information to be kept in enrolment record.
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures- family day care service.
- Reg 171, Policies and procedures to be kept available.
- Reg 176, Time to notify certain information to Regulatory Authority.
- Reg 177, Prescribed enrolment and other documents to be kept by approved provider.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.
- Reg 183, Storage of records and other documents

#### National Quality Standard (Updated February 2018)

- 1.1, The educational program enhances each child's learning and development.
- 2.1, Each child's health and physical activity is supported and promoted.
  - 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2, Each child is protected.
  - 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
  - 2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.



- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

## Early Years Learning Framework

ACECQA

Australian Government-

Department of Human Services

Department of Social Services

[https://www.dss.gov.au/sites/default/files/documents/05\\_2015/key\\_obligations\\_of\\_a\\_fdc\\_service.pdf](https://www.dss.gov.au/sites/default/files/documents/05_2015/key_obligations_of_a_fdc_service.pdf)

My Child

<https://www.mychild.gov.au/childcare-information/rebate>

<https://www.mychild.gov.au/childcare-information/fact-sheets>

## Code of Ethics

Early Childhood Australia

National Health and Medical Research Council (NHMRC)

Staying Healthy in Child Care - Preventing Infectious Diseases in Early Childhood Education and Care (5th Edition) 2013

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017

June 2018 - CCS Information

November 2018

November 2019

December 2020

December 2021

December 2022

December 2023

Next review: December 2024