



# Montessori Children's Centre, McLaren Vale

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## Enrolment Policy

### NQS

QA2	2.1.1	<i>Each child's health needs are supported.</i>
	2.1.4	<i>Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</i>
	2.2.1	<i>Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.</i>
	2.3.1	<i>Children are adequately supervised at all times.</i>
	2.3	<i>Each child is protected.</i>
	2.3.2	<i>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</i>
	2.3.3	<i>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</i>

QA6	6.1	<i>Respectful supportive relationships with families are developed and maintained.</i>
	6.1.1	<i>There is an effective enrolment and orientation process for families.</i>
	6.2	<i>Families are supported in their parenting role and their values and beliefs about child rearing are respected.</i>

### NATIONAL REGULATIONS

Regs	77	<i>Health, hygiene and safe food practices</i>
	78	<i>Food and beverages</i>
	79	<i>Service providing food and beverages</i>
	80	<i>Weekly menu</i>
	88	<i>Infectious diseases</i>
	90	<i>Medical conditions policy</i>
	92	<i>Medication record</i>
	93	<i>Administration of medication</i>
	96	<i>Self-administration of medication</i>
	97	<i>Emergency and evacuation procedures</i>
	99	<i>Children leaving the education and care service premises</i>
	100	<i>Risk assessment must be conducted before excursion</i>
	101	<i>Conduct of risk assessment for excursion</i>
	102	<i>Authorisation for excursions</i>
	157	<i>Access for parents</i>
	160	<i>Child enrolment records to be kept by approved provider and family day care educator</i>
	161	<i>Authorisations to be kept in enrolment record</i>
	162	<i>Health information to be kept in enrolment record</i>
	165	<i>Offence to inadequately supervise children</i>
	167	<i>Offence relating to protection of children from harm and hazards</i>
	168	<i>Education and care service must have policies and procedures</i>
	173	<i>Prescribed information is to be displayed</i>
	177	<i>Prescribed enrolment and other documents to be kept by approved provider</i>
	181	<i>Confidentiality of records kept by approved provider</i>
	183	<i>Storage of records and other documents</i>

**AIM**

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

**RELATED POLICIES**

Additional Needs Policy	Administration of Authorised Medication Policy
Child Protection Policy	Excursion Policy
Food, Nutrition and Beverage Policy	Health, Hygiene and Safe Food Policy
HIV AIDS Policy	Immunisation and Disease Prevention Policy
Infectious Diseases Policy	Medical Conditions Policy
Orientation for Children Policy	Privacy and Confidentiality Policy
Record Keeping and Retention Policy	Relationships with Children Policy
Sleep, Rest, Relaxation and Clothing Policy	Unenrolled Children Policy

**WHO IS AFFECTED BY THIS POLICY?**

Children  
Families  
Educators

**IMPLEMENTATION**

Our service accepts enrolments of children aged between 2-6 years old.

**Enrolments will be accepted providing:-**

- *The maximum daily attendance does not exceed the approved number of places of the service.*
- *Child-educator ratios are maintained across the service.*
- *A vacancy is available. (Please see Priority of Access Guidelines below.)*

**Priority of Access Guidelines**

Children who are enrolled at the centre or whose families are seeking a place at the centre will be given Priority of Access in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs.

Below is the Priority of Access levels which the centre must follow when filling vacancies.

1. *A child at risk of serious abuse of neglect.*
2. *A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test.*
3. *Any other child.*

Within these three categories priority is also given to the following children:

- *Children in Aboriginal and Torres Strait Islander families.*
- *Children in families which include a disabled person.*
- *Children in families on low income.*
- *Children in families from culturally and linguistically diverse backgrounds.*
- *Children in socially isolated families.*
- *Children of single parents/guardian.*

Upon enrolment families will be notified of their priority and advised that if they have no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

**Enrolment**

When a family has indicated their interest in enrolling their child in our service, the following will occur:

- *A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.*
- *Families are given a copy of the Parent Handbook to read and are invited to ask questions.*
- *Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time, and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.*
- *Families also need to contact the Family Assistance Office (Centrelink) to have their eligibility for Child Care Benefit assessed. When these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.*
- *As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.*
- *Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.*

**On the Child's First Day**

- *The child and their family are welcomed into their room for the first day.*
- *The Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Orientation Checklist.*

**Other information about our service's enrolment includes:**

- *We will try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.*
- *We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.*

**Information and Authorisations to be kept in the Enrolment Record**

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

**ENROLMENT CHECKLIST**

<b>National Regulations</b>	<b>Part 4.7 – 160, 161, 162.</b>
Nominated Supervisor’s Name	Date:
Nominated Supervisor’s Signature:	
Parent ONE Name:	
Parent ONE Signature:	
Parent TWO Name:	
Parent TWO Signature:	
Parent THREE Name:	
Parent THREE Signature:	

All parts of the Enrolment Form completed and signed where necessary.	
All relevant information attached as required - court orders, parenting orders, parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child, the child’s residence or child’s contacts with parents or other person.	
All relevant information provided as required - cultural, religious, dietary requirements or additional needs.	
All authorisations are noted and signed by parents in relation to - authority for medical treatment, administration of general first aid products and ambulance transportation.	
All declarations of consent for being an emergency contact person are signed by the Authorised Nominee.	
Relevant health information is included - medical practitioner or medical service, Medicare number, dental practitioner or service, healthcare needs including medical conditions, allergies, anaphylaxis or at risk of anaphylaxis.	
All relevant information attached as required – medical management plan, anaphylaxis medical management plan or risk minimisation plan, dietary restrictions and immunisation status.	
Sunscreen and Photography policies explained and signed where necessary.	
Parent Information Pack discussed including relevant service policies and procedures.	
Bond and Administration Fee paid in full.	
Parents 1,2 and 3 DOB and CRN provided.	
Child’s DOB and CRN provided.	
Child’s Birth Certificate or Blue Book cited.	
All indemnity and permission notes signed.	
Authorisation signed for the service to take child on regular outings.	
Authorisation signed for the service for child to participate in incursions.	
Sign in/out procedure explained.	
Tour of service and introduction to educators.	
Medication and Illness procedures explained.	
Guiding Children’s Behaviour Policy explained and discussed.	
Direct Debit form completed/method of payment for fees established.	
Exclusion policy explained for parents of unimmunised children.	

## **SOURCES**

*Occupational Health, Safety and Welfare (SafeWork SA) Amendment Act 2005*  
*Dangerous Substances Act 1979*  
*Dangerous Substances Regulations 2002*  
*Public and Environmental Health Act 1987*  
*Child Protection Act 1993*  
*Education and Care Services National Regulations 2011*  
*National Quality Standard*  
*Family Assistance Legislation Amendment (Child Care) Act 2010*

## **REVIEW**

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

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*Next review date: 6 May 2013*