

PURPOSE

The purpose of this policy is to:

- Ensure that each child's enrolment form is completed according to legal requirements.
- Ensure that each child receives an enrolment and orientation process that meets their specific needs, allowing the family and child to feel safe and secure in the service that is provided at Sorrento Early Learning.

OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

POLICY STATEMENT

Sorrento Early Learning accepts enrolments of children aged between 18 months and five years.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places in the Service (22)
- Child-educator ratios are maintained across the service
- A vacancy is available (Please see Priority of Access Guidelines below).

Sorrento Early Learning will work with families to meet preferences in respect of available days and session times, and ensure that all enrolment requirements meet compliance of regulations.

The Service will work with families to ensure that the admission and enrolment process meets their needs

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 or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under the Family Assistance Legislation Amendment (Child Care) Act 2010
3. Any other child.

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

- 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/guardians

Families on the waiting list will be made aware of the regulations relating to priority on enrolments.

ENROLMENT PROCEDURE

Step 1 – Initial Enquiry

When a family has indicated their interest in enrolling their child in our Service, this enquiry will be dealt with by the Early Learning Administrator, who will discuss session times, availability and provide the necessary forms, a copy of the Parent Handbook and other pertinent information.

The Early Learning Administrator will, if the family wishes, arrange a meeting with the Early Learning Team Leader at a mutually convenient time, take a tour of the room with the educator providing the family with more information about the educational program at Sorrento Early Learning

Step 2 – Expression of Interest

Families wishing to proceed complete an **Expression of Interest**, indicating their preferred days and times. This is returned with a **\$25 non-refundable registration fee** (\$15 Annual Centre Registration, \$10 administration fee). In the event that there are no vacancies within the desired timeframes, the offer to have their child's name placed on a waiting list will be made

Step 3 – Offer of a Place and Orientation

When a place becomes available, the Early Learning Administrator will call the family and arrange for an **Enrolment Form to be completed, and returned together with the child's Immunisation History Statement**, and a \$50.00 refundable deposit. A formal offer of a place will then be made.

Once a place has been offered and accepted, a complimentary one-hour familiarisation session is available (families can choose whether they wish to stay or not during this familiarisation session; if leaving the Centre, they should not travel far away in case the child is distressed and a phone call is needed to request a quick return for collection).

As part of the Orientation, families can discuss with the Team Leader various topics such as, but is not limited to, the following: programming methods, Healthy Eating Policy, Sun Smart policy, Medication and Illness Procedures, Behaviour Management Policy, the procedure for electronic sign-in and out, room routines, and educator qualifications and where possible, introduce other educators to the family. Families are encouraged to ask any questions they may have.

Any matters of a sensitive in nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting Orders, will be discussed privately with the Early Learning Team Leader (and involve the Centre Manager if required).

Should a child use English as a Second Language, or speak another language at home, it is requested that families provide staff with some key words in the language of the child so that educators can learn the words.

Before a child has an Orientation or first day at the Centre, the Service must **have all the required documents for the child**. The child will not be accepted into the Service without these being completed and handed in. This includes:

- Enrolment Form (blue) – with all sections completed, including the full name, address and telephone of the parents, the child's medical practitioner, and the two Emergency Contact people – and the medical authorisations, photography permissions signed, and the Commonwealth Government CRN number entered (for Child Care Subsidy).
- Up to date Immunisation History Statement (obtainable through: <https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register/how-use-and-update-it/immunisation-history-statements> (A copy of the child's Immunisation Record book is not compliant with Department of Education requirements. This is compulsory; the 'No Jab, No Play' Policy applies in all Childcare Centres).
- An asthma and/or anaphylaxis management plan if relevant; also information about any other medical conditions that staff need to know to keep the child – and other children – safe.
- Sorrento Community Centre Annual Registration form completed and levy paid (\$15). Early Learning non-refundable Administration fee paid (\$10) Early Learning \$50 refundable deposit paid, and Family has noted that fees are generally paid two weeks in advance (different conditions apply for families receiving the Commonwealth Government's Child Care Subsidy).

Prior to commencement the Early Learning Administrator will ensure that the family has

- Been recorded as having paid the Annual Registration Levy
- Been recorded on the interactive enrolment system, enabling Child Care Subsidy to be accessed (if required), and involving electronic sign-in

ADMISSION / ORIENTATION CHECK LIST

Responsibility of Early Learning Administrator:

Forms:

New Enrolment Forms and current Immunisation History Statements must be completed prior to the commencement of EACH year.

Enrolment Form (blue) and Centre Registration Form (as listed above)

- All declarations of consent for being an Emergency Contact person are signed
- 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

- Immunisation History Statement as per 'No Jab, No Play' regulations (as issued by Medicare, which also includes date of next immunisation, which is recorded by the Centre for a future reminder)
- Photography permissions signed
- Parents' Date of Birth, Child's Date of Birth

Responsibility of the Early Learning Team Leader:

- Child and their family are welcomed into the room
- Attention is drawn of the family the Service's Policies and Procedures, including Sign In and Sign Out procedures (electronic)
- Under the Priority of Access Guidelines, where possible, siblings will be placed together if requested
- All relevant information is advised as required – including any 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 the child's contacts with parents or other person
- All relevant information such as cultural, religious, dietary requirements or additional needs
- All relevant information attached as required – medical management plan, anaphylaxis medical management plan or risk minimisation plan, dietary restrictions and immunisation status
- All authorisations are noted and signed by parents in relation to authority for medical treatment, dental treatment and ambulance transportation.

PRE BOOKING FOR FOLLOWING TERM / YEAR

Registration for the following year will open at the beginning of Term 2, in the year before the child will attend.

Parents will be required to complete an Expression of Interest Form, pay a \$15 Centre Registration Levy and a \$10 Early Learning Administration Fee (both non-refundable), and a \$50 refundable deposit.

Parents will be notified by letter or email of their child's placement into the program, and be provided with the full Registration Form (blue), and a Parents Handbook.

Families are required to complete new Enrolment Forms and present current Immunisation History Statement and other relevant medical records prior to commencing.

The following regulations apply to Sorrento Community Centre Early Learning –
National Quality Standard 2011 Quality Area 2 'Priority of Access' Guidelines.
Children's Services Regulations 2009
Department of Education and Training www.education.vic.gov.au

Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: 2022

Next Review Date: