

Croydon Shire Council Child Care Centre



Enrolment Policy

Policy Statement

Croydon Shire Council Child Care Centre believes that a comprehensive enrolment procedure will ensure that both the child and their family will be offered the information and time to become aware of the policies and practices of this service. The centre actively strives to develop an open and ongoing flow of information which will assist the Educators and families to work collaboratively to offer programs which best suit individual children and to ensure all documentation is completed and activated on the Child Care Management System before the child commences care.

Application/Explanation/Procedure

Parent/Families contact the Centre via phone, email or in person with an enrolment enquiry and Educators organise collection of an enrolment pack.

Supervisors or Educators will provide an Enrolment Pack.

This includes:

- Enrolment Form
- All about me Form
- Family Handbook
- Family Agreement Pack

At the parent/Families convenience a general tour of the Centre will take place.

All documentation must be completed and returned to the centre before enrolment and commencement of placement can begin.

When Enrolment Pack is completed:

-The family will meet with the Centre Manager/Supervisor and review –

-The child's enrolment form is complete with all areas filled in and all requested documents copied and attached, including medical conditions, CRN's, emergency contacts, etc.

-The Family Handbook with the family to ensure there is a clear understanding of the policies and procedures of the centre and the family will be asked to sign the area on the enrolment form which states the Parent Handbook has been read and understood and the family agree to abide by the centre's policies. This includes the Centre's Code of Conduct for Families Policy, Client Grievance Policy and Procedure and acceptance and understanding of Fees and Charges Policy Form.

The Centre Manager/Supervisor upon ensuring **all** relevant requested information has been provided; all forms understood and signed for Centre records will appoint a "formal start date" for the enrolment and enter all data onto the CCMS.

The Centre Manager/Supervisor will then **commence care or place the family on a waiting list until a vacancy is available**. See *Waiting List/Priority of Access Policy*

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The Child and Family will be introduced again to the Educators who will be caring for the Child Centre Manager, Supervisor, Educators and the Family will develop an orientation strategy for the family to suit their individual needs. Please see *Orientation Policy*

Enrolment forms are to be completed annually or when a child first begins at the Service or if any details need changing on their previous form.

Croydon Child Care Centre reserves the right to review and refuse an enrolment if a family has previously used the service and have left an incurred debt or have a history of difficulty in paying their fees..

Custody Orders and Access Arrangements:

It is the parent/ guardians responsibility to inform the Educators upon enrolment, of any Custody orders and/or access arrangements that are in place (or pending). The Centre requires a copy of this documentation.

In the case of custody dispute, Centre can refuse a parent access to a child, if documentation of guardianship and /or access arrangements has been sighted and a copy is in the Centre's possession.

Where a copy of a Family Court Order or Injunction Order has been supplied, the non-custodial parent (or persons) will be requested to leave the premises and, will not be given any information concerning the child.

If the person fails to leave, they will contact the Police (000) and Croydon Shire Council.

Responsibilities of Educators:

To provide enrolment packs as required.

To ensure Families/guardians and Child are given a warm and friendly introduction and tour of the facilities.

Supervisors or Educator to ensure all relevant documentation is collected, policies and procedures are supplied to families and that children are entered into the CCMS before the Child commences care.

To formulate an orientation strategy for the individual child and family/guardian.
See *Orientation Policy*

Responsibilities of Families/Guardians:

The families/guardian reads and understands their obligations in relation to placing their child in care, which is outlined in the enrolment pack.

Families/guardians provide **ALL** documentation relating to the child must be made available at the enrolment review. This includes family Court orders, Protection orders and medical instructions (eg. Asthma action plans), copies of the relevant

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sections of the orders will be taken and maintained on the child's confidential file at the centre.

Families will need to provide record of immunisation. See *Immunisation Policy*

Families will need to provide a Birth Certificate.

The families/ guardian are to submit their child's immunisation history and birth certificate as a requirement of placing their child in care at Croydon Shire Council Child Care Centre. A copy of these will be taken, and attached to the child's file. See *Collection, Use and Storage of Confidential Information Policy*

Resources:

Education and Care Services National Regulations 2011
ACEQCA
Child Care Management System Reference Manual (2008)
Child Care Service Handbook (2010-2011)

Policy Updated: 10 July 2013

Approved by: _____

William F Kerwin
Chief Executive Officer
Croydon Shire Council

Approval Date: 31 July 2013

Date of Policy Review: July 2014