



ENROLMENT & PRIORITY OF ACCESS POLICY

This policy will consider all aspects of The Child Safety Standards in regards to authorised persons (Standard 10 Policies and Procedures) and thereby minimising any potential risk factors

Aims:

To allow for a fair and equal means of accepting enrolments into the centre. To ensure all required information is gathered at enrolment of the child. To ensure families feel supported throughout their enrolment journey.

Implementation:

The following priority criteria are used in allocating places each year.

1. A child at risk of serious abuse or neglect
2. A child who is already attending the centre and who wishes to continue their enrolment.
3. A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
4. Any other child.

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner is on income support
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents.

Vacant positions are allocated to the following year based on the above criteria.

Fees Payable:



An \$100 enrolment acceptance fee plus 2 weeks' worth of full fees must be paid to secure places for each child. A period of one month can be made available to complete this payment. This amount is non-refundable, as we have a 2 week notice period. If CCS is already allocated to this child, the fee payment required is 2 weeks' worth of the discounted fee.

N.B. 2 weeks' notice at all times means 2 weeks of centre operation therefore 2 weeks' notice given as the centre closes for Christmas does not count until the Centre reopens the following year.

Enrolled children who are continuing do not need to pay a deposit for the following year as their account is already set 2 weeks in advance, so long as the same number of enrolled days continue.

2 weeks' notice of changes required. If any family changes their minds about the number of booked days, they will have to give 2 weeks' notice of the reduction of days and will be billed accordingly.

If fees fall into arrears, places will not be kept for the following year, unless arrangements are made.

If families drop enrolment during Nov or Dec but want to start again in the New Year, the enrolment for the following year is treated as a new enrolment and will need the payments outlined above (2 weeks of fees minus known subsidies).

All enrolments for the New Year start on the first week of operation which is usually the first or second Monday after New Year. Places are not routinely held for a number of weeks

Orientation – Children enrolled for the following year are invited to make an appointment to visit the Centre with their parents. Ongoing visits are encouraged as they assist the child to transition to the new environment and allow the parent to build relationships with the Teachers and Educators at the service, giving a good foundation for ongoing collaborative partnerships and supportive relationships.

The Rumpus Room offers a culturally inclusive program. All families regardless of background and faith are welcome to attend.

Should a family need more time to pay a bond, or are not able to pay 2 weeks, full fees, the Director will review their needs with the Approved Provider. If the child falls into a high risk category (ex. At risk of serious abuse or neglect), the Director and Approved Providers can use their discretion to support the family should they wish to do so.

The following records are gathered for each child upon enrolment.

- (a) the full name, date of birth and address of the child;

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- (b) the name, address and contact details of—
 - (i) each known parent of the child; and
 - (ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and
 - (iii) any person who is an authorised nominee; and

Note.

Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.

- (iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
- (v) any person who is authorised to authorise an educator to take the child outside the education and care service premises;
- (c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;
- (d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;
- (e) the gender of the child;
- (f) the language used in the child's home;
- (g) the cultural background of the child and, if applicable, the child's parents;
- (h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
- (i) the relevant authorisations set out in regulation 161;
- (j) the relevant health information set out in regulation 162.

This policy links to:

National Quality Standards: 6.1.1, 6.1.3, 6.2.2

See Appendix 1-National Law (section) and National Regulations (regulation 160,161,162 and177)

<https://www.education.gov.au/priority-filling-child-care-places>