



**BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC**  
**MANAGEMENT**

**Title: ENROLMENT AND ORIENTATION**

**Status: Current**

**Date of Origin: July 2012**

**Policy No: 8**

**Last Reviewed: August 2021**

**POLICY STATEMENT:**

Brisbania Before & After School & Vacation Care Centre, accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service.
- To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

**PROCEDURES:**

**(a) Eligibility**

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR), these are:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – 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*
- Priority 3 – 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 on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents.



As well as the above, the service policy is that children must be enrolled in Primary school in order to be eligible to attend the service. Children of Preschool age will not be accepted into the program, except for the December/January Vacation care

period immediately prior to them commencing Primary school – this enrolment will be accepted if the child is enrolled to commence Primary school.

**(b) Inclusion of children additional needs**

Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and centre staff.

**(c) Waiting list**

Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list. When completing waiting list details families will be advised of the Priority of Access Guidelines.

Waiting lists will be refreshed annually by mail. A request for updating family details and contact numbers will be sent to each family on the waiting list. If the service does not receive an updated reply by mail and the form is not returned to the service, families will be removed from the list, as it is presumed the family is no longer requiring care.

**(d) Enrolment**

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCMS). There are three enrolment types under the CCMS:

- Formal enrolments
- Informal enrolments
- AMEP/Other enrolments

Enrolments will not be accepted from families without full completion of the enrolment form. All enrolments are to be completed using our online system. To secure the enrolment, parents are required to pay the administration fee and centre bond decided by the service.

**(e) Attendance and enrolment records**

Accurate attendance records will be kept, which:

- Records the full name of each child attending the service
- Records the date and time each child arrives and departs
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- Is signed on the child's arrival and departure by either:
    - the person who delivers or collects the child
    - the Nominated Supervisor or an educator (Regulation 158); and
  - Meets the requirements of the Child Care Management System (CCMS)
- An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

**(f) Child's attendance once enrolled**

The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school for the afternoon session. Children will walk to the centre from the schools playground. Kindergarten children will be picked up from their class teacher for the first term. If a child is to be absent on a day they are normally booked, the family must notify the service no later than 12pm. The rules for Allowable Absences under CCMS will be followed in relation to all absences.

If a child who is enrolled with the service, but is not on the roll for a particular day, arrives at the service, the Nominated Supervisor, or other relevant staff member will be contacted immediately to see if the child has been booked in for the day.

If a child has not been enrolled they must not be taken into care under any circumstances. In this case, please contact the school and/or child's parents (if possible) immediately.

**(g) Cancellation of enrolment**

Cancellation of an enrolment may be initiated in two different situations:

- A parent advises the service that no further care needs to be provided
- The service identifies that care is no longer required or being provided  
(*CCMS Ending Enrolments*)

The family must give two weeks notice if they wish to cancel a child's enrolment; failure to do so will mean that the security deposit will not be refunded. Refunds may be granted under exceptional circumstances after discussion with the Nominated Supervisor.

CCMS guidelines will be followed once an enrolment is cancelled.

**(h) Confidentiality and storage of records**

Enrolment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations (Regulations 158, 159, 160, 183).



**(i) Orientation**

Families who are enrolling their child for the first time can access the Parent Handbook online prior to the child’s first day at the service. Families should read this handbook so that their child is prepared for their first day at the service and parents are aware of centres policies and procedures in relation to fees, cancellations, pickup drop off procedures etc.

Parents should advise staff when they are greeted that it is their child’s first day at the service and the staff member will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been

signed and show them around the Centre. The parent will then meet with the Nominated Supervisor, who will answer any questions the parent may have. The staff member will introduce the child to the other children and engage them in an activity. The staff member will remain with the child until they are settled and comfortable in the new environment.

**CONSIDERATIONS:**

**Education and Care Services National Regulations:** 158, 159, 160, 161, 162, 168, 177, and 183.

**National Quality Standard:** 6.1, 7.3.

**Service policies/documentation**

- Service Enrolment form
- Family Handbook
- Fee Policy
- Confidentiality Policy
- Delivery and Collection of Children Policy
- Acceptance & Refusal of Authorisations Policy
- Governance & Management Policy
- **Other**
- Network *Record Keeping* Factsheet
- Child Care Service Handbook (DEEWR)
- A New Tax System (Family Assistance) Act 1999
- Child Care Management System

Document Author/Date:	Network of Community Activities July 2012 Donna Burrows July 2012
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