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# Enrolment and Orientation Policy

Reviewed : June 2016

<b>Legislation:</b>	Education and Care Services National Regulations 2011 Children (Education and Care Services National Law Application) Bill 2010
<b>Reference:</b>	National Quality Framework Resource Kit 2011 Family and Community Services Child Care Handbook 2011 Community Childcare Cooperative 2012

## Introduction

An Effective enrolment and orientation process ensures equitable access, sets the foundation for positive relationships with families and educators and supports a smooth transition into to the care and education service . By ensuring that documentation and authorisations are in place and that families are aware of relevant policies the safety and well being of children is ensured.

## Goals

Enrolment practices are in place that ensure equitable access to the education and care service  
Documentation and authorisations are completed during enrolment and orientation and are in place prior to commencement,  
Families and children are effectively orientated and welcomed to the service prior to commencement and have a clear understanding of fee structure, relevant policies and the curriculum.  
Families a familiar with key staff and educators and their roles within the service

## Practices

### Enrolment

Families may apply to attend BCCC at any time via our online enrolment form on our website [www.bangalowchildrenscentre.com.au](http://www.bangalowchildrenscentre.com.au) or by collecting an enrolment form from the Service. If families request and enrolment form can be emailed or mailed to them.

There is a non-refundable waiting list fee of \$25 to cover the administration cost of maintaining the waiting list except for siblings of children already attending the service.

On receipt of the application and the wait list fee the Director will place the applicant into the appropriate section of the waitlist folder.

Priority is given to families based on the Commonwealth Government Priority of Access guidelines. The Nominated Supervisor will decide each enrolment on a case by case basis. These decisions may be based on the services' resources, limitations and a need for balance within groups.

"The Australian Government funds child care with a major purpose of meeting the child care needs of Australian families. However, the demand for child care sometimes exceeds supply. When this happens, it is important for services to allocate places to those families with the greatest need for child care support."  
Family and Community Services Child Care Services Handbook.

## Enrolment and Orientation Policy - page 2 of 4

The Australian Government has determined guidelines for allocating places in these circumstances. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- 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 Family Assistance Act
- Priority 3 – any other child.

Within these main categories priority will be given to the following children

- (a) children with siblings already in attendance at BCCC OR children of staff members who are parents/guardians OR children with siblings who attended BCCC within the past 2 years
- (b) children of a parent/guardian who satisfies the work/training/study test within the boundaries of the Municipality of Moreland
- (c) children in Aboriginal and Torres Strait Islander families
- (d) children in families which include a disabled person
- (e) children in families on lower incomes
- (f) children in families with a non-English speaking background
- (g) children in socially isolated families
- (h) children of single parents

Under section 14 of the Family Assistance Act, it may be necessary for the Nominated Supervisor to request families that do not meet these test requirements to change days to accommodate a family that does. If this should have to be exercised then at least 2 weeks notice will be provided to the affected family.

When a place becomes available the Nominated Supervisor will go through the waiting list and telephone the family being offered a place. (A message will be left if there is an answering service/or a follow up email). Families will have 48 hours to respond before the place is offered to another family.

If the family does not want the place offered at that time they may request to remain on the waiting list.

Once a place has been accepted, the Nominated Supervisor will send out an enrolment information package including a welcome letter, enrolment form, the Fee Policy, an information book and any other room specific information or relevant brochures.

Child information forms must be completed and returned to the Service before commencement. It is the responsibility of families to keep Child Information forms updated throughout the year.

When a placement becomes available, the following payments are to be paid in full prior to attending;

- **A bond of \$90.00** which is refundable when your child leaves the centre.
- **Membership fee—\$21.50**
  - \$10.50 pays for your family to become a member of the Centres association
  - \$ 8.00 administration fee
  - \$ 3.00 insurance fee
- **Equipment Levy** of \$50.00 per child is charged each year.
- **Two weeks full fees.**

## **Enrolment and Orientation Policy - page 3 of 4**

### **Orientation**

Prior to commencement families are invited to visit the service . The Nominated Supervisor shows the family around the service and introduces the family and child to key educators in the child's room. Families are encouraged to ask questions and discuss concerns and educators show the family the room, explain the curriculum and discuss any other relevant information.

Families are given a welcome pack for their child's room and requested to complete a child information sheet prior to commencement that assists a smooth transition in the child's routine and helps educators to understand the child's likes, dislikes, preferences and needs.

Families are encouraged to visit the service a few times prior to commencement so the child can become familiar with the learning environment and educators before they start. Families are then encouraged to slowly build up their child's experience being left in care until they are settled and ready for a full day.

A welcome day occurs early each year on the weekend to enable family members and carers who may not be able to access the service at other times to meet with educators and see key aspects of the curriculum.

Parent/Educator interviews are held early in the year to enable families to discuss their child's development, any issues or concerns and to get to know their child's teachers. Parent/educator meetings can also be requested at any time throughout the year.

The orientation process is outlined in each rooms welcome pack and in the service handbook.

### **National Law**

**175** Offence relating to requirement to keep enrolment and other documents

### **National Regulations**

**177** Prescribed enrolment and other documents to be kept by the provider

### **National Quality Standard**

**1.1** The educational program enhances each child's learning and development.

**6.1** Respectful relationships with families are developed and maintained and families are supported in their parenting role.

**6.1.1** Families are supported from enrolment to be involved in the service and contribute to service decisions.

**7.1.2** Systems are in place to manage risk and enable the effective management and operation of a quality service.

### **Linked policies**

Arrival and Departure Policy

Fees Policy

Authorisation Policy

Priority Access Policy

## **Enrolment and Orientation Policy - page 4 of 4**

### **Evaluation and Review**

This policy will be reviewed based on regulatory requirements or earlier if the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQSand standards will be considered.

Any changes to this policy will be communicated to families and staff.

# Bangalow Community Children's Centre

The **Enrolment and Orientation Policy** has been read, understood and reviewed by:

[illegible]

## Bangalow Community Children's Centre

## Comments on Enrolment and Orientation Policy

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