

Enrolment Policy



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	June 2023
Next Review:	June 2025
NQF:	S175, 77, 78,85, 86, 88, 90, 91, 92, 93, 96, 97, 99, 100, 101, 102, 102D, 157, 160, 161, 162, 168, 173, 177, 181, 183
NQS:	6.1, 6.1.1, 6.1.2, 6.1.3, 6.2, 6.2.3
National Law:	Child Care Subsidy Secretary's Rules 2017 A New Tax System (Family Assistance) Act 1999 Family Law Act 1975 See all related legislation for Child Care Provider Handbook in Appendix 1

Purpose

We aim to ensure children and families receive a positive and informative enrolment process that meets their individual needs. We strive to establish respectful and supportive relationships between families and Adventure Patch services to promote positive outcomes for children whilst adhering to legislative requirements.

Enrolment

In line with the Child Care Provider Handbook (August 2022) 'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy and the childcare service.'

An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

Implementation

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Our services accept enrolments of children of the following ages:

Service Type	Age Range	Other Notes
Long Day Care	Six weeks to Kinder of age	Where a child commences kindergarten, they will be accepted at LDC on days that they are not attending school and during school holiday periods up until the end of Term 1 in the year they commence Kindergarten.

Before School Care and After School Care	Kinder to Year Six	Children who attend Kindergarten to Grade 6 at a Tasmanian Primary School
Vacation Care	Kinder to Year Six	Where a child is in kindergarten, they will not be accepted at Vacation Care until they have completed one full Term of kindergarten and may commence vacation care from the end of Term 1 that year
Family Day Care	Six weeks to twelve years of age	A child may attend until they reach the age at which they finish Primary School.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the Service.
- A vacancy is available for the booking required.
- The educator:child ratio is maintained.
- Priority of access guidelines are adhered to.

As part of the enrolment process, we recommend families participate in an orientation process. The orientation process is an opportunity to build relationships and share relevant information regarding the needs and interests of each child.

Implementation

Priority of Access

Where there is a wait list or where a number of parents are applying for a limited number of vacant places at the service, the Australian Government 'Priority of Access Guidelines' (www.education.gov.au) will be used. Parents will be notified of the Australian Government 'Priority of Access Guidelines' on enrolment of their child at the service.

Priority of Access Guidelines

Our service aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- *First Priority*: a child at risk of serious abuse or neglect.
- *Second Priority*: a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Related Policies

Complaints and Grievances Policy
 Excursion/Incursion Policy
 Incident, Injury, Trauma and Illness Policy
 Medical Conditions Policy
 Orientation Policy
 Fee Policy
 Privacy and Confidentiality Policy
 Record Keeping and Retention Policy
 Transportation Policy

Sun Safe Policy

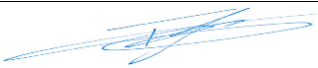
Sources:

Australian Children's Education & Care Quality Authority. (2014).
 Australian Government Department of Education, Skills and Employment. (2019) Child Care Provider handbook [Child Care Provider Handbook - Department of Education, Australian Government](#)
 Australian Government Department of Education, Skills and Employment. (2019) Guide to Additional Child Care Subsidy (child wellbeing) [Additional Child Care Subsidy - Department of Education, Australian Government](#)
 Australian Government Services Australia [Australian Immunisation Register - Services Australia](#)
 Department of Human Services (Centrelink):
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011)
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
 Revised National Quality Standard. (2018).

Review History

Policy Reviewed By:	Service Managers	Executive Team	June 2023
POLICY REVIEWED	June 2023	NEXT REVIEW DATE	June 2025
Modifications	<ul style="list-style-type: none"> • Policy maintenance • Hyperlinks checked and repaired as required. • Separated Orientation section own policy. • Added Related Policies list 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
	•		

Signed

CEO:	
Manager:	S. NOTTUS