

Enrolment Policy



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	June 2025
Next Review:	June 2027
ECS National Law:	S.175
ECS National Regulations:	r77, r78, r85, r86, r88, r90, r91, r92, r93, r96, r97, r99, r100, r101, r102, r102D, r155, r157, r160, r161, r162, r168, r173, r177, r181, r183
NQS:	2.2, 2.2.2, 6.1, 6.1.1, 6.1.2, 6.1.3, 6.2, 6.2.3, 7.1
Legislation:	Child Care Subsidy Secretary's Rules 2017 Child Care Subsidy Minister's Rules 2017 A New Tax System (Family Assistance) Act 1999 Family Law Act 1975 Family Assistance Law - Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

Purpose Adventure Patch aims 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 Australian Governments Department of Education Child Care Provider Handbook (2025) (link below), enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care), regardless of their parents' or guardians' 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 Adventure Patch and the family/individual or organisation.

Adventure Patch reserves the right to decline enrolment to any of our services.

Implementation

The Education and Care Services National Regulations require Adventure Patch to ensure our services have policies and procedures in place for enrolment (Reg.168) and take reasonable steps to ensure those policies and procedures are followed (Reg.170).

Our services accept enrolments of children of the following ages:

Service Type	Age Range	Other Notes
Long Day Care	Six weeks to Kinder	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 to child ratio is maintained.
- Priority of access guidelines (refer below) are adhered to.

As part of the enrolment process, we require 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.

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's 'Priority of Access Guidelines' (www.servicesaustralia.gov.au) will be used. Parents will be notified of the Australian Government's 'Priority of Access Guidelines' on enrolment of their child at the service.

Priority of Access Guidelines

Adventure Patch 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

Behavioural Guidance Policy CCS Governance Policy Code of Conduct	Medical Conditions Policy Orientation Policy Payment of Fee Policy
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Complaints and Grievances Policy Infectious Diseases Policy Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy Interactions with Children Policy	Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Transportation Policy Sun Safe Policy Work, Health and Safety Policy
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Sources:

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.

Australian Children's Education & Care Quality Authority. (2022). The Disability Discrimination Act: [What do Children's Education and Care Services Need to Know?](#)

Australian Government Department of Education (2025. Child Care Provider handbook
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing) <https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation-approved exemptions (FTB). <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>

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 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.

National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay <https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Review History

Policy Reviewed By:	Scott Norris	DCEO	June 2025
POLICY REVIEWED	June 2025	NEXT REVIEW DATE	June 2027
Modifications	<ul style="list-style-type: none"> Minor procedure maintenance Check all laws and regulations and updated as required Updated policies list Updated sources list and checked hyperlinks 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
June 2023	<ul style="list-style-type: none"> Policy maintenance Hyperlinks checked and repaired as required. 		June 2025

	<ul style="list-style-type: none">• Separated the Orientation section, to its own procedure.• Added Related Policies list	
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Signed:

CEO:	
Manager:	