

ENROLMENT POLICY

Mandatory – Quality Area 6

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| Name of Policy | Enrolment Policy |
| Scope | Approved Provider, Nominated Supervisor, educators, Administrative and Reception Staff, parents/guardians |
| Definitions | <p>Child Care Subsidy (CCS): A Commonwealth Government payment to help families who use either approved or registered childcare services.</p> <p>Approved Provider - Manager, Family & Children’s Services</p> <p>LTU – La Trobe University</p> |

PURPOSE

This policy will outline:

- the criteria for enrolment at La Trobe University Community Children’s Centre
- the process for enrolling a child at La Trobe University Community Children’s Centre
- the process for varying or ceasing an enrolment at La Trobe University Community Children’s Centre

POLICY STATEMENT

VALUES

La Trobe University Community Children’s Centre is committed to:

- ensuring equitable access to the centre for children and families
- complying with DET funding requirements for the enrolment of children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided on enrolment forms

BACKGROUND AND LEGISLATION

Background

The *Education and Care Services National Regulations 2011* require approved services to have policies and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 177, 183
- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities

Element 6.1.1: There is an effective enrolment and orientation process for families

RELATED POLICIES

- *Fees Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- Ensuring that the La Trobe University Community Children's Centre priority of access guidelines are implemented
- Developing and reviewing enrolment procedures
- Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy
- Providing opportunities for interested families to attend the centre during operational hours for a tour
- Ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- Ensuring completed enrolment application forms are stored in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable and kept for three years after the last date on which the child was educated and cared for by the La Trobe University Community Children's Centre (Regulation 183)
- Ensuring that the procedure for varying or ceasing enrolment is implemented
- Ensuring that parents/guardians attending the La Trobe University Community Children's Centre understand that they are welcome to enter the Centre premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)

The person responsible for the enrolment process is accountable for the following:

- Directing families to enrolment application forms (refer to Attachment 2 – Sample Enrolment Application Form)
- Collating enrolments
- Maintaining the waiting list
- Offering places in accordance with the priority of access guidelines
- Complying with the *Privacy and Confidentiality Policy* of the La Trobe University Community Children's Centre
- Receipting and processing requests to vary or cease enrolment
- Ensuring families pay one weeks' fee in advance on enrolment as part of the enrolment process
- Ensuring enrolment forms are completed prior to a child's commencement at the La Trobe University Community Children's Centre. This includes;
 - Requesting, and reviewing, a current immunisation certificate, from the Australian Immunisation Register, for each child prior to their enrolment
 - Requesting, sighting and photocopying a copy of the child's Birth Certificate
 - Requesting and sighting a copy of the families' current address

The Nominated Supervisor and educators are responsible for:

- Referring enrolment enquiries to the person responsible for the enrolment process
- Responding to parent/guardian enquiries regarding the program that they are considering enrolling their child in

- Ensuring that parents/guardians of a child attending the La Trobe University Community Children's Centre understand that they are welcome to enter the centre premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- Complying with the La Trobe University Community Children's Centre's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information

Parents/guardians are responsible for:

- Complying with this *Enrolment and Orientation Policy*
- Completing enrolment forms prior to their child's commencement at the La Trobe University Community Children's Centre, including by providing copies of:
 - A current immunisation certificate, from the Australian Immunisation Register
 - A copy of their child's Birth Certificate
 - A copy of the families' current address
- Ensuring that all required information is provided to the La Trobe University Community Children's Centre
- Paying one weeks' fees in advance as part of the enrolment process
- Providing two weeks' notice of variation or cessation to enrolment in writing, via the 'Variation or Cessation to Enrolment Form'

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the La Trobe University Community Children's Centre's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures

ATTACHMENTS

- Attachment 1: General enrolment procedures
- Attachment 2: Priority of Access Guidelines
- Attachment 3: Enrolment Application Form
- Attachment 4: 'Variation or Cessation to Enrolment Form'

AUTHORISATION

The Approved Provider of La Trobe University Community Children's Centre adopted this policy on January 2018 (moved to new template version 6/18).

Reviewed: Nov. 2018

REVIEW DATE: NOV/2019

ATTACHMENT 1

General enrolment procedures; Applications for a Place and Offers of Places

Application for a place;

- Applications for a place will be accepted across the year
- Applications for a place will be accepted for children not yet born
- Application forms are available from the La Trobe University Community Children's Centre website
- A separate application form must be completed for each child, and for each proposed year of attendance at the La Trobe University Community Children's Centre
- To facilitate the inclusion of all children into the program, applications should clearly identify any specific needs of the child
- Families applying for a second year of funded kindergarten must also submit an enrolment application form for the following year
- Completed enrolment application forms are to be returned via email or to Reception Staff at the La Trobe University Community Children's Centre
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the La Trobe University Community Children's Centre, unless otherwise specified by the Approved Provider
- Applications will be entered on the waiting list using the following criteria; date application was made, eligibility and priority of access criteria

Offer of places;

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the La Trobe University Community Children's Centre
- Applicants who receive a place will be notified in writing, via email, of confirmation of a place
- Applicants who do not confirm that they will accept their place at La Trobe University Community Children's Centre within one week of being offered an place will automatically lose their offer
- Parents/guardians who do not wish to accept the offer of a place are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the La Trobe University Community Children's Centre, in writing as soon as possible
- An enrolment form and other relevant information will be provided after the place is accepted

ATTACHMENT 2

Priority of Access Guidelines

1. Children at risk of serious abuse or neglect or other challenging circumstances
2. Children of working parent/s or parents seeking employment or who are studying
 - 2.1. All current families, including siblings not yet enrolled into the Centre
 - 2.2. La Trobe University staff and students
3. Any other child

Within these main priority categories, our Centre also prioritises;

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold or where one parent/guardian is on income support
- families from a non-English speaking background

Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who were eligible to attend in the previous year, but:

deferred

withdrew from the La Trobe University Community Children's Centre on or before the last day of Term 2 and have completed the *Kindergarten withdrawal and deferment form* (available from the La Trobe University Community Children's Centre)

- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *Victorian kindergarten policy, procedures and funding criteria*, available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/

When demand exceeds availability, the Approved Provider will refer to the La Trobe University Community Children's Centre's priority of access guidelines to determine access, while also considering;

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the La Trobe University Community Children's Centre on or before the last day of Term 2

ATTACHMENT 3

Example Enrolment Application Form

All Day Care

Waitlist application

To be placed on the All Day Care waitlist, please complete the form below and we will contact you as soon as possible.

Childs details

First (if known) and last name of child *

Date of birth or due date

Day Month Year

Care required: Number of days and which days? *

Start date

Day Month Year

Immunisation

****All children attending the centre must be immunised.****

Please note: Parents must provide evidence from the [Australian Immunisation Register \(AIR\)](#) before a placement can commence.

My child is: *

Parent/Guardian details

Parent full name *

Address *

Contact phone number *

Email address *

Please note: [Priority of Access Guidelines](#) are used to allocate child care places where more applications are received than the number available.

Priority access

Family circumstances *Please select one of the following options that best describes your family circumstances:

Priority categories *Please select one or more of the following categories that best describes your family circumstances:

- Aboriginal and Torres Strait Islander families
- Families with a disabled person
- Families that include an individual whose adjusted taxable income does not exceed the lower threshold or who or whose partner is on income support
- Families from non-English speaking background
- Socially Isolated families
- Single Parent families
- None of the above

Centrelink Health Care Card number (if applicable)

Association

Please note: This service is employer funded. Priority is given to applications from members of the University community.

My connection to the University: *

Privacy statement

La Trobe respects the privacy of your personal information. The information we collect is for the purposes of providing a professional child care service and educational program for your child(ren). If your personal information is not provided to us then we cannot offer you our services. You may have the right to access the personal information we hold about you subject to any exemptions in relevant laws, by contacting us on children@latrobe.edu.au.

ATTACHMENT 4

Variation or Cessation of Enrolment

VARIATION OR CESSATION OF ENROLMENT

Permanent variation or cessation of enrolment requires two (2) weeks' notice in writing. Fees will continue to be payable until such notice is received.

Please note: CCS Reference Manual states "...that CCS cannot be claimed after a child's last day of actual attendance. For example: if a family provides the Centre with two weeks' notice ceasing their child's place (as required), and consequently do not use this child care, they will be charged full fee."

Permanent change to booking
 Casual extra day or session, or swap
 Cease enrolment

| | |
|--|--|
| Child's Name: | |
| Playroom: | |
| Present Booking | |
| Booking change & date required: | |
| If ceasing, last day of care | |
| Parents' phone number | |
| Date: | |
| Signature | |

Email to children@latrobe.edu.au

Or hand to Centre Reception staff

Office Use Only

| | | | |
|---|--|--|--|
| Liaise with Room leader by phone | | Sessional Care Notify Cheri Bruhn | |
| Date Received | | New/Final Statement | |
| Charge to week ending | | Access Card | |
| Update Booking spreadsheet | | Smartfees Booking | |
| Smartfees ROLL | | Update Email & SMS List | |

Authorised: _____

Date: _____

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