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**MELBOURNE CAMPUSES**

Bundoora

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Franklin Street CBD

**REGIONAL CAMPUSES**

Bendigo

Albury-Wodonga

Mildura

Shepparton

**LTU CCC ENROLMENT POLICY (MODIFIED FOR EMERGENCY CARE RE: COVID-19)**

<b>Name of Policy</b>	Enrolment Policy
<b>Scope</b>	Approved Provider, Nominated Supervisor, educators, Administrative and Reception Staff, parents/guardians
<b>Legislation and Sources</b>	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations 2011</li> <li>• National Quality Standard, Quality Area 6</li> </ul>
<b>Definitions</b>	<p><b>Approved Provider</b> - Manager, Family &amp; Children's Services</p> <p><b>Child Care Subsidy (CCS):</b> A Commonwealth Government payment to help families who use either approved or registered childcare services.</p> <p><b>Department of Education and Training (DET)</b></p> <p><b>LTU</b> – La Trobe University</p>

**POLICY STATEMENT**

La Trobe University Community Children's Centre is committed to complying with all relevant legislation, including with DET funding requirements for enrolment of children in government-funded kindergarten places, ensuring that families and children have equitable access to the Centre and maintaining confidentiality in relation to all information provided on enrolment forms. This policy provides guidelines for the criteria for enrolment at the Centre and the process for enrolling a child/ren and managing bookings, for emergency childcare needs of La Trobe staff and students in response to COVID-19.

**RELATED POLICIES**

- *Fees Policy*
- *Privacy and Confidentiality Policy*
- *Family Orientation Policy*

**PROCEDURES**
**The Approved Provider is responsible for:**

- Ensuring that the La Trobe University Community Children's Centre priority of access guidelines are implemented
- Reviewing the La Trobe University Community Children's Centre priority of access guidelines with the Nominated Supervisors and Educational Leaders
- 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 comply with the requirements of Regulations 160, 161, 162
- Ensuring completed enrolment application forms are stored in a lockable file 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
- 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
- Ensuring families are supported to comply with the Centre 'Family and Visitor Code of Conduct' (Attachment 4) and understand that failure to adhere to this 'Family and Visitor Code of Conduct' may result in the family losing their enrolment in the Centre
- Ensuring that the 'Family and Visitor Code of Conduct' is made available to families in multiple modes; displayed in the Centre, displayed in Centre handbook and referenced in orientations, inductions and tours

**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)
- Enquiring as to whether the child or family has:
  - recently returned from overseas
  - have people staying in their home who have recently come to Australia from another country
  - been diagnosed with COVID-19
  - been in contact with anyone diagnosed with COVID-19
- 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

- Ensuring that the 'Family and Visitor Code of Conduct' is made available to families in multiple modes; displayed in the Centre, displayed in Centre handbook and referenced in orientations, inductions and tours

**Parents/guardians are responsible for:**

- Complying with this *Enrolment policy*
- Informing the Centre if they or their child has:
  - recently returned from overseas
  - have people staying in their home who have recently come to Australia from another country
  - been diagnosed with COVID-19
  - been in contact with anyone diagnosed with COVID-19
- 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 the families' current address
- Ensuring that all required information is provided to the La Trobe University Community Children's Centre

**ATTACHMENTS**

- Attachment 1: LTU CCC Procedure for Enrolment and Bookings (Modified for Emergency Care re: COVID-19)
- Attachment 2: Family and Visitor Code of Conduct

**Authorisation**

The Approved Provider of La Trobe University Community Children's Centre adopted this policy March 2020

## **ATTACHMENT 1:**

### **LTU CC PROCEDURE FOR ENROLMENT AND BOOKINGS (MODIFIED FOR EMERGENCY CARE RE: COVID-19)**

#### **Enrolment process:**

- Families should contact LTUCC via phone (03) 94792122 or email: [children@latrobe.edu.au](mailto:children@latrobe.edu.au) to initiate enrolment process, which includes:
  - Completing an online enrolment form.
  - Providing a copy of the child's up to date immunisation certificate (accessed through family's MyGov account).
  - Completing paper forms and agreements, as required (e.g. for medical conditions, food allergies, etc.) and provided by the centre.
  - Allowing one-hour additional time, upon enrolment appointment, or upon arrival for first day of care, to complete the family induction session with Centre team.
- A separate application form must be completed for each child in 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
- 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

#### **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 need to confirm acceptance of emergency care enrolment within 48 hours of offer
- An enrolment form and other relevant information will be provided after the place is accepted

#### **Bookings system**

- Families can book childcare for the All-Day Care program (offers care from 7:30am-6:15pm) or short sessions through the Sessional Care program, on a full time (temporary ongoing), part time (temporary ongoing), or casual basis.
- Bookings can be made via email [children@latrobe.edu.au](mailto:children@latrobe.edu.au) , phone (03) 94792122 or in person through the reception team.
- Bookings can be made in advance or on the morning of care required.
- Fees need to be paid weekly via One Stop or at Centre Reception

ATTACHMENT 2:

## **Families and Visitors**

- Adhere to Centre policies and procedures
- Collaborate with staff to discuss, develop and implement plans to address behaviours of concern
- Communicate positively, respectfully and professionally with all staff in the Centre at all times
- Communicate positively and respectfully with all other families, children and visitors
- Follow the complaints procedure when expressing concerns or complaints
- Behave in a manner that supports the University and Centre Values and Mission statement