

Enrolment & Orientation

Hunters Hill Public School
Out-Of-School-Hours Care



POLICY STATEMENT:

Our service accepts enrolments for primary school age children. Priority is given to students that attend Hunters Hill Public School. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families;
- Provide essential operational information;
- Form the foundation for a successful and caring partnership between home and the service; and
- To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

PROCEDURES:

(a) Eligibility

- Children must be enrolled in Primary school in order to be eligible to attend the service. Children of Preschool age will not be accepted into the program. This enrolment will be accepted upon proof that the child is enrolled to commence Primary school.

(b) Inclusion of children additional needs

- Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and educators.

(c) Waiting list

- Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list.

(d) Enrolment

- Enrolments will not be accepted from families without full completion of the enrolment form, including direct debit details, on the Qikkids database (My Family Lounge). Once completed, a hard copy will be printed by the service for the family to sign, this will be kept on file.

(e) Attendance and enrollment record

- Accurate attendance records will be kept, which:
 - ✓ Records the full name of each child attending the service
 - ✓ Records the date and time each child arrives and departs
 - ✓ Is signed on the child's arrival and departure by either:
 - The person who delivers or collects the child
 - The Nominated Supervisor or an educator (Regulation 158); and
- An enrollment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

(f) Child's attendance once enrolled

- The service's responsibility for the child begins when placed in before school care or vacation care by parent/guardian, or when they arrive from school for after school care. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible.
- If a child arrives at the service who has not been enrolled for that particular day, the Nominated Supervisor, or relevant staff member will immediately contact the parents or guardian.
- If a child has not been enrolled they will not be taken into care by the service under any circumstances. Instead their parents / guardian will be contacted and the child/ren will be sent to the school's office immediately.

(g) Cancellation of enrolment

- Cancellation of an enrolment may be initiated in two different situations:
 - ✓ A parent advises the service that no further care needs to be provided

(h) Confidentiality and storage of records

- Enrollment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations (Regulations 158, 159, 160, 183).

(i) Orientation

- Families who are enrolling their child for the first time will be sent the Parent Handbook. Families should read this handbook so that their child is prepared for their first day attending the service.

- Parents should advise educators on their child's first day at the service and the educators will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the Centre.
- Educators will introduce the child to other children and engage them in an activity. The educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
158, 159, 160, 161, 162, 168, 177, 183.	6.1, 7.3.	<ul style="list-style-type: none"> - Service Enrolment form - Family Handbook - Fee Policy - Confidentiality Policy - Delivery and Collection of Children Policy - Acceptance & Refusal of Authorisations Policy - Governance & Management Policy 	<ul style="list-style-type: none"> - Network <i>Record Keeping</i> Factsheet - Child Care Service Handbook (DEEWR) - A New Tax System (Family Assistance) Act 1999 - CCMS

ENDORSEMENT BY THE SERVICE:

Approval date: 11/06/2019

Date for review: 11/06/2020