

Enrolment and Orientation

POOSH Care Inc.

POLICY STATEMENT

POOSH CARE INC accepts enrolments to the service for primary school age children who attend Pymble Public School in accordance with funding priorities and guidelines. 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.
- 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).

CONSIDERATIONS

Education and Care Services National Regulation r158, 159, 160, 161, 162, 168, 177 and 183.

National Quality Standard 6.1 and 7.3.

Child Care Service Handbook (DEEWR)

A New Tax System (Family Assistance) Act 1999

CCMS

Hubworks!

POOSH Care Inc Enrolment form

Parent Information Booklet

Fees Policy

Confidentiality Policy

Delivery and Collection of Children Policy

Acceptance & Refusal of Authorisations Policy

Governance & Management Policy

PROCEDURE

(a) Eligibility

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR), these are:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Priority 3 – any other child

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Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents.

As well as the above, the service policy is that children must be enrolled at Pymble Public School in order to be eligible to attend the service.

(b) Inclusion of children with 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. When completing waiting list details families will be advised of the Priority of Access Guidelines.

(d) Enrolment

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCMS). There are three enrolment types under the CCMS:

- Formal enrolments
- Informal enrolments
- AMEP/Other enrolment

Enrolments will not be accepted from families without full completion of the online enrolment form, paper enrolment form and any necessary medical forms, medical kits provided and the Poosh including the POOSH Risk Minimisation Form. Information about fees is included in the Fees Policy.

(e) Re – enrolment for the following year

Re-enrolment will occur in term 3 each year, and current days will be guaranteed. However, for any additional days where the centre does not have vacancies, you will be placed on a waitlist. Failure to re-enrol in term 3 within the allocated timeframe will result in your existing sessions becoming vacant to other families.

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A place will not be offered to current families if fee accounts are in arrears or there has been a history of non-payment or continual late fee payment.

(f) Types of bookings

Permanent bookings are bookings for the same session for a period of two or more consecutive weeks. Permanent bookings are chargeable despite absence.

Alternating bookings are permanent bookings where alternating days are pre-booked.

Casual bookings are bookings made on an ad hoc basis. Casual bookings for an afternoon session must be booked by 9am on the day of attendance unless there is an emergency. An emergency means a genuine, unanticipated event affecting the parents or family where other care arrangements cannot be readily made. Work events that are known ahead of time or running late to collect your child due to work commitments will not ordinarily be considered an emergency. In the event of an emergency, the family must inform the centre that the child needs to attend and must ensure that the child knows to attend POOSH by contacting the school office, who will pass on the message to the child.

(g) Attendance and enrolment records

Accurate attendance records will be kept, which:

- Record the full name of each child attending the service
- Record 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
- Meet the requirements of the Child Care Management System (CCMS)

An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

(h) Child's attendance once enrolled

The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. Failure to do so will result in a \$15 non-notification fee. The rules for Allowable Absences under CCMS will be followed in relation to all absences.

If a child who is enrolled with the service but is not on the Roll for a particular day, arrives at the service, the Nominated Supervisor, or Responsible Person will be contacted. If the child is not booked in for that day and the child is enrolled at Poosh as long as there is availability they will be added to the rolls. On collection the parents will be reminded that they need to provide notice if the child is going to attend the service.

A \$15 non –notification fee will be charged if the family does not inform us of their

child's attendance.

(i) 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; or
- The service identifies that care is no longer required or being provided (*CCMS Ending Enrolments*)
- The family must give two weeks' notice if they wish to cancel a child's enrolment.
- CCMS guidelines will be followed once an enrolment is cancelled.

(j) Confidentiality and storage of records

Enrolment information will be kept in strict confidence according to the service's Confidentiality Policy. All enrolment records will be kept in a safe and secure place on the school premises and kept for the period of time specified in the Regulations (Regulations 158, 159,160, 183).

(k) Orientation

Families who are enrolling their child for the first time will be directed to the school website for all relevant enrolment information, and policies.

Children commencing kindergarten will be walked to and from their classroom by educators, ensuring the staff:child ratio is upheld, for the first month in Term 1 each year. Children will be walked to their classroom at 8:50am and collected at 2:50pm.

On a child's first day 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.

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