

## Enrolment and Orientation

### Rationale

Fleurieu Occasional Community Children's Centre offers both occasional care and permanent bookings charged at hourly rates, as well as long day care sessions (five or ten hours). This offers families flexible alternatives when looking at child care options. Enrolments will be subject to the Commonwealth Government Department of Family and Community Services "Priority of Access Guidelines".

### Legislation and Government Requirements

- Privacy Act 1988
- Family Assistance law
- Education and Care Services National Law Act 2010
- Education and Care Service Regulations

### Strategies for Policy Implementation

Children from all cultural, socio-economic and religious backgrounds in the community are welcome. Parental involvement is encouraged in the program and management.

- Parents are welcome to visit at any time and are encouraged to share their special skills, interest and cultures both informally (by simply spending time in the Centre) and formally (through arrangements with staff).
- The Centre supports the inclusion of children with special needs, where it is able to provide appropriate support with support staff funding and where it is in the best interests of the child.
- Families are welcome to visit the Centre to share all or part of the day with their children. Staff will assist them with information about our philosophy, policies and procedures.
- The Dept of Education, Employment and Workplace Relations Priority of access guidelines" are as follows:
  - **First Priority:** A child at serious risk of abuse or neglect.
  - **Second Priority:** 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
  - **Third Priority:** Any other child.

Within each category, the following children are to be given priority:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

- If care is being provided for a child who is a third priority, that child may be asked to change their booking or leave the Centre to place a child of higher priority. This possibility is outlined in the “Parent Handbook” and is included on the enrolment form.
- On enrolment, the parent will be given a copy of the “Parent Handbook” and will be advised about the enrolment policy and asked to complete the enrolment form.
- If a place at the Centre is not immediately available the family may be put on to the waiting list.
- Parents will be required to notify the Director/Admin Officer when the family’s circumstances change to ensure that information held is current and correct.
- Enrolment information is confidential and available only to the Director, Admin Officer, Team leader, Primary Care Giver, Parent and Government Officers.
- Enrolment of children depends on the availability of space in the appropriate section. Children will not be moved through to another section in order to make space available if they are not ready socially, emotionally and developmentally.
- Parental involvement and participation is considered essential and enriching.
- Exclusion of children from the service will only occur after all other avenues of communication and support have been exhausted. If a child puts one or more children or staff at risk through inappropriate/dangerous behaviour (see policy on Behaviour Management), or professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care away from the parent/guardian, the parent/guardian will be asked to make other arrangements for care.

Source: Department of Education, Employment and Workplace Relations, Child Care Service Handbook 2009-2010

**Links to other policies:**

- Confidentiality Policy
- Grievances and Complaints Management
- Behaviour Management

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