

## 1 NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

## 2 National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	92	Medication record
	93	Administration of medication
	96	Self-administration of medication
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	157	Access for parents
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures
	173	Prescribed information is to be displayed
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents

## 3 EYLF

LO1	Children feel safe, secure, and supported
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## 4 Aim

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

## 5 Related Policies

Additional Needs Policy  
Administration of Authorised Medication Policy  
Child Protection Policy  
Excursion Policy  
Food, Nutrition and Beverage Policy  
Health, Hygiene and Safe Food Policy  
HIV AIDS Policy  
Immunisation and Disease Prevention Policy  
Infectious Diseases Policy  
Medical Conditions Policy  
Orientation for Children Policy  
Privacy and Confidentiality Policy  
Record Keeping and Retention Policy  
Relationships with Children Policy  
Sleep, Rest, Relaxation and Clothing Policy  
Unenrolled Children Policy

## 6 Who is affected by this policy?

- Children
- Families
- Educators

## 7 Implementation

Our service operates Monday to Friday from 7.30 am to 5.30 pm and accepts enrolments of children aged between 3-6 years.

We provide kindergarten integrated into long day care

### Enrolments will be accepted providing:

- Applicants are required to complete an online Prep Enrolment Application form which can be accessed by the School website.



- The completed application form should be submitted online with the prescribed non-refundable application fee, together with a copy of an Extract of Birth Certificate.
- Applicants are required to complete an application which can also be accessed by the school website under ELC and submitted to the email address on the application
- Note: submission of the applications and payment of the fee is a prerequisite to admission for a place on the School/ELC waitlist, however, it does not guarantee a position at the School/ELC. Progression through the various stages of the enrolment process is solely at the discretion of the School/ELC in accordance with the School/ELC's enrolment policies and procedures.
- Immunisation requirements are met – please refer to our Immunisation and Disease Prevention Policy
- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service (in each room).
- A vacancy is available

Where limited vacancies are available, we may prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment in line with the Federal Government's Priority of Access' guidelines. Within these categories we may also prioritise children in:

- Aboriginal and Torres Strait Islander families
- families with a disabled person
- families on low incomes
- families from a non-English speaking background
- socially isolated families
- single parent families.

We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria.

The Centre has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the Centre. Due to the limited number of places available, applicants may not be offered an interview and / or a place. An application for enrolment does not guarantee an offer of a position at the Centre. Offers of places are made at the discretion of the Centre and the Centre reserves the right to lawfully refuse any application for enrolment without providing a reason. At the discretion of the Centre, some applications may be given preference after taking into account the following factors:

- siblings of current or past Bacchus Marsh Grammar students;
- children of past Bacchus Marsh Grammar students;
- children of current Bacchus Marsh Grammar employees;
- geographic location;
- date of application;

We offer the following Kindergarten programs which are delivered by Early Childhood Teachers and funded or subsidised by the State Government so fees for the programs are free or low cost. We can apply for kindergarten fee subsidies or extension grants on families' behalf. The payment is made directly to our service. Please note children are only able to enrol in Government funded/subsidised Kindergarten programs at one Service. We will ask families to confirm in writing they are not accessing funded kindergarten programs elsewhere.

**Four-year-old Kindergarten**

We offer children 15 hours of kindergarten per week in the year before they start school. Children may be able to access a second year of kindergarten if an early childhood teacher assesses that they have developmental delays in two or more areas. Our Early Childhood Teacher will be delivering the program on all days (Monday to Friday) 9.00am – 4.30pm. Children will need to attend for at least 3 days per week.

**Three- year- old Kindergarten**

We are continuing to offer a three-year-old kindergarten program of 15 hours per week to children who turn three years old by 1<sup>st</sup> January in the year they're enrolled in the program. Our Early Childhood Teacher will be delivering the program on all days (Monday to Friday) 8.30am – 4.00pm. Children will need to attend for at least 3 days per week.

Please note all children in three-year-old kindergarten are expected to move to four-year-old Kindergarten the following year.

**Kindergarten Fee Subsidy (3 and 4 year old kindergarten)**

The Kindergarten Fee Subsidy enables *eligible* children to attend a Government funded kindergarten program at a service **that does not provide long day care** for 15 hours per week free of charge. Eligible children include children from a refugee or asylum seeker background, who are Aboriginal or Torres Strait Islander, who are multi birth children (triplets or above) or who (or whose family holds) Commonwealth Government Health Care/Concession/Veteran's Affairs Gold or White cards.

**Early Start Kindergarten**

We also offer of free or low-cost Early Start Kindergarten programs of 15 hours per week to children from a refugee or asylum seeker background, or who are Aboriginal or Torres Strait Islander, or who are known to Child Protection, where they will be at least three years old by 1<sup>st</sup> January in the year they're enrolled. Children can be enrolled in a three-year old group, a four-year-old group, a mixed age group or a combination of these.

These children can also access free or low cost Kindergarten in the year before school via an Early Start Kindergarten Grant irrespective of whether they were enrolled in Early Start Kindergarten the year before. Aboriginal and Torres Strait Islander children can also access free kindergarten through the Koorie Kids Shine program

**Early or Late Entry to Kindergarten**

Children can start school if they turn five by 30 April in the year they start (and must be enrolled by age six unless they have an exemption). Children born between 1 January to 30 April can therefore start kindergarten when they are four. Each child is different. We encourage families who are unsure when their child should start kindergarten to speak with our early childhood teacher/staff.

**Priority of Access**

Where we accept children into a State Government funded kindergarten program we must prioritise the enrolment of those children in line with the State Government's Priority of Access criteria if there are more applications than available places. We will prioritise children who:

- reside in the Local Government Area (only include this point if funded for 3 year old Kinder prior to 2022)
- are at risk of abuse or neglect, including children in Out-of-Home Care
- are Aboriginal and Torres Strait Islander
- are asylum seekers or refugees
- are eligible for the Kindergarten Fee Subsidy
- have additional needs ie require additional assistance to participate, have an identified specific disability or developmental delay, require various services which are individually planned.



To ensure equity we will apply these criteria separately to our three and four-year old kindergarten programs where these groups are separate, and equally to vulnerable three and four-year-old children in mixed age groups.

Where there are not enough places to accept all high priority children, we will use our professional judgement and consult with relevant authorities where appropriate to enrol the most vulnerable child first. We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria. Our local criteria are:

The Centre has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the Centre. Due to the limited number of places available, applicants may not be offered an interview and / or a place. An application for enrolment does not guarantee an offer of a position at the Centre. Offers of places are made at the discretion of the Centre and the Centre reserves the right to lawfully refuse any application for enrolment without providing a reason. At the discretion of the Centre, some applications may be given preference after taking into account the following factors:

- siblings of current or past Bacchus Marsh Grammar students;
- children of past Bacchus Marsh Grammar students;
- children of current Bacchus Marsh Grammar employees;
- geographic location;
- date of application;

Where we place children on a Waitlist we will ensure high priority children are offered a place before other children. Where there are multiple high priority children and limited places, we will use all available information, including advice from relevant agencies, to ensure the most vulnerable children are enrolled first.

### **Data Collection Privacy Policy**

Funded Kindergarten services are required to collect information from all parents/guardians about their education and employment. Information collected includes:

- highest level of primary/secondary education and highest qualification completed (eg non-school qualification, bachelor degree). (Equivalent overseas education and qualifications are recognised.)
- Parents/guardians occupation group from the **Parental Occupation Index** for their main work.

The data is used to help calculate the amount of 'School Readiness Funding' we receive and we can use it to purchase a range of programs and resources including paying for professionals like speech therapists to work with children. All information provided during the enrolment process will be treated confidentially and will only be used to inform kindergarten funding.

### **Transition learning and Development Statements**

We complete Transition Learning and Development Statements for all children transitioning to school from a State Government funded Kindergarten program.

The Statement aims to help children's school teachers by summarising each child's abilities, individual approaches to learning, and how they can be supported to continue learning. Our Early Childhood Teachers will provide families with the Statement and advise that it will be shared with the child's school unless they don't want this to happen. Families will be encouraged to discuss sharing the Statement where they have concerns.

### **Enrolment:**



When a family has indicated their interest in enrolling their child in our service, the following will occur:

- A tour of our service is available upon a request. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
- Families are given a copy of the Parent Handbook to read and are invited to ask questions.
- Discussions are held between the Nominated Supervisor/Educator Leader and families regarding availability of days, a start date and tailoring an orientation process (if required) to suit the needs of the family and child. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time of offer, and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
- Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their Centrelink online account through my Gov and completing a claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- As per our Orientation for Children Policy, families, if required, will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.
- We will formally advise families in writing if their child is receiving a funded kindergarten program.

**On the child's first day:**

- The child and their family are welcomed into their room for the first day.
- The Nominated Supervisor and parents will ensure all details are finalized.

**Other information about our service's enrolment includes:**

- We will try and accommodate families so that children from the same family can attend our service. There are strict immunisation requirements for children who are enrolled at our service. All children must be immunised. Please see our Immunisation Policy for further information.



- To ensure all children are treated fairly and receive the same care and attention, any of our educators' children, grandchildren, nieces or nephews who attend the service will not be enrolled in the same room their parent, grandparent or relative works in.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or wellbeing of any other child at the service.

### Information and Authorisations to be kept in the Enrolment Record

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

Information relating to a child's enrolment may be disclosed to other organisations related to the service in accordance with our Privacy and Confidentiality Policy and or Privacy Collection Notice.

## 8 Sources

Public Health and Wellbeing Act 2008

The Child Wellbeing and Safety Act 2005

Children, Youth and Families Act 2005

Occupational Health & Safety Act 2004

Occupational Health and Safety Regulations 2007

Education and Care Services National Law and Regulations

Education and Care Services National Law and Regulations

National Quality Standard

A New Tax System (Family Assistance) Act 1999

Early Years Learning Framework

Kindergarten Funding Guide: Department of Education and Training

## 9 Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Date Reviewed: **June 2022**

Name of Reviewer: Approved Provider

Signature: \_\_\_\_\_



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**Name of Reviewer:** Nominated Supervisor

**Signature:** \_\_\_\_\_

## Appendix 1

**Enrolment Checklist****Element 6.1.1**

Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.

	yes	N/A
All parts of the Enrolment Form completed and signed		
Parents 1, 2 and 3 DOB and CRN provided		
Child's DOB and CRN provided		
Complying Written Arrangement template signed by parent (confirmed by parent through Xplor)		
Enrolment lodged with Centrelink		
Child's Birth Certificate or equivalent sighted		
Court/parenting orders, parenting plans outlining powers, duties, responsibilities in relation to the child provided		
Information about the child's family is obtained e.g. culture, religion, family structure (e.g. siblings, grandparents)		
Information about any special dietary requirements/restrictions or additional needs obtained		
Evidence of immunisation status provided. (child fully immunised or has appropriate exemptions – refer Immunisation Policy)		
All authorisations and indemnities signed including authority for:		
<ul style="list-style-type: none"> <li>medical treatment from a medical practitioner, hospital or ambulance service</li> <li>ambulance transportation</li> </ul>		
<ul style="list-style-type: none"> <li>incursions</li> </ul>		
<ul style="list-style-type: none"> <li>regular excursions</li> </ul>		
<ul style="list-style-type: none"> <li>Authorised nominees</li> </ul>		
<ul style="list-style-type: none"> <li>Emergency contacts</li> </ul>		
<ul style="list-style-type: none"> <li>Persons authorised to consent to medical treatment or administration of medication (could be same as authorised nominees/emergency contacts)</li> </ul>		
Relevant health information is provided including:		
<ul style="list-style-type: none"> <li>medical practitioner or medical service</li> </ul>		
<ul style="list-style-type: none"> <li>Medicare number</li> </ul>		
<ul style="list-style-type: none"> <li>healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis</li> </ul>		
<ul style="list-style-type: none"> <li>Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy or anaphylaxis</li> </ul>		
Hand book		



Families provided with copies of, or access to, all policies and procedures, Code of Conduct and Statement of Philosophy		
Medical Conditions Policy provided to all parents where child has a specific health care need, medical condition, allergy or other relevant medical condition		
Relevant policies and procedures discussed/explained including:		
<ul style="list-style-type: none"> <li>Medical conditions policy Child cannot attend without medication</li> </ul>		
<ul style="list-style-type: none"> <li>Administration of Medication Policy Medication must be in original container Administration of medication must be authorised in writing unless emergency Procedures during medical emergency, including asthma and anaphylaxis</li> </ul>		
<ul style="list-style-type: none"> <li>Delivery and Collection of Children Policy Sign in/out procedure explained Procedure if parent running late to collect child</li> </ul>		
<ul style="list-style-type: none"> <li>Grievance Policy Location of complaint forms</li> </ul>		
<ul style="list-style-type: none"> <li>Fee Policy Fees should be paid on time. Fees in arrears attract extra charges</li> </ul>		
<ul style="list-style-type: none"> <li>Photography Policy (authorisation signed)</li> </ul>		
<ul style="list-style-type: none"> <li>Infectious Disease Policy Any child who is unwell must not attend the Service. Children who become unwell at the Service need to be collected. If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.</li> </ul>		
<ul style="list-style-type: none"> <li>Immunisation and Disease prevention Policy Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service</li> </ul>		
<ul style="list-style-type: none"> <li>Sleep, Rest, Relaxation and Clothing Policy Service implements safe sleeping practices as recommended by SidsandKids Sleep and rest practices Children should wear comfortable clothing that can get dirty All items should be labelled with child's name</li> </ul>		
<ul style="list-style-type: none"> <li>Behaviour Guidance (Relationships with Children Policy) Parents will: <ul style="list-style-type: none"> <li>work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators</li> <li>consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Health, Hygiene and Safe Food Policy Service has a 'healthy' eating policy Service does not allow e.g. nuts into the service</li> </ul>		



<ul style="list-style-type: none"><li>• Tobacco, Drug and Alcohol Policy No smoking on premises allowed including car park</li></ul>		
<ul style="list-style-type: none"><li>• Parental Interaction and Involvement in the Service Policy Family input procedures e.g. “what did you do on the weekend” sheets</li></ul>		
<ul style="list-style-type: none"><li>• Environmental Sustainability Policy Measures taken to promote sustainability e.g. litter less lunches</li></ul>		
Direct Debit form completed - Xplor		