



## Admissions, Enrolment and Orientation

### Children's Services Policy No 1.1

**Date issued:** April 2015  
**Replaces issue:** Admissions Policy 2006, Children's Services Staff – Child Placement  
**Date effective:** 10 November 2015  
**Review dates:** January 2019, October 2020, February 2022; December 2022; and August 2024

### Aim

To ensure that childcare places are allocated to families in an equitable manner.

Where possible to enable the placement of siblings within the same service.

To manage any risks and conflicts associated with the placement of children of Willoughby City Council staff.

### Background Information

Council operated child care services receive Federal funding in the form of the Child Care Subsidy.

Please refer to **Policy 1.2 - Fees** for further information on the Child Care Subsidy.

### Relevant Legislation

- [Education and Care Services National Regulations](#)
- [Public Health Amendment \(Review\) Act 2017](#)
- [NSW Public Health Regulation 2012](#), (Part 7, Division 2, Sections 42-44A)
- [Children \(Education and Care Services National Law Application\) Act 2010](#)
- [NSW Public Health Act 2010](#), (Part 5, Division 4, Sections 85-88)
- [A New Tax System \(Family Assistance\) Act 1999](#)

### Resources

- [Child Care Provider Handbook](#) – Australian Government Department of Education
- [Early Childhood Education](#) - NSW Department of Education
- [Australian Children's Education and Care Quality Authority - National Quality Standard](#)
  - **Quality Area 6:**
    - Standard 6.1 - Element 6.1.1; Element 6.1.2; and Element 6.1.

### Service Approvals

Long Day Care and After School Care Services are approved services under the Education and Care Services National Regulations. The approval to operate an Education and Care Service stipulates the age and total number of the children that are able to attend the service. These vary between service types.

### **When a vacancy exists in a service the following practices will apply:**

Children already attending the service will have priority of placement for additional days over potential new enrolments.

Siblings of children currently enrolled, who are on the waiting list for the service, will have priority over other families on the waiting list. This is to allow family grouping and to alleviate problems families encounter with the use of multiple education and care services. However, the service cannot guarantee that there will be a vacancy to allow a sibling to be offered a place at the service.

### **Long Day Care**

As part of the enrolment process guardians are asked to:

- Complete the child's enrolment information through the My Family Lounge tab on Council's website under [Enrol Your Child](#) prior to the child's commencement date.
- Provide a duly certified copy of a birth certificate, Australian Citizenship or passport within 6 weeks of commencement of care or let the Nominated Supervisor sight originals.
- Provide proof of their child's immunisation status.
- Make an appointment with the Nominated Supervisor to review the enrolment information. (We encourage guardians to bring their child/ren to this appointment).
- Book in orientation visits for their child/ren prior to the commencement date. Guardians are required to remain with the child/ren at all orientation visits.
- Allow sufficient time on the child's first day to settle the child into the service

### **After School Care**

The After School Care and Vacation Care services operate from at Kids Cottage in Artarmon, for children aged between 5 and 12 years of age.

As part of the enrolment process for After School Care, guardians are asked to:

- Complete the child's enrolment information through the My Family Lounge tab on Council's website under [Enrol Your Child](#) prior to the child's commencement date.
- Visit the centre with your child/children prior to the commencement date. Guardians are required to remain with the child/ren during this visit.

Families are required to provide a minimum of 4 Weeks's notice for any changes to permanent bookings outside the December to January period. (Please refer to **Children's Services Policy 1.2 – Fees** for further information).

The ability of these services to provide care to a child who has turned 12 years of age during the child's 12<sup>th</sup> year is based on the following:

- Children who turn 12 years of age and are still in primary school are able to continue their enrolment for the remainder of the primary school year.
- If the child is in their 12<sup>th</sup> year and has not attended their first day of high school the child may attend the Christmas Holiday Vacation Care program,
- Children who have turned 13 years of age prior to commencing grade 6 are not able to attend After School Care or Vacation Care services.

### **Staff enrolling their own children**

Staff are permitted to enrol their child in a council operate childcare service; the following will apply:

- Staff members are required to place their child's name on the waiting list and will be subject to the same guidelines as other parents/carers.

- Prior to placement, each individual case situation will be discussed with the staff member and the service's Nominated Supervisor to ensure the placement will be workable for all involved.

Following placement at the service, the Nominated Supervisor and staff member will continuously monitor the arrangement to ensure no conflict arises.

Whilst at the service, and under the care of staff other than the guardian/staff member, the same policies will apply to the child as applies to all others attending the service.

### **Attendance during notice period**

Families should be aware that CCS is not paid by Centrelink once the child stops attending the service.

If four (4) weeks' notice is not given, a charge in lieu of notice is added to the family's account. The charge is for the remaining scheduled days of attendance for the notice period at full fees.

For further information on CCS and absences please visit the [Services Australia website](#).

### **Absences for family holidays**

Guardians are required to pay for care during absences, including holidays.

Where a family cancels their booking to take a holiday, the child's place will not be held. If you wish to have your child return after the holiday, they will be placed on the waiting list for the service.

### **Vacation Care Enrolment**

Enrolment in vacation care opens 3 weeks prior to gazetted school holidays. Guardians can enrol and [book](#) their child into vacation care online.

### **Individual Needs of children**

The enrolment process is designed to identify these needs prior to the child's first day to ensure that the staff are able to effectively settle children at the service.

Guardians should identify any individual needs when completing the enrolment forms.

If the child is receiving assistance from other organisations, such as speech therapy, permission will be sought to contact that service to discuss the child's progress, current program and any specific strategies that the service may need to follow. This will assist the educators to begin programming for the child at the appropriate level.

The centre will aim to work with other agencies to ensure that the child's needs are being met.

### **Inclusion Support Program Funding**

Where a child has been identified as having an ongoing high support need as defined by the Federal Government in relation to the Child Care Inclusion Support Program, the Nominated Supervisor will discuss with the guardian and may investigate the availability of funding for the child.

The availability of funding is subject to Federal Government guidelines, including diagnosis, level of disability and availability of funds.

For further information, please visit the [Inclusion Support Program website](#).

Other Special Needs agencies may be contacted to assist where possible in the inclusion of children with high support needs.

### **Orientation Process for Under School Age**

Orientation is a vital component to settling children into education and care.

For many children, commencing education and care may be their first experience of being separated from a parent. Most children will experience some anxiety leaving their guardians and it is therefore essential that educators and guardians work together to establish a successful orientation process for each child.

Guardians are encouraged to help their child to settle into the service by organising several visits prior to the child's first day of being left at the service.

These visits may only be for up to a half hour or hour at a time and at different periods of the day to allow the child to become familiar with various routines. Guardians are required to remain at the service with their child during these visits.

During the orientation visits, the child and guardian/s will be introduced to the educators who will be working with the child. Educators will talk to the guardian/s about their values and expectations in relations to the child's learning, as well as encouraging guardian/s to share their child's strengths, interests, abilities and needs.

Once enrolment has commenced we ask guardian/s to consider only leaving the child for short half day visits for the first week. This will assist the child to settle further.

### **Orientation process for School Age Children**

Kindergarten children especially are in the process of change as they commence formal schooling and may be anxious about After School Care.

Guardians are encouraged to bring their child to the service prior to their first formal After School Care session. This provides an opportunity for the staff and children to meet, and also allows for the child to be shown around the venue.

### **Re-enrolment in the service for the following year**

A re-enrolment process will occur during the last quarter of each year for the following year.

Guardians will be asked to specify care requirements for the following year when completing the enrolment information online.

For children who will be starting school at the end of January guardians are asked to select their required days of education and care up to and including the last day of care required before the child starts school.

Once the guardian has received confirmation of their attendance for the following year, the service will not accept any changes to this enrolment pattern during December or January. Please refer to Policy 1.2 – Fees for further information.

No refunds will be given should a family decide to leave the centre early (December, January), to take a holiday, or access other services, such as Vacation Care prior to their child starting school.