UNENROLLED CHILDREN POLICY

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1 Aim
To ensure that educators and the service are only responsible for children who are enrolled at our service to meet our legal requirements and child/staff ratios.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

2 Related Policies
Child Protection Policy (CHI-ADM-POL-009)
Enrolment Policy (CHI-ADM-POL-022)
Excursion Policy (CHI-ADM-POL-024)
Family Law and Access Policy (CHI-ADM-POL-025)
Orientation for Children Policy (CHI-ADM-POL-041)
Relationships with Children Policy (CHI-ADM-POL-050)
Staffing Arrangements Policy (CHI-ADM-POL-055)

3 Who is affected by this Policy?
Child
Educators
Families
Management

4 Implementation
4.1 On occasion, children who are not enrolled at our service may be present at the service.
4.2 An example of this is when families come to pick up an enrolled child and they bring their other children with them.
4.3 At times like this, the children who are not enrolled at the service are the responsibility of the adult that brought them to the service.
4.4 We ask these adults to keep unenrolled children off any equipment at the service, and for the child to be accompanied by the adult at all times.
4.5 Should a child who is not enrolled at the service attend an excursion with the service, they may only attend should the adult to child ratio not be compromised for enrolled children.
4.6 Any child that is enrolled at the service on a temporary basis will be included in the educator/child ratios.

5 Sources
Education and Care Services National Regulations
National Quality Standard
6 Review
This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

7 Version Control Table

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<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Michele Fowler Manager – Kids Uni</td>
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<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<td>Dec 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
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