ENROLMENT AND BOOKINGS POLICY

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## 1 NQS

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<th>QA2</th>
<th>2.1.1 Each child’s health needs are supported.</th>
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<tbody>
<tr>
<td></td>
<td>2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</td>
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<tr>
<td></td>
<td>2.2.1 Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.</td>
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<td>2.3.1 Children are adequately supervised at all times.</td>
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<td></td>
<td>2.3 Each child is protected.</td>
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<td>2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</td>
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<td>2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</td>
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<tr>
<td>QA6</td>
<td>6.1 Respectful supportive relationships with families are developed and maintained.</td>
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<td>6.1.1 There is an effective enrolment and orientation process for families.</td>
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<td>6.2 Families are supported in their parenting role and their values and beliefs about child rearing are respected.</td>
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</table>

## 2 National Regulations

<table>
<thead>
<tr>
<th>Regs</th>
<th>77 Health, hygiene and safe food practices</th>
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<td>78 Food and beverages</td>
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<td>88 Infectious diseases</td>
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<td>90 Medical conditions policy</td>
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<td>92 Medication record</td>
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<td>93 Administration of medication</td>
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<td>96 Self-administration of medication</td>
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<td>97 Emergency and evacuation procedures</td>
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<td>99 Children leaving the education and care service premises</td>
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<td>100 Risk assessment must be conducted before excursion</td>
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<td>101 Conduct of risk assessment for excursion</td>
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<td>102 Authorisation for excursions</td>
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<td>157 Access for parents</td>
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<td></td>
<td>160 Child enrolment records to be kept by approved provider and family day care educator</td>
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<td>161 Authorisations to be kept in enrolment record</td>
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<td></td>
<td>162 Health information to be kept in enrolment record</td>
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<td></td>
<td>165 Offence to inadequately supervise children</td>
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<td></td>
<td>167 Offence relating to protection of children from harm and hazards</td>
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<td>168 Education and care service must have policies and procedures</td>
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<td>173 Prescribed information is to be displayed</td>
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<td>177 Prescribed enrolment and other documents to be kept by approved provider</td>
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<td>181 Confidentiality of records kept by approved provider</td>
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<td></td>
<td>183 Storage of records and other documents</td>
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</tbody>
</table>

## 3 EYLF

| LO1   | Children feel safe, secure, and supported |
4 Aim
4.1 To ensure that each child’s enrolment is completed as per our legal requirements.
4.2 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.
4.3 UOW Pulse Ltd Children’s Services provides childcare for university students, staff and the broader community. Given the diversity of the clientele, child care bookings are broken into several categories.
4.4 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).

5 Related Policies
Additional Needs Policy (CHI-ADM-POL-003)
Administration of Authorised Medication Policy (CHI-ADM-POL-004)
Child Protection Policy (CHI-ADM-POL-009)
Excursion Policy (CHI-ADM-POL-024)
Food, Nutrition and Beverage Policy (CHI-ADM-POL-027)
Health, Hygiene and Safe Food Policy (CHI-ADM-POL-030)
HIV AIDS Policy (CHI-ADM-POL-031)
Immunisation and Disease Prevention Policy (CHI-ADM-POL-033)
Infectious Diseases Policy (CHI-ADM-POL-035)
Medical Conditions Policy (CHI-ADM-POL-038)
Orientation for Children Policy (CHI-ADM-POL-041)
Privacy and Confidentiality Policy (CHI-ADM-POL-048)
Record Keeping and Retention Policy (CHI-ADM-POL-049)
Relationships with Children Policy (CHI-ADM-POL-050)
Sleep, Rest, Relaxation and Clothing Policy (CHI-ADM-POL-052)
Waiting List Application Process (CHI-ADM-POL-067)
Unenrolled Children Policy (CHI-ADM-POL-062)

6 Who is affected by this policy?
Children, Families, Educators

7 Implementation
7.1 Our service accepts enrolments of children aged between 0-6 years in our long day care centres, 3 – 5 in our Preschool and between 5-12 years in our Out of School Hours and Vacation Care Service.
7.2 All services are to use the UOW Pulse Ltd Children’s Services Waiting List form, or families can access the form online at the UOW Pulse Ltd web site. www.unicentre.uow.edu.au
7.3 Enrolments will be accepted providing:
   i. The maximum daily attendance does not exceed the approved number of places of the service.
ii. Child-educator ratios are maintained across the service (in each room).

iii. A vacancy is available. (Please see Priority of Access Guidelines found in the Waiting List Application Process CHI-ADM-POL-067)

8 Enrolment

When a family has indicated their interest in accepting the offer of enrolment for their child in our service, the following will occur:

8.1 Once the family has accepted the offer, a mutual date for formal enrolment and orientation will be set. **The start date must be a minimum of two days after orientation to ensure all enrolment requirements are completed prior to the start date.** An enrolment pack will then be sent out. This pack includes

i. Cover letter confirming date and time for orientation appointment. This letter will also list all documentation required for enrolment, ie – birth certificate, CCB letter.

ii. Enrolment form and other relevant forms that must be completed prior to attending the orientation appointment.

iii. A copy of the fees and enrolment policy.

8.2 On the day of the appointment, a tour of the service will be provided. During this tour, the educator will give the family information about the service including, but not limited to

i. programming methods,

ii. meals,

iii. incursions and excursions,

iv. inclusion,

v. fees,

vi. policies, procedures and, regulations for our state and the licensing and assessment process, the National Quality Framework

vii. signing in and out procedure, 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.

8.3 Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process 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.

8.4 If 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. If an interpreting service be required a telephone interpreter service is available (Illawarra Migrant Resource Centre – Keira St, Wollongong – phone 4229 6855).

8.5 Families will also need to contact the Family Assistance Office to have their eligibility for Child Care Benefit assessed. – Not applicable to Kids Uni Preschool.
8.6 As per our Orientation for Children Policy, families 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.

8.7 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.

8.8 Enrolment fee and 2 weeks of fees to be paid at this time.

9 Types of Bookings Available

9.1 Uni Session Bookings
   i. Fees are payable for the period between the first day of lectures and the last day of exams for a particular session.
   ii. Fees are payable for every week of a session, including weeks when no lectures are held.
   iii. This booking type is specifically designed to provide child care in order that students may study and prepare for exams. The provision of child care may also be a deciding factor for choosing UOW. It is available to both full time and part time UOW students.

   To be eligible for a Uni Session booking the student must:
   - Provide proof of enrolment (current UOW student card) or acceptance into the next semester at UOW.
   - Be in receipt of 100% CCB
   - Provide a current health care card including the child/ren in care

   Evidence of continued eligibility must be provided to Kids Uni Administration prior to the commencement of each semester for a Uni Session booking to continue.

9.2 All Year Round Bookings
   i. Fees are payable for 51 weeks of the year.

9.3 Occasional Care Bookings.
   i. Occasional care is available across the year depending upon availability. All occasional care bookings must be done through the administration office in order to ensure licensing numbers are maintained, billing can be done, and occasional care enrolment forms are completed (for new children).
   ii. Occasional Care bookings can be offered on a full day or half day basis.
   iii. A half day booking will be charged half the daily rate and either be taken from 7.30am to 1.00pm or 1.00pm to 6.00pm. Payment must be paid prior to care commencing.
   iv. A new occasional care child cannot attend a service until the relevant enrolment form is fully completed as it contains information that is vital in the event of an emergency.
   v. All occasional care must be recorded in relevant administration/office diary.
   vi. Occasional care cannot be offered if family has an outstanding debt.
   vii. Cooks must be notified as soon as possible regarding the dietary needs of occasional care children so that they can be catered for.
   viii. The Nominated Supervisor must notify all educators and other staff of occasional care bookings, days of attendance, times, and needs.
10 On the child's first day
   10.1 The child and their family are welcomed into their room for the first day.
   10.2 The Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Orientation Checklist.

11 Other information about our service’s enrolment
   11.1 We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.
   11.2 Enrolment of educator’s children at the service is generally not encouraged.

12 Vacation Care Bookings
   12.1 Bookings for school holidays (public school calendar dates) must be done no later than one week prior to the commencement of the actual holiday period.

13 After School Care Bookings (OOSH)
   13.1 Bookings are annual booking conducted at the beginning of each year.

14 Information and Authorisations to be kept in the Enrolment Record
   14.1 Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

15 Source
   Child and Young Persons (Care and Protection) Act 1998
   Education and Care Services National Regulations 2011
   National Quality Standard
   Family Assistance Legislation Amendment (Child Care) Act 2010
   Early Years Learning Framework

16 Review
   This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

17 Version Control Table

<table>
<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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<tr>
<td>1</td>
<td>February 2012</td>
<td>February 2013</td>
<td>M. 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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<tr>
<td>2</td>
<td>February 2013</td>
<td>February 2014</td>
<td>M. Fowler Manager – Kids Uni</td>
<td>Paragraph inserted into Page 5 under heading &quot;9.1 Uni Session Bookings&quot;.</td>
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<tr>
<td>3</td>
<td>August 2013</td>
<td>August 2014</td>
<td>M. Fowler Manager – Kids Uni</td>
<td>Paragraph amended on Page 5 under heading &quot;9.1 Uni Session Bookings&quot; to clarify eligibility</td>
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<td>4</td>
<td>Feb 2014</td>
<td>March 2016</td>
<td>M. Fowler Manager – Kids Uni</td>
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<td>5</td>
<td>Nov 2015</td>
<td>Sept 2017</td>
<td>M Gillmore G.M. UniCentre</td>
<td>Session Bookings further clarification</td>
</tr>
<tr>
<td>6</td>
<td>February 2016</td>
<td>September 2017</td>
<td>Inclusion of Kids Uni Preschool – Ages of children enrolled and noting that Child Care benefit is not applicable to the preschool.</td>
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