

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy will outline:

- The criteria for enrolment at Camberwell Kindergarten and Child Care Centre Inc.
- The process to be followed when enrolling a child at Camberwell Kindergarten and Child Care Centre Inc. and the basis on which places within the programs will be allocated.
- Procedures for the orientation of new families and children into Camberwell Kindergarten and Child Care Centre Inc.
- Processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

VALUES

Camberwell Kindergarten and Child Care Centre Inc. is committed to:

- Equal access for all eligible children.
- Meeting the needs of the local community.
- Maintaining confidentiality in relation to all information provided on enrolment forms.
- Supporting families to meet the requirements for enrolment through the provision of information.
- Ensuring all families are welcomed and receive an effective orientation into the service.

SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Camberwell Kindergarten and Child Care Centre Inc.

BACKGROUND AND LEGISLATION

Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2) (k)). It is intended that all eligible children (refer to Definitions) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to Definitions and Attachment 1) policy in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in The Kindergarten Guide (refer to Sources), the services philosophy, values and beliefs and the provisions of the Equal Opportunity Act 2012. The Victorian Government requires funded organizations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in central enrolments schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved childcare (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in childcare services* (refer to *Sources*).

Immunisations are an effective means of reducing the risks of vaccine preventable diseases. Early childhood education and care services which are regulated under the Education and Care Services National Law Act 2010 have legislative responsibilities under the Public Health and Wellbeing Act 2008 to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*.
- *Charter of Human Rights and Responsibilities Act 2006* (Vic).
- *Children, Youth and Families Act 2005* (Vic).
- *Child Wellbeing and Safety Act 2005* (Vic).
- *Disability Discrimination Act 1992* (Cth).
- *Education and Care Services National Law Act 2010*.
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183.
- *Equal Opportunity Act 2010* (Vic).
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*.
- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities.
- *Public Health and Wellbeing Act 2008* (Vic).
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic).
- *Sex Discrimination Act 1984* (Cth).

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: Documentation as defined by the Immunization Enrolment Toolkit for early childhood education and care services as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved care: Approved childcare services are services that have Australian Government approved to receive Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved care includes centre based day care, including long day care and occasional care, family day care, outside school hours and in-home care.

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These

details will be on the child's enrolment form. The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved childcare providers. Further information can be found at <https://www.education.gov.au/child-care-subsidy-0>

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child attending an early childhood education and care services as described in the Immunisation enrolment toolkit for early childhood education and care services or a child in a kindergarten program who meets the requirements of both The Kindergarten Guide and the Immunisation enrolment toolkit for early childhood education and care services.

Enrolment application form: A form to apply for a place at the service.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child, as required under the National Regulations, 160,161,162 including the enrolment form: details of any court orders; and immunisation documentation as specified in the Immunization Enrolment Toolkit for early childhood education and care services. Enrolment records are stored securely in the service due to their confidential nature.

Fees: A charge for a place within a program at the service.

Priority of access: In instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in The Kindergarten Guide (refer to Sources), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- The Family Assistance Law as the basis for Commonwealth childcare fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS). <https://www.education.gov.au/child-care-legislation>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:* www.acecga.gov.au/

- *Guide to the National Quality Standard:* www.acecqa.gov.au/
- *The Kindergarten Guide (Department of Education and Training):* www.education.vic.gov.au/childhod/providers/funding/Pages/kinderfundingcriteria.aspx
- *Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care services:* <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *Victorian Department of Health:* www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy.*
- *Complaints and Grievances Policy.*
- *Dealing with infectious Diseases Policy.*
- *Fees Policy.*
- *Inclusion and Equity Policy.*
- *Privacy and Confidentiality Policy.*

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for;

- Determining the criteria for priority of access to programs at Camberwell Kindergarten and Child Care Centre Inc., based on funding requirements and the service's philosophy. (refer also to Attachment 1 – Eligibility and priority of access criteria).
- Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program.
- Providing parents / guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment.
- Complying with the *Inclusion and Equity Policy*.
- Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy. (refer also to Attachment 2 – General enrolment procedures)
- Providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.
- Ensuring parents/ guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable.
- Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services **prior to enrolment** determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 weeks grace period.
- Ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program.
- Advising parents / guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services. Attachment 4 – Letter for parents / guardians without acceptable immunisation documentation.
- Taking reasonable steps to obtain acceptable immunisation documentation from a parent / guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending. (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained)

- Ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162. and that it effectively meets the management requirements of the service.
- Ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183).
- Ensuring that the orientation program and plans meet the individual needs of children and families and comply with DET funding criteria.
- Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:

- Reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*).
- Responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in.
- Discussing the individual child's needs with parents / guardians and developing an orientation program to assist them to settle into the program.
- Ensuring that enrolment forms are completed prior to the child's commencement at the service.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- Encouraging parents/guardians to:
 - Stay with their child as long as required during the settling in period.
 - Make contact with educators and carers at the service, when required.
- Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child.
- Sharing information with parents/guardians regarding their child's progress with regard to settling into the service.
- Discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- Developing strategies to assist new families to:
 - Feel welcomed into the service.
 - Become familiar with service policies and procedures.
 - Share information about their family beliefs, values and culture.
 - Share their understanding of their child's strengths, interests, abilities and needs.
 - Discuss the values and expectations they hold in relation to their child's learning.
 - Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program.
- Providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- Complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.
- Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required.

- Providing parents / guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentations required for enrolment.

Parents/guardians are responsible for:

- Reading and complying with this *Enrolment and Orientation Policy*.
- Attending a 3-hour complimentary free orientation visit which is conducted in the morning or afternoon and is organised by the nominated supervisor. Parents are required to stay at the centre on this day.
- Completing enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status.
- Ensuring that all required information is provided to the service.
- Parents should advise staff of factors which are likely to or may affect their child's behaviour, eg; changes to family circumstances.
- Updating information by notifying the service of any changes as they occur eg; address and contact details.
- Where a child is on an immunisation catch -up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service.
- If necessary and interpreter can be arranged.
- The main means of communication is via emails. Invoices are emailed to parents on a fortnightly basis. Parents must request receipts to be given to them.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Open Door Policy.
- Attachment 4; Letter for parents / guardians without acceptable immunisation documentation
- Attachment 5: Breast Milk Policy.
- Attachment 6: Access to Care.
- Attachment 7: Custody Arrangements.

AUTHORISATION

This policy was adopted by the Nominated Supervisor of Camberwell Kindergarten and Child Care Centre Inc. on 10/08/2019.

REVIEW DATE: 10/08/2021.

ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx.

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

2. Eligibility and access criteria for the three-year-old kindergarten program [delete if not application]

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

3. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

- Enrolment applications will be accepted any time after the child has turned [insert age] years of age or from [Date].
- Enrolment application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- A copy of the child's birth certificate and proof of address must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee in line with [Service Name]'s Fees Policy of [insert amount]. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service, at [insert address].
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.

2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- [Service Name] requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources ([search 'immunisation resources order form'](#))
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by [Service Name] as being eligible for a 16 week grace period

- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A fee of [insert amount] must be paid in accordance with the [Service Name]'s Fees Policy by [Date] by [insert payment options] to hold the place for the following year. This fee will be deducted from January fees.
- An enrolment form and other relevant information will be provided by [Service Name] to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

ATTACHMENT 3

Open Door Policy

The centre has an open-door policy, whereas the parents are invited to visit their child at any time of the day. We encourage parents to spend time at the service. Some parents may have a special talent, skill or hobby they wish to share with their child's group, others may wish to come and read stories, sing songs, or help out on excursions.

Parents are welcome to talk to the Director at any time either, personally, by email or telephone.

Parents can arrange a suitable time to meet with the Team Leader of their child's room during their planning days to discuss your child's progress or any concerns you may have.

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

[Service Name]

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at [Service Name] for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] in the [insert room name / age group] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

[Service Name]

ATTACHMENT 5

Breast Milk Policy

To promote the safe management of breast milk through correct identification of mother and baby, and the safe correct handling of Expressed Breast Milk (EBM) to reduce the risk of a baby receiving incorrect breast milk.

When Breast Milk is brought in it should be refrigerated and can be kept for up to 72 hours. Milk thawed in the fridge must be used within 24 hours; however, milk thawed out of the fridge or in water must be used within 4 hours.

The fridge temperature is maintained between 1 and 4 Celsius and checked and documented by staff.

Procedure

It is the parent's responsibility to place milk in the appropriate fridge and alert staff to this.

Each bottle of milk needs to have:

- a) Child's name.
- b) Date and time expressed.
- c) And if necessary Date and time thawed.

Two staff members need to check the details written on the bottle match with the child who is going to have the milk.

Staff need to record on the allocated Breast milk schedule who will checked the milk with correct baby.

The EBM in the fridge will be checked once a week and any milk that has expired will be disposed of with the parent being informed.

ATTACHMENT 6

Access to Care

Places at the Centre will be offered in accordance with Commonwealth Department of Education and Training, and the Centre priorities of access, being: existing family members, families living, working or studying within Council boundaries, and families from surrounding suburbs.

Waiting list

Children may be placed on the waiting list at any time from birth. A completed questionnaire and a fee of \$30.00 non-refundable per child are required to enrol on the waiting list.

The waiting list will be updated twice annually, at which time parents will be emailed and advised to confirm their request for care in writing. Failure to do so within the specified time will result in the child's name being removed from the waiting list.

A child's place at the Centre is not guaranteed by having their name on the waiting list.

Children of staff

It is not considered desirable for children of permanent staff (including the Director) to be cared for at the Centre. The Centre will offer assistance to staff to find appropriate childcare in another childcare centre.

Enrolment

The Centre's enrolment policy seeks to ensure that childcare places are allocated in a fair and non – discriminatory manner. Parents must be working or studying, and preference will be given to past families who are residing or working in the City of Boroondara.

Parents on the Centre's waiting list will be advised when an appropriate place becomes available.

Upon enrolment, forms must be completed and an enrolment bond of 4 weeks fees of the number of day's attendance per child is required. (refer to the fee policy).

In September of each year, families using the Centre will be asked to complete a form if they wish to continue care into the following year. Vacancies are filled internally first, then offered to families on the waiting list.

The Centre encourages families to use the facility for at least 2 days per week per child. The main reasons are: children tend to settle in to the Centre environment better; it allows staff to become more closely involved with families; and it eases the relative administrative burden associated with one day children.

ATTACHMENT 7

Custody Arrangements

The parents must inform the Service of any custody issues relating to their child attending the Service

The parents must inform the Nominated Supervisor (Director) as soon as the issue has arisen. Parents must provide necessary documentation to the Service, which should include a revised list of persons allowed to collect the child from the Service. It will be kept in the child's file.

The Service will inform all staff within 24/48 hours of the Nominated Supervisor (Director) being informed of the new arrangement, or at the next staff meeting (whichever is earlier).

This documentation is kept confidential.

If necessary, parents and staff can meet to discuss any issues or concerns.

If no formal custody arrangements are in place, and an updated list of persons allowed to collect the child from the Service has not been provided, the Service cannot prevent the child being collected by a person noted on the list. Staff will inform the non-collecting parent that the child has been collected.

The Approved Provider will be notified and advised at the next scheduled meeting.