

ENROLMENT AND ORIENTATION

PRINCIPLE

Enrolment and orientation procedures form the foundation of strong relationships between families and children's services and promote a quality experience of education and care for all children.

Greater Shepparton City Council Children's Services will ensure enrolment and orientation processes are planned and implemented to meet the needs of the children and families.

GUIDELINES

Children's Services will ensure:

1. All children have equal opportunity to access Greater Shepparton City Council Children's Services.
2. *Greater Shepparton City Council Children's Privacy Policy* is adhered to at all times. Refer to *Greater Shepparton City Council – Insite Policy Portal*
3. Education and care places are offered in line with this policy.
4. Parent/guardians are provided with service information and enrolment forms (electronically) for completion prior to their child's enrolment.
5. An enrolment record is kept for each child enrolled at the service (*Education and Care Services National Regulation 160(1)(2), 177(1)(l), 178(1)(e)*), (*Children's Services Regulation 2020 -108*) (OCC only) and available for inspection by an authorised officer (*Education and Care Services National Law – section 175(1)*)(*Children's Services Act 1996 115 (2)(b)*)(OCC only).
6. The enrolment record contains the information outlined in the (*Education and Care Services National Regulation 160 (3)*), for each child enrolled at the service.
7. The enrolment record contains details relating to the child, authorisations given by parents/guardians, health information, court orders and related legal documents (*Education and Care Services National Regulations 161, 162*) (*Children's Services Regulation 2020 -109*).
8. That enrolment record for the previous 12 months must, to the extent practicable, be kept at the service (*Education and Care Services National Law – section 175 (2)(iii)*). If they are not kept at the service, they must be maintained at a place readily accessible by an authorised officer.
9. The enrolment record is accurate (*Education and Care Services National Regulation 177(2), 178(2)*), and made available to the parents/guardians of the child upon request unless otherwise required by a court order (*Education and Care Services National Regulation 177(3)(4), 178(3)(4)*).

10. Enrolment records are stored in a safe and secure place (*Education and Care Services National Regulation 183*) and will be kept for 7 years – PROS Disposal Authority PROS 09/05(4.6.2) – Destroy 7 years after last attendance of the child.
11. Enrolment records are not divulged or communicated, directly or indirectly, to another person other than the parent of the child to whom the information relates. Information can be released to the Department as Regulatory Authority; or in the case of a medical emergency; or as required by any legislation or law (*Education and Care Services National Regulation 181,182*).
12. Parents/guardians provide a copy of their child's Immunisation History Statement from the Australian Immunisation Register (AIR) to confirm enrolment, prior to the child's commencement at the service.

Only a copy of the statement from the AIR is accepted and must show that the child:

- Is up to date with vaccinations for their age OR
- Is on a recognised vaccine catch-up schedule OR
- Has a medical condition preventing them from being fully vaccinated.

A grace period of 16 weeks from the first day of the child's attendance at the service may apply to children from families experiencing vulnerability and disadvantage. If this applies, a '*Grace period eligibility assessment form*' (*Appendix 1.1*) must be completed and placed with the child's enrolment record. For further information refer to the following website:

<https://www.health.vic.gov.au/immunisation/immunisation-enrolment-toolkit-quick-guide>

13. A child cannot attend a service if the parents/guardians haven't completed/or provided the following to the service to be placed with the child's enrolment form :
 - direct debit form (if applicable)
 - AIR Immunisation History Statement
 - a copy of court/parenting orders or parenting plans (if applicable)
 - regular outing parent authorisation (if applicable)
 - medical management plan (if applicable)
 - risk minimisation plan (if applicable)
 - communication plan (if applicable)
14. 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 when this may pose a risk of safety of children or staff (*Education and Care Services National Regulation 157*).
15. All families are provided the opportunity to participate in orientation of their child/ren at the service. Families will be provided with service information and given the opportunity to exchange information with the Service Leader and educators.
16. If families are unable to participate in the orientation process, they will be provided with other opportunities and forms of communication that supports the individual family needs.
17. The orientation process is a positive and welcoming introduction to the service that builds the foundation for ongoing partnerships for the child, family and service.

Four-Year-Old Kindergarten

- 1 The Greater Shepparton City Council Central enrolment process will assist access for all eligible children to a funded four-year-old kindergarten program a year before school.
- 2 The enrolment process and criteria of access for four-year-old kindergarten is outlined in the *Greater Shepparton City Council Central Registration Policy* - Refer to <https://greater-shepparton.com.au/community/childrens-services/childcare/childcare-enrolment-information/childcare-central-enrolment-policy>
- 3 Parent/ guardians are required to complete a *Greater Shepparton City Council Four-Year-Old Kindergarten Central Registration form* online by 31st August in the year prior to the child attending four-year-old kindergarten. Refer to <https://greater-shepparton.com.au/community/childrens-services/childcare-services-forms/childcare-enrolment-form>
- 4 A second year of funded four-year-old kindergarten may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out by the Kindergarten Teacher and discussed in consultation with the parent/guardian for each child when a second year is being considered. For further information refer to the following website: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kindersecondyear.aspx>
- 5 Children who require a second year of funding will follow the Greater Shepparton City Council Central Registration process as outlined in the *Greater Shepparton City Council Central Registration Policy*. Refer to <https://greater-shepparton.com.au/community/childrens-services/childcare/childcare-enrolment-information/childcare-central-enrolment-policy>
- 6 Four-year-old kindergarten children and their families have the opportunity to attend the Orientation day at the kindergarten, scheduled in December the previous year of the child attending the service. Parents must remain with their child during the orientation process.

Three-Year-Old Kindergarten

1. The enrolment process and criteria of access for three-year-old kindergarten is outlined on the *Greater Shepparton City Council Three-Year-Old Kindergarten* website <https://greater-shepparton.com.au/community/childrens-services/childcare/pre-kindergarten-program#section-registration>

2. Parent/ guardians are required to complete a *Greater Shepparton City Council Three-Year-Old Kindergarten Central Registration form* online by 30 September in the year prior to the child attending three-year-old kindergarten. Refer to <https://greatersepparton.com.au/community/childrens-services/childrens-services-forms/kindergarten-enrolment-form>
3. Central Registration three-year-old kindergarten is only applicable to three-year-old kindergarten programs operating in Greater Shepparton City Councils Services.
4. Orientation at the beginning of the year for three-year-old kindergarten children will vary according to each kindergarten

Long Day Care

Occasional Care (Nancy Vibert only)

1. The service is to follow the enrolment process as outlined in the *Department of Education and Training (DET) Child Care Provider Handbook*, accessed at the following website:
<https://www.education.gov.au/child-care-provider-handbook>
2. Children will be enrolled using the following Priority of Access Guidelines:
 - Priority 1 : a child at risk of serious abuse or neglect
 - Priority 2: a child currently attending the service/or the sibling of a child currently attending the service
 - Priority 3: a child of a single parent or parents who satisfy the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999.
 - Priority 4 : any other child
3. Families, who stay with their child during the orientation process prior to the commencement of education and care, will not be charged.
4. Education and Care is provided for children from 6 weeks of age up to the commencement of Primary school.
5. Enrolments can be made by completing the online *Child Care Waiting List Form* accessed via the Greater Shepparton City Council Children and Early Years Services website <https://greatersepparton.com.au/community/childrens-services>
6. Parents/guardians can elect to remain on a list if not ready to take up a vacancy.
7. Parent/ guardians are to notify the service if their circumstances /contact details change.

Occasional Care

1. Education and Care is provided for children from 6 weeks of age up to the commencement of Primary school.
2. Bookings will be taken as follows:
 - Nancy Vibert Occasional Care – two weeks in advance
 - Tallygaroopna Occasional Care – one week in advance
 - Katandra West Occasional Care – one week in advance
3. If a child's place has been booked and the family no longer require the place, the family must notify the service by the nominated allocated time individual to each service, or fees for that day will be charged.
4. If places are full, the family will be asked if they wish to go on waiting list for that day.
5. If a place becomes available it will be offered to the first child on the Waiting List according to the date requested and age group where vacancy is.
6. Where there is short notice of a cancellation if parent/s being offered the place cannot be contacted on the phone number supplied, no message will be left and staff will move on to next family on waiting list.
7. Parents are asked to let the service know as soon as possible if they no longer require being on the waiting list.

Related policies:

- Delivery and Collection of Children
- Fees
- Governance and Management of the Service
- Medical Conditions
- Providing a Child Safe Environment

National Quality Standards – 6.1, 6.2, 7.1

Education and Care Services National Regulations – 124, 157,160,161,162,177,178,181,182

Education and Care Services National Law - section 175

Children's Services Regulations 2020– 108,109 (Occasional Care only)

Children's Services Act 1996 - 115 (2)(b) (Occasional Care only)

Sources and Reference Tools

- Early Years Services Management – Greater Shepparton City Council
- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *Guide to the National Quality Framework*
- *Children’s Services Regulations 2020*
- *Children’s Services Act 1996*
- *Department of Education and Training (DET) Child Care Provider Handbook*
- <https://www.dss.gov.au>
- <https://www.education.gov.au>

Reviewed September 2018
Review by September 2020

Please note: amended policy January 2021 due to Organisational Requirements

Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations and the priority of access guidelines have been changed

Updated 12/2023 – removing reference to Aqua moves due to cease of operation