



Really Great Care for Really Great Kids.

Pedder Patter Child Care Centres Inc

ABN 31 792 554 660

Number 2010 7.11

Policy Name Enrolment

Aim;

Enrolment forms and procedures, together with the process of orientation provide families with information regarding:

- their obligations to the centre,
 - attendance patterns and requirements,
 - procedures for changing attendance patterns or leaving the centre
 - bond and fee payments,
 - centre policies and practices.
 - leaving the centre
- In order to make the process equitable and consistent for all families

Implementation:

Enrolment Forms and procedures

- Children may be placed on a waiting list. Waiting list update forms are sent on an annual basis to ensure that details are current.
- Families are given a letter of offer once a place becomes available at the centre.
- Families must complete enrolment forms prior to a child starting at the centre.
- Families are to specify attendance patterns (subject to availability), which will become the child's permanent days of attendance.

- Once the child has commenced at Pedder Patter Child Care Centre on the agreed date, only 2 week's notice is required to withdraw from a position.

Priority Of Access Guidelines

- Families are to be informed of the Priority of Access Guidelines, where priority is given to children and families based on the Commonwealth Government Priority of Access guidelines (this information is included in the wait list application form). We give priority of enrolment to those families and children considered to be in the greatest need. The categories of priority for child care are as follows:

First Priority: A child at risk of serious abuse or neglect

Second Priority: A child of a single parent who satisfies, or has parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act

Third Priority: Any other child

Within each category* mentioned above the following children are to be given priority:

- children in Aboriginal and Torres Strait Islander families;
- children in families which include a disabled person;
- children in families whose CCB percentage is 100%;
- children in families with a non-English speaking background;
- children in socially isolated families;
- children of single parents.

The above list is not in any particular priority order and children may fall into more than one category .

Families that fall in the third priority category may be asked to vacate their place, reduce or change days should a child in a higher priority category need care.

- Pedder Patter Child Care Centre Priority of Access Guidelines are as follows:
 - Priority is given to children as detailed in the Department of Community Services Service Agreement and Commonwealth Government Priority of Access Guidelines.
- Children with special or additional needs referred by early intervention services
- Siblings of children already enrolled at the service

- Children with working parents, including children from single parent working families
- According to the length of time on the wait list
- Orientation is organised in consultation with the family prior to a child's start date at the centre.
- Families must provide the centre with children's current immunisation record. Children may be excluded in the event of an outbreak of a vaccine preventable disease if they have not been immunised (refer to Health Policy and "Staying Healthy in Child Care" NHMRC publication).
- Families may need to provide reports from other agencies or centres regarding children's special or additional needs, in order to assess if the centre is able to competently cater for the individual needs of that child and to apply for eligible funding/support if necessary.
- The centre is to be advised of court orders (copies to be provided to the centre) or special conditions regarding children's collection or access to children.
- Families are to be advised that a copy of the centre's policies and procedures are available in each room, the Director's office and the staff room, and are available to the parent at any time. It is also the responsibility of the families to familiarise themselves with the policies of the service.
- Families are requested to sign an agreement made between Pedder Patter Child Care Centre and themselves, which is contained in the Enrolment Form. At this time, parents should register any concerns and delete points which are not applicable or which they do not agree with and then sign the document.
- The Enrolment Information Package given to parents of enrolled children contains the following:
 - Welcome letter
 - Waitlist form
 - Emergency Health Care Forms
 - Enrolment Form
 - Enrolment Policy
 - Health Forms
 - Centre Information
 - Sleep Plan

- Package Contents and Parent Survey to be returned to the centre by parents
 - Immunisation Updates
 - Enrolment Updates
 - Payment Options Form
 - Centre Philosophy
 - Fees Policy
 - Separation Anxiety
- Parents will sign a letter indicating they have received the above information and have read and completed the forms as required.
- **Attendance Patterns:**
- Families are required to specify children's pattern of attendance. The days that children are enrolled to attend Pedder Patter Child Care Centre then become the child's permanent days of attendance. Families may change their child's pattern of attendance (this is contingent on a place being available).
 - Families are required to provide 2 weeks notice written notice when completely withdrawing their child / ren from a position at the centre. Enrolled children attending on a part time basis may attend on extra days (these are days which the child is not permanently enrolled to attend) on a casual basis if the requested days are available. These extra days are charged at the daily rate and are in addition to the fees payable for the child's permanent days of attendance.
- Fees are payable: for any absences on the child's permanent days of attendance.

Please refer to related policies regarding fee payments and late collection procedures, contained in the "Fees Policy" and "Hours of Opening and procedures for late collection of children policy".

Please note start dates for children's attendance will only occur when a formal enrolment has been set up between the family and the service.

Developed by;	Management , Staff & Families
Date:	June 2010
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Reference	Department of family & Community services Staying Healthy in Child Care 4 th Edition
Date Approved	
Signed	