

ENROLMENT POLICY

Flagstaff Hill Primary School Out of School Hours Care (OSHC) Service provides high quality care for children before and after school, on student free days and during school holidays. Our OSHC only accepts enrolments of students who are currently enrolled at Flagstaff Hill Primary School, Open Access or home schooled with an attached Flagstaff Hill Primary School enrolment. Reception students can attend OSHC on their first full day of school. Families can make special application to the Principal and OSHC Director in extenuating circumstances. In these cases enrolment is at the discretion of the Principal and OSHC Director providing there is availability.

Enrolment and orientation can be both an exciting and an emotional time for children and families whether they attend only occasionally or on a routine basis. It is important to manage this time with sensitivity and support, building partnerships between families and the Out of School Hours Service. Such partnerships enable the Out of School Hours Care Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Out of School Hours Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
S175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases

90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
Disability Discrimination Act 1992	A New Tax System (Family Assistance) Act 1999
Child Care Subsidy Minister's Rules 2017	
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Out of School Hours Care (OSHC) Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

This policy applies to children, families, staff, management, approved providers, nominated supervisor, coordinators, and visitors of the Out of School Hours Care Service.

ENROLMENT

According to the Child Care Provider Handbook (May 2023) *'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy and the childcare service.'* An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family.

IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Enrolments will be accepted providing:

- a) the maximum daily attendance does not exceed the licensed capacity of the Out of School Hours Care Service
- b) a vacancy is available for the booking required
- c) the adult to child ratio is maintained at the Out of School Hours Care Service

PRIORITY OF ACCESS GUIDELINES

Our Service aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- o at risk of serious abuse or neglect
- o a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Providers are asked to (but are not legally obliged to) prioritise children). [CCS Handbook p.53.]

ENROLMENT

When a family has indicated their interest in enrolling their child, we will organise an enrolment meeting to share information and build relationships.

- Families will be provided with a range of information about our OSHC Service (OSHC Brochure) and Family Handbook – available on school website
- Families are invited to ask questions and seek any further information they require
- Families will need to complete the enrolment form informing management of their child's interests, strengths and individual needs
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the OSHC Director. Families will be required to bring any documents required in relation to court orders, medical needs or plans

- If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words
- Families who wish to receive CCS as reduced fees must apply for CCS through the myGov website/app, this includes completing the Child Care Subsidy activity test
- Information about gap fees and absences will be discussed
- It is a legal requirement that prior to the child starting at the Service we have all required documents including
 - the completed enrolment form
 - medical management plans (if relevant) completed by the child's general practitioner
 - completed Risk Minimisation and Communication Plan
 - supply of medication (if relevant)
 - details of any court orders, parenting orders or parenting plans
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number
2. The full name, residential address, and contact telephone number of a person or persons authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee)
3. The full name, residential address and contact telephone number of any person authorised by the parent to collect the child from the OSHC Service (authorised nominee)
4. Full name of the child
5. Child's date of birth
6. The child's address
7. Gender of the child
8. Cultural background of the child
9. Provision of care – if care will be a regular or casual booking etc.
10. Complying Written Agreement including fee information
11. Any court orders or parenting agreements regarding the child
12. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
13. Any special requirements of the family, including for example cultural or religious requirements
14. The needs of a child with a disability or with other additional needs
15. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
 - o medical treatment for the child from a registered practitioner, hospital or ambulance service
 - o transportation of the child by an ambulance service
16. Child's Medicare number
17. Specific healthcare needs of the child, including allergies and intolerances
18. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Asthma Action Plan
19. Completed Risk Minimisation and Communication Plan
20. Details of any dietary restrictions for the child



21. The name, address and telephone number of the child's doctor
22. Authorisation for regular occurring transportation and regular outings/excursions
23. CRN for child and claimant

ORIENTATION OF THE SERVICE

During the orientation period of the Out of School Hours Care Service, families will:

- be provided with the enrolment form to be completed
- have Child Care Subsidy explained to families and assistance may be offered to assist with the application process
- provided with an outline of the Service policies which will include key policies such as: *Payment of Fees, Sun Safe, Incident, Injury, Trauma and Illness, Control of Infectious diseases, Sick Child Policy and Administration of Medication (accessible on School Website)*
- shown the signing in/out process [iPad]
- informed about policies regarding children bringing in toys from home
- introduced to educators
- taken on a tour around the Service and environment
- asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- introduced to the routines and Service program
- informed about Service communication strategies including meetings, interviews, newsletters, emails, sharing book etc.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- the enrolment form is completed accurately and, in its entirety
- authorisations are signed by both parents/guardians
- barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the Service [See: *Additional Needs Policy*]
- a child with medical needs does not begin at the OSHC Service unless a medical management plan is received, medication is supplied to OSHC
- the child's medical management plan is recorded, and this information is shared/distributed to Educators
- Action Plans are completed in full (if relevant)
- Administration of Medication forms are completed (if relevant)
- the Medical Conditions Policy is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Service
- Risk Minimisation and Communication Plan is requested/completed with parents/guardians for children with medical needs before the child begins at the OSHC Service
- Educators are informed of the new child including any medical conditions, interests, developmental needs, and strengths
- the enrolment is lodged through Spike or PEP with Department of Education
- the enrolment notice is lodged within 7 days
 - from the end of the week in which the provider and family made an arrangement
 - the provider or service being approved or
 - the end of a suspension
- enrolment notices must include details as outlined with the Childcare Providers Handbook, p. 30
- enrolment notices and arrangements are updated if details have changed or if the enrolment ends

FAMILIES WILL:

- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on enrolment form
- confirm enrolment notices and sign Complying Written Agreement
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.

CHILD CARE SUBSIDY

[Child Care Subsidy](#) (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. There are three factors that determine a family's level of CCS. These are:

- [Combined annual family income](#)
- [Activity test](#) – the activity level of both parents
- [Service type](#) – type of child care service and whether the child attends school
- Documentation may be required such as Australian driver licence, Australian passport, foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate
- Families are provided with a Customer Reference Number (CRN)
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
- Families will contribute to their childcare fees and pay the Service the difference between the fee charged and the subsidy amount- generally called the 'gap fee'
- Families may also be eligible for [Additional Child Care Subsidy](#) depending upon their circumstance

COMPLYING WRITTEN ARRANGEMENT AND ADDITIONAL CHILD CARE SUBSIDY (ACCS) (CHILD WELLBEING) PROCEDURES

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement* (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
 - the names and contact details of the provider and the individual(s)
 - the date the arrangement starts
 - the name and date of birth of the child (or children)
 - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
 - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- Where there are certain changes (fees or booked days) to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.

- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.
- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect
- Our OSHC Service will ensure all ACCS applications are managed in line with the [Guide to Additional Child Care Subsidy \(child wellbeing\)](#) and [CCS Handbook](#)
- Once a child has been identified as 'at risk' the Service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing)
- If the Service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6-week period
- The Service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate
- If further ACCS (Child Wellbeing) is required following the initial 6-week certificate the service may apply for a Determination for a period of up to 13 weeks
- Following an application for an ACCS 6-week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency
- Following an application for an ACCS 12-week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less than 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'
- If the child continues to be 'at risk; after the initial 13-week determination, then the provider needs to lodge a subsequent determination application.

ENROLMENT RECORD KEEPING

Our *Record Keeping Policy* outlines the information and authorisations that we will include in all child enrolment records.

ON THE CHILD'S FIRST DAY

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist in this transition - for example, notifying the child's classroom teacher that the child will be beginning OSHC on certain days, collecting child from classroom, escorting child to classroom etc.

- The child and their family will be welcomed to the Service upon drop off
- They will be greeted by one of the educators who will show them where to sign in and out, discuss what is happening within the Service, and show where children can store their personal belongings whilst attending Out of School Hours Care.
- Information about collecting their child at the end of the day will be discussed
- OSHC Director will ensure the orientation checklist has been completed and all required documents and information has been received from families.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Enrolment Policy* will be updated and reviewed on a regular basis in consultation with families, staff, educators and management.

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. Enrolment and Orientation.
 ACECQA. (2022). The Disability Discrimination Act: [What do Children’s Education and Care Services Need to Know?](#)
 Australian Government Department of Education (2022). Child Care Provider handbook
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
 Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing)
<https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>
 Australian Government Services Australia
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>
 Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>
 Department of Human Services (Centrelink):
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (Amended 2023).
 Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.
 National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay
<https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>
 NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:
https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
 Revised National Quality Standard. (2018).
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx>
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	CATHY MORALLEE	NOMINATED SUPERVISOR AND OSHC DIRECTOR	SEPTEMBER 2024
POLICY REVIEWED	SEP/MARCH 2024	NEXT REVIEW DATE	AUGUST 2025
VERSION NUMBER	V12.09.23		
MODIFICATIONS	AUGUST 2024 <ul style="list-style-type: none"> Change to acceptance of enrolments at Flagstaff Hill OSHC SEPTEMBER <ul style="list-style-type: none"> Annual policy review Update of related legislation MARCH <ul style="list-style-type: none"> Additional statement added to role of AP and Management re: children with disability and compliance with Disability Discrimination Act 1992 Legal requirement for families to provide birth certificate/passport deleted 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE



SEPTEMBER 2022	<ul style="list-style-type: none"> regular policy maintenance link to Western Australian Education and Care Services National Regulations added in 'Sources' minor formatting edits within text hyperlinks checked and repaired as required update of name from DESE to Department of Education links within policy updated from DESE.gov.au to education.gov.au 	SEPTEMBER 2023
SEPTEMBER 2021	<ul style="list-style-type: none"> Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) Updated Related Policies Checked and updated links used within policy Additional section for Families Additional information added re: ACCS requirements 	SEPTEMBER 2022
OCTOBER 2020	<ul style="list-style-type: none"> Family Law inclusion Additional section related to CWA and ACCS 	SEPTEMBER 2021
SEPTEMBER 2020	<ul style="list-style-type: none"> Activity test requirements valid until 4 October 2020 minor editing change 	SEPTEMBER 2021
JULY 2020	<ul style="list-style-type: none"> resumption of CCS and ACCS from 13 July 2020 additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements rewording of some content deleted sections that were repetitive order changed for some items required for the enrolment of the child 	SEPTEMBER 2020
SEPTEMBER 2019	<ul style="list-style-type: none"> Added regulations Priority Access Guidelines removed- new information added Deleted immunisation requirements for OSHC services Grammar, punctuation and spelling edited. Additional information added. Points re-ordered for better flow. Sources/references corrected, updated, and alphabetised. New reference/source added. Related policies alphabetised. 	SEPTEMBER 2020



<p>SEPTEMBER 2018</p>	<ul style="list-style-type: none"> Included a statement referring to CCS Written Arrangement updates/changes on page 4. 	<p>SEPTEMBER 2019</p>
<p>MAY 2018</p>	<ul style="list-style-type: none"> New policy created 	<p>MAY 2019</p>