Enrolment and Orientation Policy

Policy Number: 14

Date Updated: 12/11/26

Rationale and Policy Considerations

The education and care service supports equal opportunity principles and considers that where possible it has an obligation to promote equal access to the services it provides within Australian Government guidelines. The enrolment process takes into account all requirements of the Education and Care Services National Regulations, and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the service will be maintained in accordance with Confidentiality and Privacy Policy. The education and care service understands the importance of an orientation process that provides clear guidelines to help families and children settle into the service successfully, and requires that educators sensitively implement the policy to ensure the well-being of the child.

Most relevant policies and procedures

- Governance, Management, Records and Confidentiality
- Payment of Fees
- Dealing with Medication and Medical Conditions

Links to ECA Code of Ethics

- **Listen to and learn from families, in order to acknowledge and build upon their strengths and competencies, and support them in their role of nurturing children.**
- **Develop positive relationships based on mutual trust and open communication.**
- **Develop partnerships with families and engage in shared decision making where appropriate.**
- **Acknowledge the rights of families to make decisions about their children.**
- **Respect the uniqueness of each family and strive to learn about their culture, structure, lifestyle, customs, language, beliefs and kinship systems.**
- **Maintain confidentiality and respect the right of the family to privacy.**

Scope

All employees and families of Lifestreamers Early Learning.

Policy Statement

The enrolment process is open and equitable. Enrolments will be subject to Australian Government priority of access guidelines. In the interests of children's welfare and protection, access to children referred to the service by appropriate agencies will be accommodated wherever possible, whilst still ensuring the safety and care of every child at the service.

Families will be carefully oriented to the service before their children attend. The orientation process is a time for educators to share information with families about how the service operates and how the child is settling within the service. It is also a time for families to share information about the child and their expectations of the service.

Policy Principles

- Enrolments will be accepted according to the Australian Government 'Priority of Access'. Parents/guardians will be advised that families of children enrolled with third priority access may be required to alter their days or leave the service in order to provide a place for a higher priority child.

- Priority of access rules as per Department of Education and Training are;
    - First Priority: a child at risk of serious abuse or neglect
    - Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test, as outlined in Family Assistance Legislation
    - Third Priority: any other child.
    - Within these main categories priority should also be given to the following children:
        - children in Aboriginal and Torres Strait Islander families
        - children in families which include a disabled person
        - children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or who or whose partner are on income support
        - children in families from a non-English speaking background
        - children in socially isolated families
        - children of single parents.
    - A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:
        - are notified when your child first entered care that your service follows this policy
        - are given at least 14 days' notice of the need for your child to vacate.
- An **Enrolment Form** must be completed by each enrolling family before their first day of attendance.
- **Enrolment Forms** will be updated annually or when a family's circumstances change, to ensure information is current and correct. Enrolment information is kept online on Xplor Office. Access to this information is available only to the educator, nominated supervisor/coordinator, parent/guardian and authorised Government Officers. Refer also to Confidentiality and Privacy Policy.
- Exclusion of children from the service due to behaviour issues will only occur after all other avenues of communication and support have been exhausted.

Enrolment Process

- Experienced educators will be given training in how to show families around, what information is important to relay and where to find the relevant forms.
- All new families will be shown around the premises with particular attention given to the room the child will be attending.
- An enrolment request form and new family information sheet will be handed out to families during the centre tour.
- On receipt of enrolment request form from families, a link will be emailed out for the enrolment form
- A one-hour orientation visit will be scheduled, where the child is dropped at the centre and the parent stays on-site in the café. This gives the educators a chance to connect with the child and assess any extra information they may require. During this time, the All about me and Tell us more about your child forms will be completed by families.
- A risk minimisation plan will be completed if the child has any medical condition.
- Families will be given an enrolment pack at orientation
- Family handbook will be emailed to families upon enrolment
- During the child's first week of attending care, children will attend half days to slowly ease the transition to care and will be reassess at the end of the week.
- If children are unsettled, parents or educators may request to extend the half days' until the child is more settled.
- On application for enrolment families will be required to complete full details about their child's medical needs. The service will assess whether educators are appropriately trained to manage the child's special health needs at that time

Enrolment Notes

- Before the child begins their first day at the centre, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed, including Immunisation History Statement dated no more than two months ago.
- The 'All About Me' and 'My Routine (under 1.5years only)' forms are helpful tools for educators to get details about each child. These forms will help keep the educators up to date about each child's learning and development, and learn about their interests and achievements. These completed forms are to be passed on to the child's Lead Educator before they commence their first day.
- Families also need to contact the Department of Human Services to have their eligibility for Child Care Subsidy (CCS) assessed. If these details are available, we will complete the child's formal enrolment. If a family still needs to access this information, we will complete an informal enrolment until these details are finalised. If CCS is not finalised before the child starts, 50% of full fees will need to be paid weekly. Once CCS begins to apply, any shortfall or overpayment will be added to or deducted from the next account.
- Children will have consistent caregivers to develop positive relationships with.
- Parents/ guardians are encouraged to call and check on their child if they have any concerns.
- The centre policies will be available on the website for families to read. The enrolment forms contain an acknowledgment that policies have been read. Enrolment will not be complete until this is signed.

Children entering school

- Children who attend Kindy or pre-primary can attend during school holidays if we have available spaces and educators for them
- Children who are in year one can attend in the January of the year they are going into year one but from the first lot of holidays in April, they will need to enter a registered holiday program.
- Children older than Year One are no longer able to attend Lifestreamers Early Learning.

Related Legislation and Documents

- **Education and Care Services National Law (WA) Act 2012**
- **Education and Care Services National Regulations**:
- **National Quality Standard for Early Childhood Education and Care**

Document History

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