



Enrolment and orientation process

Related Documentation	Enrolment form
Relevant Legislation	Education and Care Services National Law 2010 Education and Care Services National Regulations 2018
References	
Responsible Officer	Manager Education and Care Services

Uncontrolled when printed.

Definitions

Nil

Objectives

To guide the educators with the enrolment process and what to consider

Training and Competence

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program, and recorded in Pulse. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

Records Management

All records related to this procedure are to be stored in IRIS (Intelligent Record Information System) in accordance with Council's Records Management Policy.

Review and Evaluation

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

Procedure

Considerations before enrolling New Children

The number and ages of children in care including children related to the educator, or any other child under 13 years of age, who reside in the service, are

- Maximum 1 child under 12 months. 2 children under 12 months will be considered with permission from the Nominated Supervisor and Coordinator.
- Maximum 3 children under 24 months.
- Requests for variation will be considered on a case-by-case basis.
- No more than four children in total, from birth to before school age.
- No more than seven children under 13 years of age.

These standards remain, even if the educator's husband or another relative is in attendance.

Please note - All children under the age of 13, who reside at the service, are to be included in the ratios whilst they are physically present at the service.

Special conditions for children under 2 years of age

In certain circumstances, the service's Coordinator may consider approving the placement of 2 children under 1 year of age. Educators need to be able to demonstrate the ability to:

- Care for 2 children less than 1 year of age. There will only be one child under one at any time unless approved by the Coordinator.
- Transport children safely with consideration given to any child that is required to walk.
- Provide space and appropriate restraints if being transported by car.
- Provide adequate play, mealtime and sleeping facilities.

For requests to be considered the above points are required to be addressed in writing to both the Nominated Supervisor and Coordinator.

Private care arrangements

Registered Educators are part of an approved Family Day Care service (Campbelltown City Council Family Day Care Service), the care you are providing is being provided by Campbelltown City Council Family Day Care service. This means that any arrangement you have with a registered family to provide care should be an arrangement made through the Education and Care Services Administration Team.

- You are not permitted to make your own private care arrangements with any families and all care arrangements should be done by involving the Education and Care Services Administration Team. At an absolute minimum, the Education and Care Services Administration Team should have a full understanding and knowledge of the contract for care between you and the family, including the agreed fee and hours of care.
- If you are caring for any child such as friends, nieces, nephews and grandchildren outside your normal service hours and you are not charging a fee and/or claiming CCS, under the law this will be the only exception.

Orientation – parent interview

Educators and parents must meet before care starts to discuss parent's expectations of care. Parents need to be provided with information about the educator's daily practices, routines and expectations.

All interviews and negotiations with parents must be carried out in a professional manner.

When parents decide to start their child in care they need to complete all the necessary paper work that is required to meet safety and accountability requirements. Educators must also have enrolment details for each child on an enrolment form and the "Information for Educator's" sheet.

Educators must ensure that parents fill out their contact phone numbers and emergency contact numbers. Educators need to inform parents that they are always welcome to visit or contact their child during care hours.

Babies in care

Educators need to know baby's routine for sleeping and feeding. It is also important to ask parents about how they put their baby to sleep. Do they use dummies, what nappy change routine is required (e.g. does the child have powder, lotion or cream applied at a nappy change that is not within the documented procedure as this relates to each individual child) and any other details that may be needed.

Pre-school children

Educator's need to know each child's likes and dislikes, their normal routine (does the child sleep or not), any health issues, stage of development (toileting, self-skills), nature (is the child shy, timid, aggressive), any special words for particular things and any other details that may be needed.

School aged children

Educators need to know each child's likes and dislikes, school routine, before and after school routine, child's nature (shy, timid, aggressive), food requirements and possible after school activities.

Educators need to know the child's class number and teacher's name in case of an emergency.

Details of how the child will get to and from school also need to be discussed. If the child is to be collected from school, a designated pick up point needs to be discussed. Parents are required to complete a "Transportation Authorisation" form stating how the child will get to and from school.

The Educator and parents also need to discuss and develop a strategy for what the educator should do if the child does not arrive at the educator's service as expected or is not at the school pick up point to be collected as arranged.

Enrolments

Educators must keep a completed enrolment record for each child in care on the premises.

General Information about Enrolments and Placements

Families who request care with Family Day Care must fill out a Request for Care form giving details of their children and the days and hours of care required. Priority of Access guidelines recommended by the Australian Government will be followed at all times.

If care is required immediately and Family Day Care cannot help, the parent can be referred to another Council Education and Care service and/or placed on the Family Day Care waiting list.

Re-enrolments (children who have used the scheme, withdrawn and are returning)

When a parent/guardian requests re-enrolment of a child who has previously used Family Day Care in the past 6 months they will only need to review their enrolment form.

Transfer of a Child/Alternative Care

When a child requires alternative care or is transferred to another educator, contact the Administration Team to check availability. Once alternative care is found, the educator's fee schedule needs to be provided to the family and the child linked to the educator's service on Harmony.

Source: Education and Care Services National Regulations

Information changes on child enrolment

Family Day Care parent update forms will be sent to families annually to ensure the Family Day Care records are correct. Educator's need to remind families if any of the details below change to advise them and the Administration Team in writing of any changes to:

- Address
- Place of work
- Contact phone numbers
- Email address
- Emergency contact people, their email address, phone numbers and address
- Immunisation status
- Medical conditions
- Court orders.

DATA AND DOCUMENT CONTROL

Children referred by Department of Education

Family Day Care Coordination Unit may refer children to educators who have been referred by the Department of Education. Family Day Care will only refer children onto educators if they are confident that the service can meet the needs of the family and children.

The Family Day Care coordination unit will support all referrals by the Department of Education.

Children affected by court orders

The Family Law Act 1996 explains Education and Care Services responsibility regarding parental responsibility and residence, contact and specific issues orders. If educators are not sure how to deal with a family that is affected by a court order, talk to an Educator Support Officer, Nominated Supervisor Family Day Care, Coordinator or the Manager.

If a family at the service is affected by a court order, a copy of this order must be placed on the child's enrolment file kept by the educator and a copy made for the child's file kept by the Family Day Care coordination unit and placed on IRIS in accordance with Council's Records Management Policy. All educator support officers must be told about this court order and what it means.

Parenting orders

These may include:

- A residence order which affects who the child lives with.
- A contact order which deals with the contact a parent is able to have with their child.
- Joint/Rotational Responsibility.

Joint/rotational responsibility

Both parents are required to complete separate enrolment forms. These forms are to be kept separate and are not to be accessed by the other parent of the child.

Each parent is responsible for amending or adjusting his or her own enrolment information unless written permission has been given by the other parent for him or her to do so.

Continuing care for children going to high school or over 13 years of age

Educators must advise the Family Day Care coordination unit if a parent requests ongoing care for children who will be going to high school or turning 13 years of age.

The Nominated Supervisor will consult with the parents to discuss the child's needs and identify any special reasons why ongoing care would be in the best interests of the child. Reasons for considering ongoing care could include:

- Children with diagnosed disabilities
- Children with high ongoing support needs
- Children at risk of harm
- Children suffering trauma
- Children who are attending high school up to the age of 13 years.

Parents will be asked to provide a letter to Council outlining the reasons for the continuing care and any supporting documentation from a doctor, psychologist or other professional involved with the child regarding their needs. Continuing care with the educator for the child will be reviewed annually or sooner should issues arise that require earlier review.

A decision regarding continuation or cessation of care must be made before the child starts high school or turns 13 years of age.

DATA AND DOCUMENT CONTROL

Placement of children in overnight or weekend care

Before accepting children into this type of care, the educator must:

- Ensure there are appropriate sleeping facilities for the child, including considerations of privacy and comfort.
- Consider the impact on the family when ensuring TV, DVD's, music, computer games etc. are appropriate for operating a child care service.
- Ensure all requirements of the Education and Care Services National Regulation and Education & Care Services National Law Act 2010 can still be met.

*Source: Education and Care Services National Regulation
Education and Care Services National Law Act 2010*

Enrolment of children with diverse needs

Before accepting a child with diverse needs into care, an educator must consider the child's needs.

Some issues to consider are:

- Is the service environment suitable? For example: is space or steps an issue?
- Educators ability to transport safely
- Educators ability to manage any manual handling that may be required
- Educators ability to carry out any special therapy that may be necessary
- Educators ability to handle any feeding problems
- Educators ability to deal with any personal care issues.

The child's needs and medical history need to be discussed with the parent and the Family Day Care coordination unit staff before care starts. The Family Day Care coordination unit will work with the parent and educator in endeavouring to provide any necessary resources or information.

The Family Day Care coordination unit will work with outside agencies for advice and assistance in the placement and ongoing diverse needs support care of any child with diverse needs.

END OF PROCEDURE

DATA AND DOCUMENT CONTROL