

# **Enrolment and Orientation**

## **Policy Statement**

The BOOSH Centre (Beecroft Out Of School Hours Care) accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service.
- To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

## **Procedure - Enrolment**

### **(a) Eligibility**

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR), these are:

- ✓ Priority 1 – a child at risk of serious abuse or neglect
- ✓ Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- ✓ Priority 3 – 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 on low incomes
- ✓ Children in families from culturally and linguistically diverse backgrounds
- ✓ Children in socially isolated families
- ✓ Children of single parents.

As well as the above, the service policy is that children must be enrolled in primary school in order to be eligible to attend the service. Children of preschool age will not be accepted into the program, except for the December/January Vacation care period immediately prior to them commencing primary school – this enrolment will be accepted upon proof that the child is enrolled to commence primary school. Children who have completed primary school are eligible to attend the service for only the December/January Vacation care period immediately after they have completed Year 6.

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### **(b) Inclusion of children additional needs**

Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and educators.

### **(c) Waitlist**

Where demand for care exceeds the service's number of approved places, families will be placed on the service's waitlist. When applying to join the waitlist families will be advised of the Priority of Access Guidelines and Policy.

The waitlist will be kept up-to-date by the Centre Coordinator. Placement of children from the waitlist will occur through the same Priority of Access as children who are currently enrolled. Only children enrolled at Beecroft Primary School are eligible to join the waitlist.

The Centre Coordinator, in agreement with The BOOSH Centre Executive Committee, may close the waitlist from time to time. All currently enrolled families will be given TWO (2) WEEKS notice of the closure of the waitlist through the BPS School newsletter, BOOSH website and in the sign in area at BOOSH. At least TWO (2) WEEKS notice will also be given when the waitlist is reopened for new applications. The Centre Coordinator will notify all families through the school newsletter of closing and opening dates for the waitlist.

Applications will be accepted from the opening date of the waitlist until the advertised closing date. Each application will be date and time stamped on receipt. Families are to be advised of their positions of the waitlist for requested sessions upon joining. They can also request updated information from The Centre Coordinator at any time in writing or in person at the centre.

Children joining BPS in kindergarten are eligible to join the waitlist from a specified date in the year immediately preceding the year they commence kindergarten. This date will be provided to new families in their BPS welcome pack at Kindergarten Orientation.

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### **(d) Enrolment**

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCMS). There are three enrolment types under the CCMS:

- ✓ Formal enrolments
- ✓ Informal enrolments
- ✓ AMEP/Other enrolment

Depending on availability of care, children may be enrolled at any time throughout the year. Enrolments will not be accepted from families without full completion of the enrolment form. The enrolment form must contain authorisations regarding collection of children and emergency contacts as well as consent to permissions listed within. Asthma and Anaphylaxis plans, custodial access information and any other relevant information regarding the wellbeing of the child must be provided with the enrolment form. The enrolment form must be signed by the primary guardian and it is preferred that both parents/guardians sign unless it is a single parent family, where the form is signed only by that parent.

To secure the enrolment, parents are required to pay the membership fee and refundable security bond. Information about fees is included in the Fees Policy. Enrolment is offered to families on a Permanent, Temporary or Casual basis.

One off enrolments may be accepted for non-BOOSH families with extenuating circumstances. These enrolments are for a maximum 10 session(s) within a restricted time period and are not be ongoing or to be repeated. One off enrolments are restricted to the availability of places. One off enrolments must be approved by the Nominate Supervisor together with the Executive Committee. One off enrolments do not have any affect, negatively or in favour, on the waitlisted position of the family if applicable. One off enrolments do not pay a bond or membership fee but must pay the full cost of the sessions approved prior to care.

### **(e) Attendance and enrolment records**

Accurate attendance records will be kept, which:

- ✓ Records the full name of each child attending the service
- ✓ Records the date and time each child arrives and departs
- ✓ Is signed on the child's arrival and departure by either:
  - The person who delivers or collects the child
  - The Nominated Supervisor or an educator (Regulation 158); and
- ✓ Meet the requirements of the Child Care Management System (CCMS)

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An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

### **(f) Child's attendance once enrolled**

The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school or other extra-curricular activities for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. A non-notification of absence fees applies for non-notification of absence for the PM session. Please see the Fees Policy for details. The rules for Allowable Absences under CCMS will be followed in relation to all absences.

If a child who is enrolled with the service, but is not on the roll for a particular day, arrives at the service, the Centre Coordinator, or other relevant staff member will be contacted immediately to establish if the child has been booked after the sessions rolls have been printed. If the child has not been booked for that session Centre Coordinator, or other relevant staff member will contact a parent or guardian immediately. If a child has not been enrolled they must not be taken into care without written or verbal permission from the parent or guardian of the child. If contact cannot be established contact the BPS office immediately.

### **(g) Cancellation of enrolment**

Cancellation of an enrolment may be initiated in two different situations:

- ✓ A parent advises the service that no further care needs to be provided
- ✓ The service identifies that care is no longer required or being provided (*CCMS Ending Enrolments*)

The family must give two weeks' notice if they wish to cancel a child's enrolment; failure to do so will mean that the next 2 week's fees will be charged to the families account. Refunds may be granted under exceptional circumstances after discussion with the Centre Coordinator and Executive Committee.

CCMS guidelines will be followed once an enrolment is cancelled.

### **(h) Confidentiality and storage of records**

Enrolment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations (Regulations 158, 159,160, 183).

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### **(i) Re-enrolment**

Re-enrolment forms for currently enrolled families with Permanent bookings will be collected and submitted at The BOOSH Centre Annual General Meeting (AGM). The date of the AGM will be determined by the Centre Coordinator, and all parents will be given 4 weeks' notice of this date through the BPS school newsletter and via email. An attendee from each family must attend the AGM to complete re-enrolment. Families who are not registered for direct debit of fee payments must also ensure that fees are paid in full to the end of the school year (i.e. last day of school) by the date of the AGM. Payment or proof of payment will be accepted on the night of the AGM.

## **Procedure - Orientation**

All relevant forms and payments must be received prior to the child's first day of care. The Centre Coordinator will confirm the start date with the family.

Families who are enrolling their child for the first time will be given the Parent Information Factsheet or Parent Handbook and the key policies for families prior to the child's first day at the service. Families should read the information provided to them to ensure that their child is prepared for their first day at the service.

Opportunities will be provided to share information to the Centre Coordinator and to discuss the individual needs of each child such as medical conditions, behavioural guidelines or other family needs prior to the child joining the centre. Other Educators will be informed of any information pertaining to the care of the child.

Parents should advise educators when they are greeted that it is their child's first day at the service and the educator will introduce themselves and guide them through the sign-in/out process and show them and their child around the Centre.

Educators will introduce the child to other children and engage them in an activity. The educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in. Educators will complete an enrolment checklist for each new child at the service.

Additional procedures are to be put in place in regards to drop off and collection of kindergarten children during their first year at school to ensure their safety and ease of transition between school, The BOOSH Centre and home.

From the start of Term 1 of each year :

- Kindy children will wear a distinguishable 'Kindy Vest' over their uniform/casual clothes when in attendance at the centre for the duration of Term 1. They will wear this vest from when there are dropped off by parents/guardians until hand over to teachers in the morning, and from when they are collected from the classroom until they are picked up by parents/guardians in the afternoons. During Vacation Care this vest is to be worn all day including on excursions.

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- Each morning and afternoon there will be a staff nominated as 'The Kindy Staff'. If additional help is required to supervise the Kindy children during sign in/out times the staff allocated to The Cottage will assist.
- A Kindy list will be printed in addition to the roll each week which details which Kindy children are expected in the morning and afternoon sessions.
- Sign out AM SESSION – Kindy children to go to The Cottage while older children attend sign out. They will continue play/group activities in The Cottage until they are signed out from The Cottage around 9:15am. The Kindy staff will help the children collect their belongings and walk over to the Kindy lines for school. Once the teachers have arrived for each class the staff will collect the Kindy Vests from each child and return to the centre.
- This morning routine will continue for the duration of Term 1 unless, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary.
- Sign in PM SESSION – at 3:10pm The Kindy staff will attend each Kindy classroom to collect those children coming for the PM session. The Kindy children will be marked off the Kindy list, come over to The BOOSH Centre with the Kindy Staff, get signed in on the centre roll, wash their hands and collect their afternoon tea.
- This afternoon routine will continue for the duration of Term 1 unless, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary. Once Kindy children are no longer required to be collected from their classrooms the Kindy staff will stand in the K-2 playground for the children to be marked off the Kindy list before continuing through to The BOOSH Centre for sign in. This playground collection will continue until, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary.

The BOOSH Centre's daily routines and weekly programs will be displayed at the centre for families to view as well as on The BOOSH Centre website. Opportunity is given to both children and families to contribute to this program to ensure the interests of their child are included, valued and extended.

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### Considerations:

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
158, 159, 160, 161, 162, 168, 177, 183.	6.1, 7.3.	<ul style="list-style-type: none"> <li>- Service Enrolment form</li> <li>- Family Handbook</li> <li>- Fees Policy</li> <li>- Confidentiality Policy</li> <li>- Delivery and Collection of Children Policy</li> <li>- Acceptance &amp; Refusal of Authorisations Policy</li> <li>- Governance &amp; Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Network <i>Record Keeping</i> Factsheet</li> <li>- Child Care Service Handbook (DEEWR)</li> <li>- A New Tax System (Family Assistance) Act 1999</li> <li>- CCMS</li> </ul>

Date Endorsed 10<sup>th</sup> July 2017

Signed by Chris Parrish

Date for Review and Evaluation January 2019

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