



Enrolment Policy

NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.
	2.3.1	Children are adequately supervised at all times.
	2.3	Each child is protected.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QA6	6.1	Respectful supportive relationships with families are developed and maintained.
	6.1.1	There is an effective enrolment and orientation process for families.
	6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.

National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	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
	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

EYLF

LO1	Children feel safe, secure, and supported
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Introduction

The Yellow Cottage must maintain compliance with the Priority of Access Guidelines defined by the NSW Department of Education and Community Funding Agreements (DEC Guidelines). Failure to meet these DEC Guidelines is a breach of the conditions of continued approval for receiving State Government funding.

Current research highlights the highest need for, and benefits of, a quality preschool education for children who are at risk of significant harm, children from disadvantaged backgrounds (low income and Aboriginal), children with English as a second language and children with a disability and/or additional needs (see references). Within the DEC Guidelines these children are known as Equity children. As a community-based organisation, The Yellow Cottage is committed to working for the greater good of the Upper Hunter community and will provide priority to Equity children in the year before school to support this commitment.

This policy specifies The Yellow Cottage priority of Access Rules (The Yellow Cottage Guidelines) and the procedures for allocating places at The Yellow Cottage. The use of discretion, where it is permitted, is exceptional and not the norm.

Any changes to this policy must be well considered and communicated to all stakeholders.



Aim

- To ensure that The Yellow Cottage complies with the DEC Guidelines.
- To provide guidelines for Management to review the allocation of places and order of priority groups.
- To support The Yellow Cottage's commitment, as a community-based organisation, to work for the greater good of the community by prioritising those children with greatest need when allocating places (Equity children).
- To promote a fair and easily understood allocation system that will enable parents to have a clear understanding of the order in which places are allocated.
- To promote 600 hours of preschool for all 4 and 5 year olds in the year before they attend school in a dedicated three day a week Transition program.
- To provide a program four days a week that is dedicated to three year old children.

Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.



Universal Access Requirements

The Council of Australian Governments' Early Childhood Education National Partnership aims to support universal access to quality early childhood education whereby every child in the year before school has access to 15 hours of preschool. Under the Universal Access requirements The Yellow Cottage is licensed and funded for 43 children per week based on how many children can attend the Preschool for an average of 15 hours per week. At The Yellow Cottage sessions are 7 hours per day and children are allocated 1, 2, 3,4 or 5 days per week.

In matters relating to priority of access, The Yellow Cottage is bound by:

DEC Guidelines

The DEC Guidelines require The Yellow Cottage to give priority of access to:

- Children who are at risk of significant harm (from a child protection perspective);
- Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling.
- Children who are at least 3 years old on or before 31 July and from a disadvantaged background (i.e. from a family holding a low income Health Care Card and/or is Aboriginal);
- Children with English as a second language (ESL);
- Children with disabilities;

The Yellow Cottage Guidelines

1. The Yellow Cottage will allocate places each year to the children below in the following order until our transition classes have reached capacity (unless, after due consideration of the factors above, other priorities are determined by the Principal and Director):
 1. Children at risk of significant harm
 2. Re-enrolling children, or children returning after an agreed absence
 3. Equity children who are 4 years old on or before 31st July in their preschool year
 4. All other children who are 4 years old on or before 31st July in their preschool year
 5. All children who are 4 years old on or before 31st July in their preschool year that enrolls in The Yellow Cottage for three days. (*This ensures the 600 hours of preschool*)
 6. Equity children who are at least 3 years old on or before the 31 July in that preschool year



7. All other children who are at least 3 years old on or before the 31 July in that preschool year. The Yellow Cottage is committed to running a dedicated three-year-old group on Monday, Tuesday, Thursday and Friday. *(NB these are unfunded, full-fee positions).*
2. Offers of a place will be made at regular intervals prior to orientation week.
3. In Addition
 - Places within each group will be allocated according to a child's date of registration on the Application for Enrolment form.
 - The Yellow Cottage understands that occasionally some situations will warrant special consideration. The Director will retain some discretion for individual cases.
 - Every effort will be made to accommodate parent's preferences regarding days of the week, but this may not always be possible.

Related Policies

Additional Needs Policy
Administration of Authorised Medication Policy
Child Protection Policy
Excursion Policy
Food, Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy
HIV AIDS Policy
Immunisation and Disease Prevention Policy
Infectious Diseases Policy
Medical Conditions Policy
Orientation for Children Policy
Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relationships with Children Policy
Sleep, Rest, Relaxation and Clothing Policy
Unenrolled Children Policy

Who is affected by this policy?

Children
Families
Educators



Implementation

The Yellow Cottage accepts enrolments of children aged between 3-5 years old.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service.
- A vacancy is available. (Please see Priority of Access Guidelines below.)

Enrolment:

When a family has indicated their interest in enrolling their child in The Yellow Cottage, the following will occur:

- A tour of our service. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
- Families are given a copy of the Parent Handbook and Yellow Cottage Brochure to read and are invited to ask questions.
- Families are given an Application for Enrolment Form which must be returned with a passport size photo, a sighted original birth certificate and the child's Immunisation Record.
- Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time, and discuss their child with us so we can accommodate their needs in The Yellow Cottage from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us



with some key words in the languages the child speaks at this time so that educators can learn the words.

- As per our Orientation for Children Policy, families will be invited to bring their child into The Yellow Cottage at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, The Yellow Cottage must have all required documentation for the child. The child will not be accepted into The Yellow Cottage without this being completed.

On the child's first day:

- The child and their family are welcomed into their room for the first day.
- The Nominated Supervisor and parents will ensure all details are finalised and complete and sign the Orientation Checklist.

Other information about The Yellow Cottage's enrolment includes:

- We will try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.
- To enrol in our service, families must provide a copy of one or more of the following documents:
 - *ACIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations; or*
 - *Medicare Immunisation History Form (IMMU13)** on which the immunisation provider has certified that the child is on a recognised catch-up schedule; or*
 - *Medicare Immunisation Exemption - Medical Contraindication Form (IMMU11)** which has been certified by an immunisation provider, or;*
 - *Medicare Immunisation Exemption Conscientious Objection Form (IMMU12)** which has been certified by an immunisation provider and a parent.*
- **Immunisation Exempt children**
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or well being of any other child at the service.



Information and Authorisations to be kept in the Enrolment Record

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

Sources

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Child and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Regulations 2011
NSW Department of Education and Communities, *Early Childhood Education and Care*, accessed 2 June 2015, < <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>>
- Council of Australian Government, *Early Childhood*, accessed 2 June 2015, <https://www.coag.gov.au/early_childhood>Baxter, J and Hand, K 2013, *Access to Early Childhood Education in Australia*, Australian Institute of Family Studies, April 2013 <<https://aifs.gov.au/publications/access-early-childhood-education-australia>>
- Brennan, D 2012, *Review of NSW Government Funding for Early Childhood Education*, NSW Department of Education and Communities, 13 April 2012 <https://www.det.nsw.edu.au/media/downloads/about-us/statistics-and-research/public-reviews-and-enquiries/review-of-nsw-government-funding-for-early-childhood-education/review_nsw_gov_funding_ece.pdf>
- Early Years Learning Framework

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed:25/7/16

Date for next review: 25/7/17

