
Bendigo Regional YMCA Children’s Services – Enrolment and Orientation Policy

Mandatory – Quality Area 6

Policy Number	CS 6.1	Version	1
Drafted by	JB	Approved by CEO on	10.10.2017
Responsible Person	CSM	Scheduled Review date	10.10.2018

1. OBJECTIVE

The objective of this policy is to ensure that all children and their families enrolling in BRYMCA Children’s Services are provided with an enrolment and orientation process in accordance with Legislative and Regulatory requirements.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending BRYMCA children’s services programs.

3. POLICY

BRYMCA is committed to:

- ensuring a safe, welcoming and engaging environment is provided to children from the outset
- ensuring educators have all of the information they require to provide the best possible education and care to every child attending our programs
- providing equal access for all children
- meeting the needs of our community
- maintaining confidentiality in relation to all information on enrolment forms

4. PROCEDURES

BRYMCA is responsible for:

- determining the criteria for priority of access to programs, based on funding requirements
- ensuring the BRYMCA Website is updated regularly with current enrolment information, and families are informed of how to access this
- providing access to enrolment forms and supporting families to enrol
- ensuring a complete enrolment form and all required supporting information and management plans are obtained prior to confirming any bookings for the child to attend
- ensuring that enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (*Regulation 183*)
- ensuring the Family Handbook is available at all times in hardcopy at the service and online, and a copy is able to be provided on request.
- providing opportunities for interested families to attend the service during operational hours to observe the program and become familiar with the environment prior to their child commencing

- ensuring an effective orientation occurs for all new children

Children’s Services Administration Staff are responsible for:

- responding to enrolment enquiries promptly
- ensuring that enrolment forms are completed prior to the child’s commencement at the service and all relevant documentation is included with each child’s enrolment record as per the *BRYMCA New Enrolment Procedure*.
- notifying the OSHC Coordinator/ELC Director if a child is identified as having any additional needs requiring the development of management plans during the enrolment process
- complying with the service’s *Privacy and Confidentiality Policy* in relation to the collection and management of a child’s enrolment form
- providing families with information regarding how to register with the Family Assistance Office for financial assistance toward the cost of care
- supporting and assisting families in any way they can

OSHC Coordinator/ELC Director/Supervisors/Room Leaders are responsible for:

- meeting with children and families to complete and update management plans as required.
- ensuring management plans are reviewed prior to the start of each school holiday program for children who only attend during school holidays
- ensuring all educators understand the needs of all children attending the program
- ensuring staff are adequately equipped to respond to the needs of all children attending the program
- developing strategies to assist new families to:
 - feel welcomed at the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child’s strengths, interests, abilities and needs
- discussing with parents the values and expectations they hold in relation to their child’s learning and developing an orientation program to assist them to settle in
- ensuring each family is provided with a thorough orientation as per the *BRYMCA Orientation Procedure*
- discussing support services for children with parents/guardians where required
- responding to parent/guardians enquiries regarding their child’s readiness for enrolling in a funded kindergarten program

All Educators are responsible for:

- welcoming new children into the program
- ensuring they understand the needs of all children attending
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- providing comfort and reassurance for children who are showing signs of distress when separating from family members
- sharing information with parents/guardians regarding their child’s progress with regard to settling into the service.

5. LEGISLATION AND STANDARDS

A New Tax System (Family Assistance) Act 1999

No Jab No Play – Victorian Legislation

Family Assistance Legislation Amendment (Child Care Rebate) Act 2011

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standard

BRYMCA Safeguarding Children and Young People Policy

Child Safe Standards

6. ASSOCIATED DOCUMENTS

BRYMCA Lightning Reef Family Handbook

BRYMCA OSHC Family Handbook

BRYMCA New Enrolment Procedure

BRYMCA Orientation Procedure

7. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Approved Care	Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/
Children with additional needs	Children whose development or physical condition requires specialist support, or children who may need additional support due to language, cultural or economic circumstances (refer to <i>Inclusion and Equity Policy</i>)
Enrolment Form	Contains information on each child, as required under the National Regulations, including contact details, names of authorised nominees, names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc. (Regulations 160, 161, 162). This information is kept confidential by the service
Immunisation status certificate	A statement showing that your child's vaccines are up to date for their age OR on a recognised catch up schedule OR has a medical reason not to be

	<p>vaccinated. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register.</p> <p>To request an Immunisation History Statement:</p> <ul style="list-style-type: none"> • See the Medicare section of the myGov website/App • Go directly to the Medicare website: https://www1.medicareaustralia.gov.au/ssl/acircircert • Contact the ACIR by phone: 1800 653 809 or email acir@medicareaustralia.gov.au • Local Council immunisations service (Maternal Child & Health Centre) • visit a Medicare or Centrelink office
No Jab No Play	<p>'No Jab No Play' is the name of legislation requiring all children to be fully vaccinated in order to be enrolled in childcare and/or kindergarten in Victoria. http://www.vic.gov.au/news/no-jab-no-play.html</p>

8. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"> • Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy • All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Services Manager	<ul style="list-style-type: none"> • Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. • Driving the consultation process and providing leadership and advice on the continuous improvement of the policy. • Seeking individual community feedback and facilitating an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none"> • Policy Approval