

Enrolment and Orientation Policy and Procedure

Title:	Enrolment and Orientation Policy and Procedure		
Last Reviewed:	October 2015	Next review due:	March 2016
NQF Reference:	National Regulations 168 NQS 6, 7		

Policy

An open and equitable enrolment and orientation process will be available to families. The Australian Government 'Priority of Access Guidelines' will be implemented within this process.

On enrolment, parents are required to provide a completed enrolment form, including all requested documentation (e.g. copy of immunisation status; relevant medical action plan).

Families must participate in an orientation process. The orientation process is an opportunity to build relationships and share relevant information regarding the needs and interests of each child.

Procedure

Priority of Allocation of Places

Priority of Allocating Places may also be known as Priority of Access.

Where there is a wait list or where a number of parents are applying for a limited number of vacant places at the service, the Australian Government 'Priority of Access Guidelines' (www.education.gov.au) will be used. Parents will be notified of the Australian Government 'Priority of Access Guidelines' on enrolment of their child at the service.

Priority of Access Guidelines

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 satisfies, the work/training/study test under Section 14 of the '*A New Tax System (Family Assistance) Act 1999*'

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 who 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 of single parents

The service may require a Priority 3 child to vacate a space to make room for a child with a higher priority. This will only occur where the service is required to do so under relevant legislation.

Enrolment and Orientation Procedure

On initial contact with the service (e.g. in person, via phone or email) parents will be supplied with an enrolment package (OSHC) or wait list application form (LDC).

Wait List Procedure

The lodging of, or inclusion on, a wait list at Blackmans Bay Childrens Services is not confirmation of a booking or placement at Blackmans Bay Childrens Services.

The Australian Government 'Priority of Access Guidelines' are to be implemented in addition to the Wait List Procedure.

For inclusion on the wait list, the following must occur:

1. A Wait List application must be completed by potential clients. This may include a tour of the service.
2. Within the 'Priority of Access Guidelines', priority of access will also be given to siblings of children currently enrolled at Blackmans Bay Childrens Services; conditional upon compliance with this procedure.
3. Placements are determined by a vacant place being identified at Blackmans Bay Childrens Services.
4. Normal holding charges, as per the contract of education and care, will apply should the placement not commence at the time the vacant place has been offered at Blackmans Bay Childrens Services.
5. Placements cannot be guaranteed at any time other than that offered by the Director/Coordinator of the service.
6. The Director/Service Coordinator will advise the parent(s) of the enrolment commencement date. Where a parent declines the placement, they may wish to remain on the wait list; however, there is no guarantee that a further offer will be made at a later date.

Enrolment procedure

Once a vacant place has been offered to a child, the following will occur:

1. Enrolment information will be forward to the parent(s).
2. The Senior Management Team will arrange an appropriate time for the parent(s) and child(ren) to commence the orientation process, once the completed enrolment form has been received. Orientation will not commence until all enrolment forms and relevant documentation have been received (e.g. appropriate medical plans).
3. The orientation process will be tailored to the individual needs of the parents and child, in consultation with the Director/Service Coordinator and educators.

An initial orientation visit of 30 minutes is recommended; with the time and duration of ongoing visits to be determined in conjunction with the service's Director/Coordinator (with a maximum visit length of two hours in a LDC setting and a maximum visit length of 30 minutes in an OSHC setting). All visits must to take into account the service type, the needs of the individual child and be conducted in line with the service's philosophy.

At all times throughout the orientation process, the responsibility for the child remains with the parent. Therefore, the parent must remain on the service premises or be immediately contactable and available to return immediately at all times throughout the orientation visit.

Links to other policies or documents

- Child Protection Policy and Procedure
- Fee Policy and Procedure

Enrolment and Orientation Policy and Procedure

- Acceptance and Refusal of Authorisation Policy and Procedure
- Complaints and Grievance Policy and Procedure

Sources

- Department of Education Tasmania
- The Australian Government 'Priority of Access Guidelines'
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*