

## **Child Enrolment and Placement Policy**

### **Aim**

To ensure that enrolment and orientation procedures form the foundation for strong relationships between families and Shoalhaven Family Day Care to promote a quality experience of education and care for children.

### **Method**

- On receiving a request for care, Co-ordination Unit staff complete a request for care form.
- Families are encouraged to contact the Co-ordination Unit to check on progress or to update details.
- Staff determine if a suitable vacancy exists.

### **Shoalhaven Family Day Care Co-ordination Unit Will:**

- Write up the request for care form
  - Check Educator board for any vacancies in that area
  - If there is an Educator in that area who has a vacancy on any of the days then send the parent details to every Educator who fits the request and ask the Educator to email back their outcome. Write notes on the request for care form and initial
  - Place the request for care form into the pending folder until an enrolment is completed
  - Send the parent the name and mobile number of each Educator that you have referred. Ask parent to contact us back within a week with their outcome/decision and write notes on form
  - Organise enrolment at request of Educator
  - Shoalhaven Family Day Care will regularly update both the pending and request for care folders
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- Parents are required to contact the Educator(s) within 24 hours of referral
  - Educator must contact Shoalhaven Family Day Care to advise of the outcome of the referral
  - Family visits the Educator(s). If both family and Educator decide to proceed with care arrangement is made for orientation of the child in the child care setting.
  - An enrolment pack is sent to families, once an enrolment is confirmed by the Educator.
  - Appointment made for enrolment. Staff to conduct enrolment following enrolment process checklist. Where possible, the Co-ordinator who visits the Educator that the child will be placed with will conduct the enrolment.
  - Enrolment appointment must be made at least 5 working days prior to child commencing care.

- The information in the enrolment package is retained by the family for future reference.
  
- Families will provide the following at enrolment:
  - A completed enrolment form including authorisations
  - Current immunisation history statement (ACIR)
  - Birth certificate, Passport or other identification
  - Proof of address
  - Current contact information for parents and emergency contacts, including email addresses
  - CRNS for parents and child
  - Information on children’s additional needs (including medical conditions, health and developmental concerns).
  
- All families need to provide Shoalhaven Family Day Care with appropriate immunisation documentation to enrol their child.
- This information will be kept at the service premises in accordance with service policies and the Education and Care Services National Regulations.
- Family member contacts Educator within 24 (twenty four) hours of enrolment to confirm placement and arrange delivery of enrolment documentation.

#### Adding a child

- Educators may carry out enrolments to add a child for families with another child who is currently registered, and has an active enrolment with Shoalhaven Family Day Care
- The Co-ordination Unit is to be advised prior to enrolment so that ratios and details can be confirmed
- The enrolment must include all documentation on the ‘Enrolment (Additional Children) Checklist for Educators’
- The completed enrolment form, documentation and the Enrolment (Additional Children) Checklist are to be **returned to the Co-ordination Unit via email ([familydaycare@shoalhaven.nsw.gov.au](mailto:familydaycare@shoalhaven.nsw.gov.au) at least two (2) working days prior** to the child commencing care.

#### Placement

- Prior to formally commencing the first day at the service, the Educator will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions and how to manage them if required.
- On the child’s first day of attendance, the Educator will welcome the family and child, ensuring that there is a space ready for the child’s belongings. Educators will reassure the family and assist with separation if required.

## Transfers

- Should a family request a transfer for whatever reason the Co-ordination Unit will endeavour to provide a suitable alternative Educator.
- Families may be required to provide notice to their current Educator or pay fees in lieu depending on the Independent Fee Schedule they have signed.

## Families exiting the service

- When a family exits the service, the Nominated Supervisor may send the family an exit survey form for completion and return.

Legislation Requirement: Education and Care Services National Law Act 2010  
Education and Care Services National Regulations  
National Quality Standards

Resources: DEEWR PH: 1300 653 227, Childcare Services Handbook 2017/2018:  
<https://docs.education.gov.au/system/files/doc/other/childcareservicehandbook201718.pdf>

**Amend 10 – 13/3/2020**

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