

## ENROLMENT AND ORIENTATION

### POLICY

Enrolment and Orientation at Building Futures Care family day care service is an exciting and emotional time for children and families. Building Futures' aim is to build the foundations for an ongoing partnership between the family and the family day care service. This partnership will enable the service and families to work toward the common goal of promoting consistent quality outcomes for individual children.

### PROCEDURE

Families are welcome to attend a pre-enrolment visit to the family day care service where they can see the environment in which their child will spend their time in care. During this visit parents are welcome to ask questions and the Educator will provide relevant information regarding the service, and enrolment and orientation processes if the family decides to enrol at the service.

The time and duration of pre-enrolment visits will need to be negotiated between the Educator and the family to ensure that the Educator can provide adequate time for the family, and taking into consideration the wellbeing and needs of the other children in care at the family day care service.

To enrol at the family day care service, the family may be required to pay a deposit, bond or several week's fees in advance, depending on the individual family day care service's fee structure.

Once the family decides to enrol at the service, they will be provided with formal enrolment forms to complete and return to the family day care Educator before their child can start.

These enrolment records will include the following information for each child:

- the full name, date of birth and address of the child;
- the name, address and contact details of each known parent of the child; and any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and any person who is an authorized nominee (a person who has been given permission by a parent or family member to collect the child from the family day care service); and
- any person who is authorized to consent to medical treatment of, or to authorize administration of medication to, the child; and
- any person who is authorized to authorize an educator to take the child outside the education and care service premises;
- details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;

- details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;
- the gender of the child;
- the language used in the child's home;
- the cultural background of the child and, if applicable, the child's parents;
- any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;

The Enrolment records for each child should include the relevant authorizations signed by a parent or authorized person for the following:

- medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
- transportation of the child by an ambulance service; and
- if relevant, an authorization for the family day care educator to take the child on regular outings.

The health information to be kept in the Enrolment record for each child include:

- the name, address and telephone number of the child's registered medical practitioner or medical service; and
- if available, the child's Medicare number; and
- details of any specific healthcare needs of the child, including any medical conditions and allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and any medical and/or anaphylaxis management plan, or risk minimization plan to be followed with respect to a specific healthcare need, medical condition or allergy; and
- details of any dietary restrictions for the child; and
- the immunization status of the child; and
- if the family day care educator has sighted a child health record for the child, a notation to that effect.

The Enrolment Forms consist of the Family Enrolment Forms, the appropriate Care Sheet, Allergy and special dietary requirement form and any other forms necessary for the needs of the child. These Care Sheets help to provide Educators with some more personal details regarding each child and their developmental needs and requirements. We provide 3 different Care Sheets which are specifically tailored to the following age groups; 0-2 years, 2-5 years and school aged children. Care Sheets should be given to families upon commencement of each new year to ensure the information Educators have about children in their care have is current and relevant.

The enrolment must be completed in consultation with the Coordination Unit. The completed forms must be placed in the appropriate electronic folder (Sharepoint) for access by all Coordinators and the relevant Educator.

Once enrolled, the family may bring their child in for an orientation period which can be negotiated between the individual family and the family day care Educator.

Within the first month of a new child starting at the family day care service, the Coordination Unit will visit the service and provide any necessary feedback. Educators are welcome to seek advice and also provide feedback to the Coordination Unit during the visit.

#### RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (160; 161; 162)

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