

## Purpose

This policy will provide clear guidelines for:

- The criteria for enrolment at MTHCS Early Years Services including Kindergarten and Child Care programs.
- The process to be followed when enrolling a child, and the basis on which places within the programs will be allocated.
- To ensure that educators and the service are only responsible for children who are enrolled at our service to meet our legal requirements and child/educator ratios.
- Ensuring that each child's enrolment is completed as per our legal requirements.
- Providing children and families with an orientation procedure that allows the child and family to transition to their child being in the education and care service, transition to a new room within the service or transitioning to school.

## Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, Early Childhood Teachers, Educators, Staff, Volunteers, Parents/Guardians, Children and Others attending the programs and activities or who wish to enrol a child at the Early Years Services.

## Definitions

**Australian Immunisation Register (AIR) Immunisation History Statement:** The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable). In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

**Authorised nominee:** (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment record

**Centrelink:** The agency that delivers payments and services to individuals and parents/guardians on behalf of the Australian Government.

**Child care software:** software developed and provided by commercial providers to interact with the Australian Government's Child Care Subsidy System (information technology system) and to support other administrative and management activities for child care providers.

**Child Care Safety Net:** provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. Supporting children to access quality early childhood education and care services

**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible parents/guardians with the cost of child care. Payments are paid directly to approved child care providers (*refer to Definitions*). Further information can be found at: [www.dese.gov.au/child-care-package/child-care-subsidy](http://www.dese.gov.au/child-care-package/child-care-subsidy)

**Children/families experiencing vulnerability and/or disadvantage** (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with

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housing, domestic violence, , substance abuse, or mental health; known to Child Protection; in statutory Out of Home Care; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Children with additional needs:** Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

**Complying Written Arrangement:** a written arrangement between a child care provider and an individual to provide child care in return for fees. The arrangement includes certain required information.

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, or officially withdraws from a service prior to the end of Term 2. DEECD considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DEECD funding in the following year.

**Eligible Child:** A child who meets criteria outlined in the Victorian Kindergarten Policy, Procedures and Funding Criteria.

**Enrolment:** An enrolment occurs when the provider has an arrangement with an individual or organisation to provide care to a child and the provider submits an enrolment notice in the Child Care Subsidy System. It is a requirement under Family Assistance Law for all children who attend child care (or have an arrangement for care) to have an enrolment notice regardless of their Child Care Subsidy eligibility status

**Enrolment notice:** The notice given by a provider through the Child Care Subsidy System that they have an arrangement with an individual or organisation to provide care to a child.

**Enrolment record:** the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

**Fees:** A charge for a place within a program at the service.

**Grace period:** allows specific categories of children of parents/guardians experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the grace period eligibility form with parents/guardians during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage parents/guardians to access immunisation services.

**Inclusion Support Program:** A program that assists child care services to include children with additional needs by providing tailored inclusion advice and support from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

**Priority of Access:** Criteria established by the Department of Education which the centre uses as a guide when filling vacancies for a service which is oversubscribed

**Xap:** Online software and app for the management of our Early Years Services including administration, communication, enrolment, bookings and invoicing.

## Accountability

### Our Early Years services are committed to:

- engaging collaboratively and respectfully with parents/guardians during enrolment and orientation to learn about their expertise, culture, values and beliefs and priorities for their child's learning and wellbeing
- being flexible and catering for unique family circumstances and needs
- ensuring the enrolment process is simple to understand, follow and implement
- meeting the needs of the local community
- supporting parents/guardians to meet the requirements for enrolment through the provision of information and communication

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# Enrolment & Orientation Policy



- being transparent in the process and allocation of places through consistent communication and information sharing
- Maintaining confidentiality in relation to all information gathered for enrolment.

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/ Guardians	Contractors, volunteers and students
Ensuring not to exceed the maximum number of children whom the service is licensed to provide care for	●	●			
Ensuring all enrolled children are six years of age and under. Children aged six years old will require to complete an exemption from school form from the Department of Educations and Training	●	●			
Communicating to parents/guardians the days and times the service will operate, planned closures (including public holidays) service philosophy and governance.	●	●	●		
Providing parents/guardians easy-to-read information about how the service operates and what the service will provide (including information about inclusion and learning)	●	●	●		
Ensuring parents/guardians have access to: <ul style="list-style-type: none"> <li>• Parent handbook</li> <li>• Statement of philosophy</li> <li>• Child Safe Environment Policy and/or Statement of Commitment to Child Safety</li> <li>• Fees Policy</li> <li>• Privacy Statement</li> <li>• Code of Conduct Policy</li> </ul>	●	●	●		
Developing strategies on how to communicate with parents/guardians with varying literacy skills, or where English is not a first language	●	●	●		
Complying with the Inclusion and Equity Policy	●	●	●		●
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy	●				

# Enrolment & Orientation Policy



Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	●	●	●		
Providing parents/guardians with consistent and transparent communication on waitlist management processes	●	●			
Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information	●	●	●	●	●
Providing opportunities for interested parents/guardians to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the National Law: Section 167	●	●	●		
Seeking information from parents about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition	●	●	●	●	
Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	●	●	●	●	
Gathering information from parents/guardians to support continuity of care between home and the service	●	●	●		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (refer to Definitions) and accessing immunisation services	●	●	●		

# Enrolment & Orientation Policy



Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to Definitions) has been assessed as being acceptable or the child has been assessed as eligible for the grace period	●	●	●		
Assessing the child’s immunisation documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services prior to enrolment to determine if the child’s vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to Definitions)	●	●	●		
Ensuring that only children whose AIR Immunisation History Statement (refer to Definitions) have been assessed as being acceptable or who are eligible for the grace period (refer to Definitions) have confirmed place in the program	●	●	●		
Advising parents/guardians who do not have an AIR Immunisation History Statement (refer to Definitions) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services	●	●	●		
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to Definitions) from all parents/guardians after enrolment , twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E)	●	●	●		
Completing the enrolment record prior to their child’s commencement at the service and providing AIR Immunisation History Statement (refer to Definitions) of their child’s immunisation status (refer to Attachment 1)				●	

# Enrolment & Orientation Policy



Where a child is eligible for the 16 weeks grace period, ensuring that the child’s immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (refer to Definitions) to the service				●	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to Definitions) from all parents/guardians after enrolment, <b>twice</b> per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)	●	●	●		
Providing parents/guardians a confirmation letter stating the starting date, days and hours	●	●			
Once an enrolment record (refer to Definitions) has been completed for a child, review the enrolment record to ensure that no section/question has been left blank.	●	●			
Ensuring all authorised nominees (refer to Definitions) have been completed on the enrolment record (refer to Definitions) (Regulations 160 and 161)	●	●		●	
Ensuring that the enrolment record (refer to Definitions) both digital and/or hard copy complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service	●	●	●		
Ensuring that enrolment record (refer to Definitions) is kept up to date if family circumstances change	●	●	●	●	
Ensuring that enrolment records (refer to Definitions) 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 (1a) (2d))	●	●	●		

# Enrolment & Orientation Policy

Discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	●	●	●		
Reviewing enrolment applications to identify children with additional needs	●	●	●		
Ensuring that the orientation program meet the individual needs of children and parents/guardians	●	●	●		
Communicating with parents/guardians when their child will be eligible for a funded year of kindergarten	●	●	●		
Reviewing the orientation processes for new parents/guardians and children to ensure the objectives of this policy are met	●	●	●	●	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (Regulation 157), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the National Law: Section 167	●	●	●	●	●
Encouraging parents/guardians during orientation to: <ul style="list-style-type: none"> <li>• stay with their child as long as required during the settling in period</li> <li>• make contact with educators at the service, when required</li> </ul>	●	●	●	●	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	●	●	●	●	

# Enrolment & Orientation Policy



Sharing information with parents/guardians concerning their child’s progress with regard to settling into the service	●	●	●	●	
Discussing support services for children with parents/guardians, where required.	●	●	●	●	
Developing strategies to assist new parents/guardians to: <ul style="list-style-type: none"> <li>• feel welcomed into the service</li> <li>• become familiar with service policies and procedures</li> <li>• share information about their family beliefs, values and culture and feel culturally safe</li> <li>• share their understanding of their child’s strengths, interests, abilities and needs</li> <li>• value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>• discuss the values and expectations they hold in relation to their child’s learning</li> <li>• providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>	●	●	●	●	
Reading and complying with this Enrolment and Orientation Policy	●	●	●	●	●
Notifying Early Years admin in writing if they wish to cease their enrolment.				●	

## Procedure

### Enrolments

Our service accepts enrolments of children between the following ages:

- Manangatang Preschool - 3 - 5 years old
- Mallee Minors Child Care Centre Ouyen – from 6 weeks old
- Murrayville Early Learning Centre – from 6 weeks old
- Ouyen Preschool - 3 years to 5 years old
- Sea Lake Early Learning Centre – from 6 weeks old
- Underbool Early Learning Centre - from 6 weeks old



Children accessing a 4 year old kindergarten program must be aged 4 by 30<sup>th</sup> April on the year of enrolment. Alternatively the child must be eligible under an early start initiative or be approved for second year of kindergarten funding.

Children accessing a 3 year old Kindergarten program must be aged 3 by 30<sup>th</sup> April on the year of enrolment and must have turned 3 years of age before they can attend.

Children who will turn six years of age whilst attending kindergarten must be exempted from school by contacting the Loddon Mallee Regional office of DEECD

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios and supervisory requirements are maintained across the service.
- A vacancy is available (please see Priority of Access Guidelines)
- The enrolment meets any relevant eligibility criteria e.g. requirements for funded kindergarten.

## Priority Of Access

In cases where a **Child Care** service is oversubscribed, guidelines are in place to support priority of access - these guidelines are based on criteria established by the Department of Education and Department of Social Services as part of our funding and service agreement.

***Priority of Access levels which the centre uses as a guide when filling vacancies for a service which is oversubscribed are:***

### 1. Priorities

- Priority 1: A child at risk of serious abuse or neglect.
- Priority 2: A child of a parent (or both parents if you have a partner) who satisfies the Government work, training, study test
- Priority 3: Any other child

### 2. Criteria

Within the 3 main priority categories, priority may be given to children who meet any of the following criteria.

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families on low income.
- Children in families from a non-English speaking background.
- Children in socially isolated families.
- Children of single parents/guardian.
- 

### 3. Additional Criteria

In circumstances where families are on the same level of priority of access, priority may be given to children who meet any of the additional criteria established by Mallee Track Health & Community Service.

- Workers of Mallee Track Health & Community Service returning to work on a permanent rostered day  
*The Early Years Management team may contact other MTHCS managers to confirm or offer negotiation of days*
- Children or children with immediate family members who are currently accessing or have previously accessed family support services (e.g. Orange door, mallee family care, child FIRST, etc.)
- Children with immediate family members who have mental illness or additional needs

### 4. Other considerations

When allocating vacancies, the following circumstances will also be considered:

- Permanent bookings take preference over casual bookings

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- Full day sessions take preference over half day sessions
- Children with zero permanent bookings will take preference over children who have 2 or more pre-existing permanent bookings
- Application date of children on the wait list

*The application date for unborn children on the wait list will begin from when they are born*

If upon enrolment application a space is not available, families will be notified and any available options discussed e.g. enrolment at another service (if available).

## Procedure

### Wait list Management & Booking Offers

Bookings and casual wait lists for all services are managed and monitored by the Administration and Early Years Management team through the excel booking sheets located on Microsoft Teams on a weekly basis.

Permanent wait lists for all services are managed and monitored by the Administration and Early Years Management team through Xap on a weekly basis.

- The Administration and Early Years Management team will regularly monitor the permanent bookings to determine any upcoming vacancies.
- If upcoming vacancies are identified, the relevant leader of the service will be notified to ensure they are prepared for any necessary transitions or orientations.
- The Administration and Early Years Management team will review the waitlists and be guided by the Priority of Access (section 6) to determine which family will be offered a permanent booking to fill the upcoming vacancy.
- The Administration and Early Years Management team will offer permanent bookings via the Xap system with an expiry date of 1 week.
- Families can negotiate for the commencement date to be extended for up to 2 weeks.
- If the expiry date of the offered booking is nearing and the family has not yet responded, someone from the Administration and Early Years Management team will follow up with a reminder via phone call.
- If the permanent booking offer expires or the family declines the offered booking, the Administration and Early Years Management team will offer the booking to the next family on the wait list using the same process.

## Enrolments

New enrolments for Kindergarten are called for in October/November for the upcoming year; although enrolments can be taken at any time throughout the year.

New enrolments for Child Care Services can be taken any time throughout the year, and will automatically roll over to the following year, unless a family requests their enrolment to be ceased.

Existing families will be asked to ensure enrolment details are current and correct via the Xap on a yearly basis.

All new enrolment enquiries can initially be made via phone call, email, in person or the MTHCS website. All new enquiries will be directed to the MTHCS website where families can complete the wait list form for Child Care or Kindergarten services.

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After families have completed the wait list form on the MTHCS website, the Administration & Early Years Management team will assess the information and determine whether

- A booking offer can be made to the family or,
- The family will remain on the wait list until a vacancy becomes available

The Administration & Early Years Management team will notify the family of this decision

The full enrolment documentation can be completed on Xap *after* a family has accepted a booking offering made by the service.

Completed enrolment documentation will be reviewed by the Administration. If there is any missing or incomplete information, the Administration will notify the family of what is required.

As required by state and national regulations, services must have all required documentation for a child before they can commence their offered booking at the service. Children will not be accepted into the service without the required documentation and correct orientation processed being complete.

## Orientation

A thorough orientation is a crucial and mandatory part of the enrolment process. We believe orientation is an important step that allows the educators and family to meet and engage to assist with making the learning environment welcoming and create a sense of belonging. This process will help children to transition more smoothly from home to the service.

Our orientation process consists of two orientation days. The child being enrolled must attend both orientation sessions with at least 1 primary guardian. While we aim to schedule orientations at a time that will suit the family, the orientation times may be limited to minimise disruption to the learning program.

If families are unable to attend their scheduled orientations, these will be rescheduled. We ask that families contact the Administration team on [enrolments@mthcs.vic.gov.au](mailto:enrolments@mthcs.vic.gov.au) or 50910292 if you are unable to make your scheduled orientation. Children must complete both orientations before they can commence at the service.

### Orientation 1 – Meet & Greet

The child and guardian are given a tour of the facility, introduced to the educators and encouraged to stay for a short play. The first orientation should take between 10 - 20 minutes.

### Orientation 2 – Documentation & building relationships

The child will be encouraged to stay in the room with the educators and other children for a short play while the guardian completes documentation (such as excursion forms) and goes through further information about the service they are enrolling at (such as what families need to provide, the daily routine, etc.)

This will encourage the child to develop positive and strong relationships with the educators.

Guardians are welcome to complete documentation in the room if their child is unsettled.

The second orientation should take between 15 - 30 minutes, or longer depending on the complexity of your child's enrolment.

## Transition

### Child Care:

Where the service has more than one room, the service aims to arrange for room transitions when vacancies occur at the beginning and throughout the year. The purpose of transitions to different rooms is to ensure

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children are in a learning environment that is going to be stimulating, challenging and appropriate to their age and development. To ensure transitions are a smooth and positive experience for the child the service will:

- Plan transitions ahead of time to allow the Room Leaders to collaborate and share information
- Ensure the child's new Room Leader has time to get to know the child and build a strong relationship
- Discuss the transition plan with the family including allocated transition dates, the date the child is due to start in the new room, how their child copes with change and any strategies the family use to assist with change
- Allocate a minimum of 4 transition days.
- Discuss the transition with the child before transition days commence as a positive and exciting experience
- Celebrate the child's last day in the room.

## Kindergarten

Children starting 3 year old kinder may be able to attend some transition days in term 4 as scheduled by the Early Childhood Teacher of the service. These transition days can be advertised via Story Park, MTHCS social media and local media (e.g. Newspapers, notice boards, etc.)

4 year old kinder transitions??

## School

When the child becomes of the age to attend school, the service will work with the parents and the school to prepare the child for school entry. Transition visits may be arranged with the school to support the process. A full Transition Learning and Development Statement will be prepared by the Preschool Teachers in the Integrated Service and a general Development Statement prepared by the Room Leader in the Child Care Centre's - this needs to be signed and approved by the child's parents before it is shared with the school.

- A child attending school for the first time is a significant change for that child and for their family. We believe that the child's parents are the most important link in this transition.
- The better the transition between home and school, the better the education: that's the message of recent research.
- The Service will always talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.
- Toward the end of each year, transition visits are arranged with the local school so as to familiarise the children with the school environment.

## **Evaluation**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.

Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **References**

### MTHCS documents

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Enrolment Checklist

Enrolment Form Change of Details

Excursion Authorisation Form

Medical Conditions & Healthcare Needs Management Plan

Medical Conditions Risk Management and Communication Plan

Orientation Checklist Staff/Parent

Parent Authorisation for Regular Collection and Delivery

Parent Handbook

Permission Form for Under Age Collection

Acceptance and Refusal of Authorisations Policy

Administration of Medication Policy

Child Safe Environment Policy

Complaints and Grievances Policy

Delivery and Collection of Children Policy

Excursions and Service Events Policy

Family Law and Access Policy

Fees Policy

Food Safety Policy

Hygiene Policy

Inclusion and Equity Policy

Parental Interaction and Involvement Policy

Physical Environment Policy

Privacy and Confidentiality Policy – Early Years Services

Relaxation and Sleep Policy

Staffing Policy

## Regulations & standards

- Victorian Early Years Learning Development Framework
- Early Years Learning Development Framework
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000, included in the Legislative Extracts:  
[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- Guide to the National Quality Standard:  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- Priority for allocating places in child care services:  
DSS Priority of Access Guidelines for Child Care Services
- Victorian kindergarten policy, procedures and funding criteria:  
[www.education.vic.gov.au](http://www.education.vic.gov.au)
- Department of Health and Human Services
- Accessible approval cover sheet - all divisions ([dhhs.vic.gov.au](http://dhhs.vic.gov.au))

## Background

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The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (*Regulation 168(2) (k)*).

Childcare services providing approved child care (*refer to Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017* (*refer to Legislation and standards*). The Commonwealth Government supports working parents/guardians in making early childhood education and care more affordable and accessible through the Child Care Package (The Package). The Package includes the Child Care Subsidy (*refer to Definitions*) and Child Care Safety Net (*refer to Definitions*). Together, they enable parents/guardians to participate in the workforce by making early childhood education and care affordable and accessible.

The Child Care Subsidy helps by assisting families with their child care fees and provides greater assistance to low and middle-income families

The Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. The Child Care Safety Net includes:

The Additional Child Care Subsidy which provides extra payment on top of the Child Care Subsidy for families who need more help. There are five different payments:

- For families who need help to support their children's safety and wellbeing
- For grandparents who care for their grandchildren
- For families experiencing significant financial stress
- For parents transitioning from welfare to work
- Community Child Care Fund

The Community Child Care Fund which helps services stay open and available to children in disadvantaged, regional and remote communities.

The Inclusion Support Program which provides support to Early Childhood Education and Care services to build their capacity and capability to include children with additional needs in mainstream services

Subsidised Care for Low Income Families who earn \$69,390 or less a year can access 24 hours of subsidised care per child per fortnight without having to meet the activity test.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (*refer to Sources*) set out by the Australian Government Department of Health.

## Legislation

Relevant legislation and standards include but are not limited to:

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Care Subsidy Minister's Rules 2017
- Child Care Subsidy Secretary's Rules 2017
- Children's Services Regulations 2020
- Children's Services Act 1996
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010

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# Enrolment & Orientation Policy



- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

## National Quality Standard

QA2 Children’s Health & Safety

QA5 Relationships with children

QA6 Collaborative partnerships with families and communities

QA7 Governance and Leadership

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