**Happy Little Butterfly**

**Early Learning Centre**

# Enrolment and Orientation Policy

**Aim**

**Happy Little Butterfly Early Learning Centre** aims to ensure that each child’s enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and their family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide, and their new environment.

**Legislative Requirements**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standards 2011

NSW Department of Education

Child Care Service Handbook 2013-2014

**Who is affected by this policy?**

Educators

Staff

Children

Families

Community

Visitors

Management

**Implementation**

**Our service accepts enrolments of children aged between 5 weeks-6 years.**

**Enrolments will be accepted providing:**

* The maximum daily attendance does not exceed the licensed capacity of the Service.
* A vacancy is available.
* Child ratios for groups are maintained.
* Priority of access guidelines are met, as set by Department of Social Services.

**When a family has indicated their interest in enrolling their child into our Education and Care Service the following will occur:**

* A tour of our Education and Care Service will be organised and conducted. During this tour, the Approved Provider/Nominated Supervisor/Educator conducting the tour will give the family information about the Service including, but not limited to, programming ethos, meals, incursions, excursions, inclusion, fees, policies, our status as a Sun Smart Service and the responsibility our Service has to ensure Sun Safe practices, Regulations for our state and the Assessment and Rating process under the National Quality Standards, signing in and out procedure, the National Quality Framework, room routines, Educator and other staff qualifications, introduction of Educators/Staff in the room the child will be starting in and Educator/staff and parent communication. Families are also invited to ask any questions or raise any concerns they may have.
* Families are given the Service’s Parent/Guardian Policy Handbook to read, and are invited to ask questions and provide feedback or suggestions.
* Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child.
* Families will be informed of the required enrolment documentation for the child (enrolment form, birth certificate, Australian Childhood Immunisation Register documentation and Medicare number, Parent/Guardian and child/ren/s Customer Reference Number etc).
* Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are of a sensitive nature, such as discussing a child’s medical needs or Court Orders, will be discussed privately with the Approved Provider/ Nominated Supervisor at this time. We request families begin to fill out enrolment forms, and provide us with background information so we can accommodate their needs in the Education and Care Service from the first day of their enrolment.
* Should a child speak English as a second language, we request that families provide us with some key words in the language the child speaks at this time so Educators/Staff can assist in meeting the child’s needs.
* Families also need to contact the Department to Human Services to have their eligibility for Child Care Subsidy assessed. If these details are available, they will need to confirm the child’s enrolment with us and we will complete the child’s formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised.
* Families will be invited to bring their child into the Education and Care Service at a time that suits them so the child and family can familiarise themselves with the environment.
* Before the child begins their first day with us, the Education and Care Service must have all required documentation for the child, including all requirements of the NSW *Immunisation Enrolment Toolkit for Early Childhood Education and Care Services*. The child will not be accepted into the Service without this being completed.

**On the child’s first day:**

* The child and their family are welcomed into the relevant room for the first day.
* We will ensure all details are finalised, and the family feels confident in what they’ll need to do to

**Other information about our Education and Care Service’s enrolment includes:**

* We will try and accommodate families so that children from the same family can attend our Service. This will be carried out in line with our obligations under the Priority of Access Guidelines for Child Care Services

**Swap days, dropped days and additional days:**

* If at any time a parent wishes to change the days their child comes to the centre, they must provide notice. For swap days and additional days, at least a week’s notice must be given. Full fees may be charged if changes occur before the notice period ends.
* Swap days are subject to availability and may not always be able to be facilitated by Happy Little Butterfly.
* If dropping days or removing children from care, two week’s notice must be given or all or part of the bond may be forfeited.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Sources**

**Education and Care Services National Law Act 2010**

**Education and Care Services National Regulations 2017**

**Guide to National Quality Standards 2017**

**Work Health and Safety Act 2011**

**Work Health and Safety Regulations 2017**

**Child Care Service Handbook 2017-2018**

**Child and Young Persons (Care and Protection) Act 1998**

**Australian Children’s Education & Care Quality Authority**

**Immunisation Enrolment Toolkit for Early Childhood Education and Care Services**

**Priority of Access Guidelines for Child Care Services**

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**