



Nature Alliance Family Day Care Service

Enrolment & Placement of Children



POLICY IN THIS SECTION AS REQUIRED BY

Education and Care Services National Law (WA) Act 2012: Part 1 – Preliminary – 3 (3), 175
Education and Care Services National Regulations, 2012 – ‘Regulations’ 102; 168(2)(k); 169--
172; 177;178;179;181;182.

PURPOSE:

Nature Alliance Family Day Care has the responsibility to ensure that the service operates within the Commonwealth Agreement and Family Assistance Law including the requirement to have policies and procedures in relation to enrolment and ensuring fairness and equity for all families seeking education and care services.

SCOPE:

This Policy applies to the Family Day Care Service, Family Day Care Educators and families.

PRINCIPLE:

To implement an enrolment process that is clear and equitable and meets Commonwealth requirements.

POLICY

Nature Alliance Family Day Care Service is the “Principal” in relation to the enrolment process as permitted by the Commonwealth. The Educator, as an independent contractor, makes the decision as to which child/ren they advise the Principal to enrol into the Educator’s individual service after they have interviewed the family and considered the group dynamics, individual needs and needs of the family. All matters relating to family will be kept confidential.

PROCEDURES

The Family Day Care Service Will

1. Forward links for the electronic enrolment and Authorisation for redPAY to be completed by the parent. Attachments for the Service Terms of Trade, the Educator’s Approved Fee Schedule and the Service Parent Information Handbook will be included.
2. Once the enrolment and the redPAY authorisation is completed and received by the service, an enrolment confirmation email will be forwarded to the parent/guardian.
3. Ensure the Electronic enrolment contains the full name, date of birth, CRN number, and address of the child and enrolling parent or guardian;
 - a. contact details of:
 - i. all authorised persons who can collect or deliver the child; and
 - ii. Any person who is to be notified of any emergency involving the child if any parent of the child cannot be immediately contacted; and
 - iii. Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
 - iv. Any person who is authorised to authorise an educator to take the child outside the education and care premises

Date reviewed	July 2023	NA-POL-0010	Version: 6	Page 1 of 3
---------------	-----------	-------------	------------	-------------

- v. Any person who is an authorised nominee [Refer to s.170(5) of the National Law]; and
 - b. 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;
 - c. 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;
 - d. the gender of the child;
 - e. the language used in the child's home;
 - f. the cultural background of the child and, if applicable, the child's parents;
 - g. any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
 - h. relevant authorisations in relation to:
 - i) obtaining treatment from a medical practitioner, dental or hospital treatment or ambulance service; and
 - ii) taking children on regular outings as under R.102.
 - i. health information as required under R.162:
 - i. the name, address and telephone number of the child's registered practitioner or medical service; and
 - ii. if available, the child's Medicare number; and
 - iii. details of any specific healthcare needs of the child, including any medical conditions, allergies, including whether the child has been diagnosed as a risk of anaphylaxis; and
 - iv. any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to specific healthcare needs, medical condition or allergy; and
 - v. details of any dietary restriction for the child; and
 - vi. Session times and if the care is routine or casual
 - vii. Attach a copy of Medicare Immunisation History Statement that is no more than two months old, or a valid immunisation certificate issued or declared by the chief Health Officer
 - viii. Attach a copy of the child's birth certificate
 - j. Any trial period negotiated by the Family Day Care Educator and the parent.
4. Provide support when a parent is having difficulty in completing the electronic form. An enrolment interview should be conducted and if necessary organised in the parent's first language.
 5. Support the access for any child irrespective of cultural background, religion, sex, disability, parents' marital status, health status or income while meeting the specific needs of the local community.
 6. Support the access for children with additional needs in consultation with all stakeholders and according to priority of access guidelines. Physical environments will be adapted as much as possible to suit children's additional needs.
 7. Check details of online enrolment have been entered and completed in full (or where required, enter all required data into the CCS approved system if paper version of enrolment was needed to be completed). Generate a confirmation of the enrolment contract with Nature Alliance FDC to the parent and generate a confirmation of the

Date reviewed	July 2023	NA-POL-0010	Version: 6	Page 2 of 3
---------------	-----------	-------------	------------	-------------

enrolment details through the parent's MyGov account and issue PIN's for every person listed on the enrolment who is authorised to deliver and collect the child.

8. Ensure that a copy of the Parent Authorisation for Excursions Regular Outings and the child's Medicare Immunisation History Statement is attached with the enrolment document.
9. Present alternative options for care when necessary if the educator is going on leave or unavailable.
10. Additional absences are recorded, when applicable through Harmony and the supporting evidence is saved in the child's document file in Harmony.

The Family Day Care Educator Will

1. Provide details to the service for an online enrolment link to be issued to the parent for completion.
2. Send a copy of Parent Authorisation for Excursions Regular Outings, and the child's Medicare Immunisation History Statement if the parent has not uploaded successfully during the online enrolment process.
3. Provide a copy of and discuss with families their 'Approved Fee Schedule'.
4. Work with families to identify the individual education and care requirements of each child and their family. This will include tailoring the orientation / settling in process to meet the needs of individual children and families in order to support the continuity of care between home and the Family Day Care residence/approved venue.
5. Provide all families with information through their specific orientation procedure, if possible, prior to the child commencing education and care.
6. A copy of the Parent Authorisation for an Educator Assistant (if applicable).
7. Discuss the legal requirement for children to be electronically signed in and out every day they attend care using the parent or guardian's individually assigned PIN. The timesheet is also electronically signed by the parent/guardian to verify the care that's taken place for that week.
8. If necessary, implement a trial period to ascertain if the placement is appropriate for the child. This trial period will be:
 - a. negotiated with the parent;
 - b. be a minimum of 2 weeks and this to be indicated on the Educator Fee Schedule and signed by the parent; and
 - c. no notice of intention to finish care applies during the trial period.
9. Update enrolments when there are changes to the family's circumstances.
10. Advise parents that it is their responsibility to notify the Service of any changes to their current details on enrolment forms and update these details by using the NA-FRM-0036 Parent-Guardian Change of Details Form.

SUPPORTING DOCUMENTS:

NA-FRM-0011 Fee Schedule Template

NA-IFRM-0034 Educator Approved Fee Schedule

NA-FRM-0036 Parent-Guardian Change of Details

NA-FRM-0021 Parent Authorisation for an Educator Assistant

NA-POL- 0007 Governance and Management of the Family Day Care Service Policy

NA-POL-0035 Childcare Subsidy (CCS) – Governance Policy

Date reviewed	July 2023	NA-POL-0010	Version: 6	Page 3 of 3
---------------	-----------	-------------	------------	-------------