



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) (a) & (c); 175

Education and Care Services National Regulations, 2012 – ‘Regulations’75; 88; 102; 168(2)(k); 169-175; 177-181.

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Element 4.2.1; 6.1.1; 7.3.1; 7.3.3;

PURPOSE:

To provide Family Day Care Educators and families with a clear procedure for the enrolment of children in the Family Day Care Service. This will ensure 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.

POLICY

To provide an efficient enrolment procedure that is clear and understandable to Family Day Care Educators and families. To implement processes, through the provision of secure recording and storing procedures, that protects the confidentiality of families.

PROCEDURES

The Family Day Care Service Will

1. Ensure that all children provided with care are enrolled with the Family Day Care Service.
2. Provide information to the parent/guardian the relevance of the Commonwealth Priority of Access/Work status in regard to placement of children in care and the Commonwealth CCB application.
3. Present alternative options for care if necessary.
4. Ensure an enrolment form is fully completed for each family before the child attends the Family Day Care residence/approved venue.
5. Ensure the enrolment form contains:
 - a. The full name, date of birth and address of the child;

Author:		Date due for Review:	June 2013	Document No.:	NA-POL-0010
Reviewed Approved:		<i>THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT</i>		Revision:	0
Print Date:	24 August 2012			Page No.	Page 1 of 3

- b. The name, address and contact details of –
 - i. Each known parent of 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 an authorised nominee [Refer to s.170(5) of the National Law]; and
 - iv. Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and
 - v. Any person who is authorised to authorise an educator to take the child outside the education and care premises;
 - c. 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;
 - d. 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;
 - e. the gender of the child;
 - f. the language used in the child’s home;
 - g. the cultural background of the child and, if applicable, the child’s parents;
 - h. any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;
 - i. 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.
 - j. 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. the immunisation status of the child; and
 - vii. The Family Day Care Educator has a copy of the child’s health record or the parent has completed the Community Health Immunisation Record – page 7 of the Enrolment Contract for the child.
 - k. Any trial period negotiated by the Family Day Care Educator and the parent.
6. Provide language support when a parent is having difficulty in completing the form. An enrolment interview should be conducted and if necessary organised in the parent’s first language.

Author:		Date due for Review:	June 2013	Document No.:	NA-POL-0010
Reviewed/Approved:		<i>THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT</i>		Revision:	0
Print Date:	24 August 2012			Page No.	Page 2 of 3

7. Ensure 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.
8. Determine access for children with special 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 special needs.

The Family Day Care Educator Will

1. 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 Enrolment Form; and
 - c. clearly stated that the 1 week notice of intention to finish care does not apply during the trial period.
2. Keep all enrolment forms in a secure place. The forms are to be kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Regulatory body.
3. Accept the enrolment on receipt of all completed enrolment forms and payment of the enrolment fee as stipulated by the individual Educator:
 - a. Family Day Care Educator to submit a copy of the completed enrolment form to the Family Day Care Service and provide a copy to the parent if required
4. Update enrolment forms annually or when there are changes to the family's circumstances.
5. Advise parents that it is their responsibility to notify them of any changes to their current details on enrolment forms.
6. Provide all families with information through specific orientation procedure, if possible prior to the child commencing education and care.
7. Provide to and discuss with, families their 'Fee Schedule'.
8. 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.
9. Keep all child enrolment records until the end of 3 years after the child's last attendance.

SUPPORTING DOCUMENTS:

Care Enrolment Contract

Fee Schedule

Author:		Date due for Review:	June 2013	Document No.:	NA-POL-0010
Reviewed Approved:		<i>THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT</i>		Revision:	0
Print Date:	24 August 2012			Page No.	Page 3 of 3