



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 recognises the Family Day Care Educator as an agent for the Family Day Care service in relation to the enrolment of children into the service as permitted by the Commonwealth and provide an efficient enrolment procedure that is clear and understandable to the 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 of the Commonwealth Priority of Access and the Commonwealth Child Care subsidies.
3. Present alternative options for care if necessary or available.
4. Ensure an enrolment form is fully completed for each child prior to the attendance at the Family Day Care residence/approved venue.

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5. Ensure the enrolment form contains:
 - a. The full name, date of birth and address of the child;
 - b. The name, address, email 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
 - k. Any trial period negotiated by the Family Day Care Educator and the parent.

6. Provide 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.

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 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.
9. Enter all required data into the CCMS approved system, generate a confirmation of the enrolment contract with Nature Alliance FDC to the parent, generate a confirmation of the 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.
10. 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.
11. If the child is enrolled or will be enrolled in a school based kindergarten program, a copy of the school enrolment form or a confirmation of enrolment form will need to be completed and forwarded to the office with the enrolment contract.

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. no notice of intention to finish care applies 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 and Statutory bodies.
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 including a copy of Parent Authorisation for Excursions Regular Outings, Confirmation of kindergarten enrolment if applicable (NA-FRM-0041) and the child's Medicare Immunisation History Statement to the Family Day Care Service and provide a copy of the completed enrolment contract to the parent if required.
 - b. A copy of the Parent Authorisation for an Educator Assistant (if applicable)
4. Update enrolments when there are changes to the family's circumstances.

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5. Advise parents that it is their responsibility to notify them 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
6. Provide all families with information through their specific orientation procedure, if possible, prior to the child commencing education and care.
7. Provide a copy of and discuss with, families their 'Approved Fee Schedule'.
8. 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 attendance record is also electronically signed by the parent/guardian to verify the care costs at the end of the child's last day in care for that week.
9. 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.
10. Keep all child enrolment records until the end of 3 years after the child's last attendance.

SUPPORTING DOCUMENTS:

Care Enrolment Contract

Approved Fee Schedule

NA-FRM-0036 Parent-Guardian change of Details

NA-FRM-0021 Parent Authorisation for an Educator Assistant

NA-FRM-0041 Confirmation of Kindergarten Aged Child

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