



Park Orchards  
Community House  
& Learning Centre

# CHILDCARE ENROLMENT POLICY AND PROCEDURE

## Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCHLCI) Manager on 21<sup>st</sup> April 2015.

## Review date

This policy will be reviewed every 2 years or sooner if required.

## Scope

This policy is for all children, families and staff currently at the Centre.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisors, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Park Orchards Community House & Learning Centre. Staffing will accommodate up to 15 children at any one time however we have a 25 place license.

## Policy Statement

### Values

This Centre is committed to:

- Equal access for all children.
- Compliance with the Children's Services Regulations 2009.
- Meeting the needs of the local community.
- Maintaining confidentiality in relation to the details on enrolment forms.
- Ensuring children in our care are safe and comfortable.

### Purpose

This policy will outline for current and future users and staff:

- The criteria for enrolment at the service.
- The process to be followed when enrolling a child.
- The eligibility criteria for children entering the activity group programme.
- The procedures and requirements for renewal of childcare for current children at the start of each year.

### This Policy applies to

The staff and parents/guardians who wish to have their children enrolled at the service, or have children already enrolled at the service.

## Enrolment procedure

- Enrolment applications for children to attend the service from parent/guardians will be accepted any time.
- Childcare is available to children aged 0 – 6 years of age.
- To be eligible for a place in activity group children need to be aged 3 by 30<sup>th</sup> of April of the attending year.
- Enrolment application forms are available from the service.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service, at Park Orchards Community House & Learning Centre.
- A copy of child's immunisation status needs to be included with enrolment form.

- Parents are required to bring each child's Health Care Record for the staff to sight prior to the child commencing childcare.
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- If there are no suitable vacancies, the child / children's details will be placed on a waiting list.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, as soon as possible.
- Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service

| <i>Date reviewed</i>              | <i>Version</i> | <i>Details of changes (if any)</i> | <i>Date of next review</i>        |
|-----------------------------------|----------------|------------------------------------|-----------------------------------|
| <i>21<sup>st</sup> April 2015</i> | <i>1.0</i>     | <i>Original document</i>           | <i>21<sup>st</sup> April 2017</i> |
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