

## 9.2 Enrolment Policy

The service acknowledges the need to ensure accurate and relevant information relating to the specific needs of each child is available and uses effective enrolment procedures to obtain such information and to impart appropriate information to parents/guardians.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Australian Government Department of Education Children's Services Handbook*
- *Duty of Care*
- *National Quality Standard, Quality Area 6 – Collaborative partnerships with families and communities*
- *Policies: 2.4 – Arrivals and Departures of Children, 2.11 – Including Children with Special/Additional Needs, 2.13 – Use of Photographic and Video Images of Children, 3.5 – Excursions, 3.8 – Extra-curricular Activities, 4.6 – Medication, 4.8 – Sun Safety, 4.10 – Anaphylaxis Management, 8.15 - Children of Employees, 9.1 – Access*



### Procedures

The enrolment process will commence with an initial contact between parents/carers and the Coordinator / Service. The families will be advised to enrol online via Xplor. Links to Xplor are available through the Currumbin Kids Club website. Once an enrolment is received, families will be emailed a New Enrolment Welcome Pack, including but not limited to:

- Child Profile Form
- Family Handbook
- Service rules and behavior expectations.
- Term Menu
- CCS information

Enrolment at this service for children over pre-school age is available from the beginning of the calendar year in which they will attend school. Families may need to provide documentation relating to proof of age prior to enrolment being accepted.

Strictly for the purposes of enabling the service to fulfill its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents/carers through the service enrolment form completed online via Xplor

- Personal details (name, address, and date of birth);
- Name, home and work address and phone numbers of parent/guardian;
- Name, address, phone number and relationship to child of persons (authorised nominee) who may be contacted for emergency collection;
- Other persons nominated with authority to collect the child from care
- Parental/guardianship and/or residential details (if any), including copies of relevant court orders;

- Relevant health and medical details including food intolerances and medical management plans for children who identifies with medical conditions (anaphylaxis, asthma /diabetes)
  - Relevant medication must also be provided for children who have medical conditions (anaphylaxis, allergies, asthma, diabetes, etc.) in compliance with policies 4.6 Medication; 4.10 Anaphylaxis Management; 4.15 Asthma; and 4.17 Medical Conditions
- Copy of the child's immunisation history statement;( may be sighted by an educator)
- Name, address and phone number of the child's doctor; or medical centre
- Any special physical, emotional, behavioral, dietary, religious, cultural or other needs or considerations relating to the child; and
- Authorisation for the service coordinator (or nominated educator) to:
  - Provide emergency medical treatment;
  - Apply/assist to apply SPF 50+ sunscreen; and
  - Take and/or display children's photographs.

The enrolment form shall also include the written consent of the parent/carer signing the form to the use of the information by the service in keeping with the Information Handling Policy (Privacy and Confidentiality Policy 10.8) and other policies and procedures of the service.

The service cannot provide its services to a child, and may refuse to do so, if the parent/guardian refuses to give any or all the above information, as the service will not be able to discharge its Duty of Care and other responsibilities to the child without this information.

Failure to provide the child's immunisation history statement, within the requested timeframe, may result in the child's enrolment being:

- Refused or cancelled;
- Accepted, however attendance would be refused until proof of up-to-date immunisation status is provided; and/or
- Conditionally accepted as per the service's Child Immunisation Policy.

The service will repeatedly ask families to update children's enrolment forms to ensure all parent/carer and emergency contact information is current. This will be done as part of the re-enrolment process outlined in Policy 2.14 Bookings and Cancellations.

All information obtained through the enrolment procedures will be kept in strictest confidence and used only for the purposes for which it is obtained (see also Policy 10.8 Information Handling [Privacy and Confidentiality]).

| <b>DATE DEVELOPED</b> | <b>DATE RATIFIED</b> | <b>DATE REVIEWED</b> | <b>DATE RATIFIED</b> |
|-----------------------|----------------------|----------------------|----------------------|
| August 2018           | August 2018          | July 2021            | October 2021         |
|                       |                      | August 2024          | August 2024          |
|                       |                      | April 2026           | April 2026           |