



# Lake Boga Primary School OSHC

*'Be the best that we can be'*

## Enrolment and Orientation Policy

**Rationale:** Lake Boga Primary School OSHC is committed to meeting the needs of our educational community by providing access to all eligible students to participate in our inclusive education and care service.

**Purpose:** This policy will provide guidelines to ensure:

- Eligible families are aware of the enrolment and orientation procedures at Lake Boga PS OSHC, and therefore are able to access the education and care service if required
- Those responsible for the enrolment process and day-to-day implementation of this policy are aware of requirements
- Ensuring that the orientation program and plans meet the individual needs of children and families

**Background:** An enrolment record must be kept for each enrolled child at an education and care service and must include all relevant information set out in Regulation 160(3).

Other supporting documentation and legislation that relates to this policy includes:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 160, 161, 162, 177, 183*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families

### **Implementation:**

The **Approved Provider** is responsible for:

- Determining priority of access to the Lake Boga OSHC program
- Developing procedures to ensure that all eligible families are aware of and where possible have access to the OSHC program
- Considering and addressing any barriers to access that may exist
- Appointing a person/s responsible for the enrolment process and day-to-day implementation of this policy
- Ensuring staff responsible are ensuring a smooth orientation process into the service, taking into account individual interests, needs and development of students
- Providing opportunities for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing
- Ensuring access to Child Care Subsidy is promoted for families

- Complying with Child Care Subsidy and Additional Child Care Subsidy obligations and requirements
- Clarifying roles and responsibilities in general and especially in relation Child Care Subsidy System, such as enrolment process (including explaining to families their obligations), submitting attendances/absences, invoicing, payments, reconciling.

The **Person/s responsible for the enrolment process** is accountable for the following:

- Providing access to enrolment application forms and supporting families to enrol
- Collating enrolments
- Maintaining a waiting list (if required)
- Offering places in accordance to this policy and providing required paperwork to families
- Storing completed paper-based enrolment application forms in a lockable file as soon as practicable
- Complying with the Privacy and Confidentiality principles set out in the Governance and Management Policy of the service
- Ensuring parents/guardians enrolling are aware of the Enrolment and Orientation Policy

The **Nominated Supervisor, Certified Supervisors** and other **educators** are responsible for:

- Ensuring enrolment forms are completed prior to the child's commencement at a service and all relevant documentation is placed in the enrolment file
- Informing and educating families regarding Child Care Subsidy
- Ensuring that enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- Responding to enrolment enquiries on a day-to-day basis and referring enquiries to the person responsible for the enrolment process as required
- Reviewing enrolment applications to identify any children with additional needs or that may require additional assistance in the access or participation in OSHC
- Develop strategies to assist new families to:
  - Feel welcomed into Lake Boga OSHC
  - Become familiar with service policies and procedures
  - Share information about their families beliefs, value and culture
  - Share understanding of their child's strengths, interests, abilities and needs
  - Discuss the values and expectations they hold in relation to their child's learning
  - Understand Child Care Subsidy entitlements
  - Register for Child Care Subsidy and or Additional Child Care Subsidy
  - Understand the Complying Written Agreement (CWA)
  - Understand allowable absences
- Discussing individual needs with parents/guardians and developing an orientation program to assist children settle into the program
- Encourage parents/guardians to make contact with educators at the service when required
- Sharing information with parents/guardians regarding their child's progress with regards to settling into the service
- Complying with the Privacy and Confidentiality policy in relation to the collection and management of a child's enrolment information
- Incorporating processes that comply with Child Care Subsidy guidelines when managing attendances, allowable absences/absences, fee increases, collection of fees and service delivery on public holidays

- Clarifying the roles related to the management of the Child Care Subsidy processes prior to enrolment and orientation with the Lake Boga Primary School Council and Principal

**Parents/Guardians** are responsible for:

- Reading and complying with the Enrolment and Orientation Policy
- Completing enrolment forms prior to their child commencement at OSHC
- Completing all required documentation is provided to the OSHC prior to commencement
- Updating any information required by service by notifying when any changes occur
- Notifying the service when children will not be in attendance
- Providing notification at least 2 weeks in advance if they no longer require the service

Volunteers and students, while at this service, are responsible for following this policy and its procedures.

### **Policy Review**

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Lake Boga Primary School OSHC and Persons with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g., families, school community etc. will also inform policy updates and review.

### **Appendix 1: Complying with Child Care Subsidy guidelines**

- The provider Lake Boga Primary School OSHC will keep up to date with Child Care Subsidy enrolment processes following steps outlined in the [Child Care Subsidy Enrolment Process](#)
- The OSHC provider and individual (the fee-paying parent or carer) will agree on arrangement, which can be any of the following (refer to table below):
  - Complying Written Arrangement (CWA)
  - Relevant Arrangement
  - Arrangement with an organisation (third party)
- The OSHC provider will submit an enrolment notice, which requires the following information:
  - Enrolment circumstance
  - Expected pattern of care dates
  - Parties to the arrangement
  - Child receiving care
  - Service providing care
  - Child Care Subsidy claimant
  - Session details and liability

### **Appendix 2: Priority of Access Guidelines**

**STEP 1: Additional Child Care Subsidy** (Refer to [Guide to Additional Child Care Subsidy](#))

Priority will be firstly given to families accessing Additional Child Care Subsidy Safety Net. The Safety Net aims to give the most vulnerable and disadvantaged children, as well as those from regional and remote communities, a strong start through access to quality early childhood education and care.

The ACCS includes four elements:

- ACCS (child wellbeing) - for families who require practical help to support their children's safety and wellbeing (the focus of this guide)

- ACCS (grandparent) - for grandparents who are the primary carers of their grandchildren
- ACCS (temporary financial hardship) - for families experiencing temporary financial hardship
- ACCS (transition to work) – for families transitioning from income support to work.

## **STEP 2: Local Service Priorities**

The Lake Boga Primary School OSHC Priority of Access Guidelines will be used to allocate available places where there are more families requiring care than places available.

When filling vacant places, Lake Boga Primary School OSHC service will fill places according to the following priorities:

- **Priority 1** – a child at risk of serious abuse or neglect.
- **Priority 2** – a child of a single parent who satisfies, or of parents/carers who both satisfy, the work, training, study test
- **Priority 3** – any other child.

Within these main Priority categories, priority will be given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families which include an individual whose adjusted taxable income does not exceed the lower income threshold of or who or whose partner is on income support
- Families from a non-English speaking background
- Socially isolated families
- Single parent families.

## **Requiring a child to vacate a place**

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service will only do so if:

- The person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy, and
- The service gives the person at least 14 days' notice of the requirement for the child to vacate the place.