

ENROLMENT PROCEDURE

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and Montessori Early Learning Seacliff. Such partnerships enable our team and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

Working in conjunction with the *Enrolment Policy*, this procedure outlines the process for families, children, educators and management to follow during the enrolment process within our Service.

Education and Care Services National Law or Regulations (s. 165A, 175, R. 77, 78, 85, 86, 88, 90, 91, 92, 93, 96, 97, 99, 100, 101, 102, 102D, 155, 157, 160, 161, 162, 168, 177, 181, 183). NQS QA2: Element 2.2, 2.2.2, Children’s Health and Safety, QA6: Element 6.1, 6.2 and 6.2.3. Collaborative Partnerships with Families and Community, QA7: Element 7.1 Governance and Leadership

Related Policies: *Enrolment Policy*

WAITLIST PROCEDURE AND NEW FAMILIES	
1	See our <i>Waitlist Procedure</i> for management to follow to manage our waitlist and enrolment process to ensure it is a clear, equitable and professional approach for all new and existing families

ORIENTATION PROCEDURE	
1	<p>Families will be provided with an outline of key Service policies and procedures such as:</p> <ul style="list-style-type: none"> - Payment of Fees Policy - Sun Safety Policy - Incident, Injury, Trauma and Illness Policy - Dealing with Infectious Diseases Policy - Administration of Medication Policy - Medical Conditions Policy - Dealing with Complaints Policy - Child Protection Policy - Child Safe Environment Policy - Clothing Policy - Educational Program Policy - Delivery of Children to, and Collection from Education and Care Service Premises Policy - Safe Transportation of Children Policy - Sleep and Rest Policy

	<ul style="list-style-type: none"> - Family Communication Policy - Privacy and Confidentiality Policy - Photography Policy 	
2	<p>Families will be provided with the following information during the orientation and enrolment process:</p> <ul style="list-style-type: none"> - Service philosophy - Inclusion practices - Programming methods - Service menu - Excursions and incursions - Fee information - Child Care Subsidy - Policies and procedures - SunSmart requirements - Regulations and licensing - National Quality Framework and National Quality Standard - Early Years Learning Framework (EYLF) V2.0 - Attendance record procedures - Room routines - Educator qualifications - Introduction to key educators - Communication strategies - Information regarding online app used by the Service 	
3	Families will be provided with a copy of the <i>Family Handbook</i> during orientation and enrolment	
4	Families will be invited to ask questions and provided with possible vacancies and start date information	
5	Management will discuss sensitive information with families privately, such as children’s medical needs, court orders, parenting plans or orders	
6	Families will be advised of the signing in and out process for attendance	
7	Management will ensure the enrolment form is completed accurately and, in its entirety, including authorisations signed by both parents/guardians	
8	Management will ensure a child with medical needs does not begin at the Service unless a medical management plan signed by a medical practitioner is received and a communication plan and risk minimisation plan are completed in collaboration with the family and nominated supervisor. Medication must be brought to the Service each day as per <i>Medical Conditions Policy</i> .	
9	The child’s medical management plan, communication plan and risk minimisation plan are communicated to educators	

10	An orientation program will be developed for each child and recorded on the <i>Enrolment Checklist</i>	
11	<p>Fee and attendance information will be explained to families covering the following topics:</p> <ul style="list-style-type: none"> - Fees - Child Care Subsidy - Direct debit processes - Late fees - Absences - Public holidays (fees payable) - Notice for withdrawal from care explained - Administration fee/bond payment and refund procedure explained 	

ENROLMENT PROCEDURE

1	To secure a child’s position families are required to pay a bond which is calculated based on the Payment of Fees Policy	
2	<p>Families are required to provide the following documents and records upon enrolment:</p> <ul style="list-style-type: none"> - A completed enrolment form - Medical management plan (if required) - Birth certificate or identity document - A current immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age - Complying Written Agreement (CWA) - Details of any court orders, parenting orders or parenting plans - Direct Debit Form (if required) - <i>All about Me</i> form 	
3	The enrolment form is processed and recorded through our CCS Software or PEP. Enrolment notices are submitted within 7 days	
4	A CWA must be recorded and signed by the parent to confirm the terms of the agreement	
5	The <i>Record Keeping and Retention Policy</i> outlines the information and authorisation required for enrolment forms	
6	An <i>Enrolment Checklist</i> will be completed during the enrolment process	

ENDING AN ENROLMENT

1	Our <i>Enrolment Policy</i> provides clear understanding of the Service requirements when withdrawing their child from our care.	
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2	Families are required to provide 4 weeks written notice to withdraw their child from the service	
3	A <i>Termination of Enrolment Family Request Form</i> is to be completed to indicate the child's last day of attendance	
4	At times it may be necessary for the service to terminate a child's enrolment. Management must follow the <i>Enrolment Policy and Termination of Enrolment Procedure</i>	
5	Management will end the enrolment within the CCS Software or PEP within 7 days of the enrolment ending	

REVIEW

POLICY REVIEWED BY	Jason Williams	Director	2 June 2025
POLICY REVIEWED		NEXT REVIEW DATE	2 June 2026
VERSION	1		
MODIFICATIONS			
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

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ENROLMENT RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	LOCATION
POLICY AND PROCEDURES		
Enrolment Policy	The <i>Enrolment Policy</i> outlines enrolment conditions required by the service as per National Regulations and related legislation to ensure a fair, transparent and compliant enrolment process	Policies > QA 6 Collaborative partnerships with families and communities
Enrolment Procedure	This procedure outlines the process for families, children, educators and management to follow during the enrolment process within our Service	Resources > Procedures
Enrolment Form	The <i>Enrolment Form</i> is to be completed by families prior to the child attending care, important details such as personal information for the child and parents. Medical history, dietary needs and authorisations are recorded on the <i>Enrolment Form</i>	Resources > Forms
Enrolment Checklist	Includes all aspects of enrolment including the enrolment tour, fees and attendance and documentation required for enrolment	Resources > Checklist
Enrolment Information Update	Families wishing to advise of change of address, contact numbers, medical information, emergency contact details	Resources > Forms
Enrolment Confirmation	Form used to confirm enrolment for families, including confirming booked days	Resources > Forms
Enrolment Resource Audit	Available to review current enrolment records at the Service	Resources > Audit
Family Goals	Available to document collaboration with families to identify, set and track specific objectives for their child's development	Resources > Forms
Meet your Educator	Available to share information regarding new educators at the Service	Resources > Forms

All About Me Form	Available for families to complete to share important information about their child prior to the child starting care	Resources > Forms
Notification of Changes to Attendance	The <i>Notification of Changes to Attendance</i> form is to be completed by families when changes to regular bookings occur	Resources > Forms
Re-enrolment Confirmation	Available to share with families to confirm enrolment for the following year	Resources > Letters
Transition to a New Room - Letter	Letter available to inform parents of the transition to a new room	Resources > Letters
Transition to a New Room - Form	Form available to record child information as children transition from one room to another	Resources > Forms
Complying Written Arrangement Form	Available to document the legal agreement between the Service and parent/guardian.	Resources > Forms