

Document Name	Document Version Number	Review Date
Enrolment and Orientation Policy - FDC	1.0.4	December 2024
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1 December 2021	6081	Revised

Purpose

To ensure that our enrolment and orientation process is applied for all parent/guardians and children. That we meet the unique needs of the child and family and will provide them with support during their transition to our service.

Scope

Approved Provider, Nominated Supervisor, Early childhood Educators, Service coordination staff, casual staff, relief educators, children and families

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Policy Content

Greater Hume Children Services will ensure that:

- i. ensure that our service follows the obligations under the Education and Care Services National Law and National Regulations
- ii. where possible, families and children are encouraged to visit the service and become familiar with the scheme's vision and mission statement, philosophy and the educator's expectations and routines before they enrol
- iii. ensure families are aware and have access to relevant policies, procedure and forms before commencing care
- iv. families are encouraged to talk with educators and the team at GHCS about the values and expectations they hold in relation to their child's learning
- v. the Priority of Access guidelines are followed under the Australian Government Department of Education Skills and Employment
- vi. a waiting list is maintained and offers of placement are made in accordance with Priority of Access and availability of childcare
- vii. children are placed with the most suitable available educator, and that where possible, parents/guardians are referred to more than one educator.
- viii. all appropriate enrolment and information forms are completed prior commencement, the service will also provide information to parents/guardians in relation to accessing Child Care Subsidy
- ix. families are encouraged to access Greater Hume Children Services website and social media platforms to stay up to date with the latest information
- x. families are required to notify, the service of any medical condition or health care/additional need before commencing care and complete all relevant documentation
- xi. families are encouraged to share information about other child related services accessed by their children All records documents are kept confidential
- xii. families will be made aware of the current immunisation requirements for their NSW/VIC Government Health departments and provide current immunisation evidence on enrolment.

Links to Policy

Greater Hume Council Child Protection Policy
Emergency and Evacuation Policy
Health and Safety Policy

Dealing with Medical Conditions Policy
Dealing with Infectious Diseases Policy
Dealing with Complaints Policy
Fees Policy
Excursion and Transportation of Children Policy
Staffing Policy Code of Conduct Determining the Responsible Person Present and Participation of Volunteers and Students
Assessment Approval Policy and Reassessment of Approved Family Day Care Residences and Family Day Care Venues
Engagement and Registration of Family Day Care Educators Policy
Monitoring Support and Supervision of Family Day Care Educators Policy
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises Policy
Visitors to the Family Day Care Residence and Venues Policy
Provision of Information Assistance and Training to Family Day Care Educators Policy

Links to Procedure

Payment of Fees Office Procedure
Payment of Fees Educator Procedure
Enrolment and Orientation Office Procedure
Excursions and Transportation of Children Risk Management Procedure
Dealing with Medical Conditions and Additional Needs Procedure
Dealing with Infectious Diseases Procedure
Child Safe Environment Educator Procedure
Child Safe Environment Office Procedure
Incident Injury Trauma and Illness Educator Procedure
Incident Injury Trauma and Illness Office Procedure
Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
Nutrition Food and Beverages and Dietary Requirements Procedure
Dealing with Complaints Procedure

Links to Forms

Authority to Arrive/Leave Unaccompanied Form
Medication Record
Medical Conditions and Additional Needs Risk Minimisation Plan

References

ACECQA – FDC enrolment and orientation information sheet acecqa.gov.au/media/27036
Australian Government – Child Care Provider Handbook: The enrolment process dese.gov.au/child-care-package/ccp-resources/providers/child-care-provider-handbook

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulation
Education and Care Services National Law
Australian Government Department of Education and Training Child Care Services Handbook

Associated Records

Greater Hume Council Code of Conduct for Council Staff