

# FAMILY 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 NNOOSH. Such partnerships enable the families and us to work toward the common goal of promoting consistent quality outcomes for individual children.

This procedure outlines the process for families, children and educators to follow during the enrolment process with NNOOSH.

*Education and Care Services National Law or Regulations (s175, R77, 78, 85, 86, 88, 90, 91, 92, 93, 96, 97, 99, 100, 101, 102, 102D, 157, 160, 161, 162, 168, 173, 177, 181, 183). NQS QA 6: Element 6.1, 6.2 and 6.2.3. Collaborative Partnerships with Families and Community*

*Related Policies: Enrolment Policy*

NEW FAMILIES	
1.	The Nominated supervisor and Assistant Co-ordinator will attend the school’s orientation session in the year prior to enrolment for kindergarten. At that time, parents and children are able to do a tour of our area i.e. inside and outside play spaces. Kindergarten children are also encouraged to attend Vacation care in the January preceding their starting at the school. Children attending from Australia St Infants school will be given an opportunity to visit after 3pm in Term 4 of the previous year to enrolment.
2	Families will be required to complete an <i>Enrolment form</i> on-line via Xplor. There are links on our website to help with this process including <i>confirming an enrolment in MyGov</i> and <i>How to complete a Complying written Agreement</i> on the Xplor Home App. Should a waitlist be necessary it will be kept and up-dated as places are offered.
3	Families will be directed to our website <a href="http://www.nnoosh.org">www.nnoosh.org</a> to learn more about the service and invited to email or ring for any questions. Contact details will be provided in written form at the Orientation via a simple introduction sheet.
4	Families with a child with medical needs will be advised of the requirement to complete a “Medical Management Plan” and “Risk Minimisation and Communication Plan” before the child starts at the service. Families will be advised that required medication must be brought to the Service and it will be retained in a pouch bearing the child’s name. The Nom Sup will complete a summary sheet of expiry dates for medication and Action Plans to be used to contact parents.

ORIENTATION PROCEDURE	
1	Families will be directed to the website for key Service policies and procedures relevant to them such as: <ul style="list-style-type: none"> <li>- Fees Policy (A-4)</li> <li>- Sun Protection Policy (D-8)</li> </ul>

	- All Health & Safety policies (Section D)	
2	<p>Families will be provided with the following information during the orientation and enrolment process and will be invited to ask questions and provided with possible vacancies and start date information :</p> <ul style="list-style-type: none"> <li>- Service Philosophy (Website)</li> <li>- Inclusion practices (A-15 in policies)</li> <li>- Weekly program displayed in Parent Noticeboard</li> <li>- Daily program on Whiteboard on front door.</li> <li>- Service Menu (on Parent noticeboard)</li> <li>- Excursions and incursions (E-5)</li> <li>- Fee information (Parent Noticeboard)</li> <li>- Child Care Subsidy (A-4)</li> <li>- Policies and Procedures (Website)</li> <li>- SunSmart requirements (D-8)</li> <li>- Regulations and Licensing (website)</li> <li>- National Quality Framework and National Quality Standards (website)</li> <li>- Early Years Learning Framework or My Time Our Place</li> <li>- Daily Routines available on outside of building</li> <li>- Introduction to Staff (Staff photos &amp; names on Staff Noticeboard)</li> <li>- Information regarding online app's used by the service (Website)</li> </ul>	
3	The <i>Family Handbook</i> is currently being replaced by information on the website making it more easily accessible.	
4	Management will discuss sensitive information with families privately, such as children's medical needs, court orders, parenting plans or orders.	
5	Families will be advised of the signing in and out process for attendance. This information is on the Website.	
6	Management will ensure the enrolment form is completed accurately and, in its entirety, including authorisations signed by both parents/guardians. A spreadsheet of authorisations will be available to staff at their Staff Notice area prior to the child's enrolment.	
7	Management will ensure a child with medical needs does not begin at the service unless a medical management plan, communication plan and risk minimisation plan is received and medication brought to the service each day as per <i>Medical Conditions Policy</i>	
8	The child's medical management plan, communication plan and risk minimisation plan is communicated to educators. This is done verbally at the daily briefing and a copy of any information is at the Staff Notice to be signed off by individual staff.	

ENROLMENT PROCEDURE		
1	<p>Families are required to provide the following documents and records upon enrolment:</p> <ul style="list-style-type: none"> <li>- A completed enrolment form (on-line)</li> <li>- Medical management plans (up-loaded at enrolment)</li> </ul>	

	<ul style="list-style-type: none"> <li>- As the child is enrolled at NNPS, a current immunisation History Statement from the Australian Immunisation register (AIR) showing the child is up to date with immunisations for their age (up-loaded), has been provided to school.</li> <li>- Details of any court orders, parenting orders or parenting plans (up-loaded or provided confidentially in hard copy)</li> </ul>	
3	The enrolment form is processed and recorded through the link on the website. To be checked before acceptance for missing information.	
4	A Complying Written Agreement must be recorded and signed by the parent to confirm the terms of the agreement. This can be done via the link or on the Xplor Home App.	
5	Parents/carers are required to sign up to Debit Success, and keep their records up-to-date, to enable Direct Debit of fees.	
6	The <i>Maintenance of Records Policy</i> outlines the information and authorisation required for enrolment forms	

ENROLMENT RESOURCES	
Enrolment Policy	The Enrolment Policy outlines enrolment conditions required by the service as per National Regulations and related legislation
Enrolment Form	The enrolment form is to be completed by families prior to the child attending care
Enrolment Form Inclusions	Additional authorisations the service may wish to include for parents, separate to the enrolment form eg baby-sitting, permission to collect excluding Hub Guests eg one-off, permission to collect by sibling or permission to walk home.
Notification of Changes to Enrolment	An email to service is required when changes to regular bookings occur
Re-enrolment Information	Families to complete a Re-Enrolment Form at the start of each year to ensure details remain up-to-date

REVIEW OF PROCEDURE			
Date procedure created	July – December 2022	To be reviewed	2024
Approved by	Jan Flanagan	Signature	
Procedure Reviewed Date			