



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS

POLICY NAME: ENROLMENT AND ORIENTATION POLICY

POLICY STATEMENT

Our organisation recognises that effective enrolment and orientation processes are essential for building strong, respectful relationships between families and our early childhood services. These processes support a safe, inclusive, and high-quality experience for children and their families. Clear and consistent enrolment procedures ensure families receive accurate information about service operations and authorisations, promoting compliance and a secure environment.

In accordance with the Child Care Provider Handbook (May 2023), enrolling children is a legal requirement under Family Assistance Law, regardless of a family's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy, and the childcare service. An enrolment notice must be completed for each child attending the service, reflecting the type of care arrangement in place between the provider and the family, individual, or organisation.

BACKGROUND

The Education and Care Services National Regulations requires Approved Providers to ensure their services have policies and procedures in place for enrolment and orientation and take reasonable steps to ensure those policies and procedures are followed. We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the service to promote positive outcomes for children whilst adhering to legislative requirements.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the service
- A vacancy is available for the booking required
- The Educator to Child ratio is maintained in each room

PRIORITY OF ACCESS

CHILDCARE

Enrolments will be accepted for our Childcare service according to the Australian Government 'Priority of Access' guidelines:

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

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

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Low Income families
- Families from a non-English speaking background
- Socially isolated families
- Single parent families

Parents/carers will be advised that families of children enrolled with lower priority of access may be required to alter their days or leave the service in order to provide a place for a higher priority child.

To meet the operational requirements of our services, circumstances may require prioritising the placement of our employees' children in our Childcare service to enable them to attend work. This applies to staff while employed by BDCS and upon separation of employment this priority access will cease, which will impact bookings from the date of separation (see Employee Priority for BDCS services Policy).

PRESCHOOL

For children attending Preschool, in line with Start Strong funding guidelines, our service is required to give equal priority of access to:

- Children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at a school.
- Children who are at least 3 years old on or before 31 July in that preschool year and are:
 - Children from low-income families
 - Children with an Aboriginal and Torres Strait Islander background
 - Children with disability or additional needs
 - Children with English language needs
- Children who are at risk of significant harm (from a child protection perspective).
- There is no order of priority assigned to the list of points above. Services must give priority to the groups outlined above before any other groups, including 3-year-olds not eligible for equity loading.
- Provisions relating to priority of access are intended to assist services with making enrolment decisions in a way that seeks to allocate places to those in the greatest need. However, the particular community needs of the preschool will also be relevant. The department encourages services to maximise the number of children enrolled for 600 hours. Services should therefore consider the hours children are enrolled at other funded services when making enrolment decisions.
- Services with an approved provider that is a non-government school must comply with Section 83C of the Education Act (1990). They must exercise best efforts to give equal priority of access to the groups outlined above before any other groups, including 3-year-olds not eligible for equity loading. If the service cannot give priority of access, the Approved Provider must retain evidence to demonstrate best efforts were exercised.

ENROLMENT REQUIREMENTS

- To secure a child's position families are required to pay a bond as per our Fees policy. When 2 weeks' notice of withdrawal is given, the bond will be refunded upon finalisation of all outstanding balances.
- When a family has indicated their interest in enrolling their child in one of our services, we will request a Waitlist Form to be submitted, we will then provide written confirmation that the child has been placed on the waitlist.
- It is a legal requirement that as part of the enrolment process and prior to the child starting at the service we have all required documents including:
 - The completed enrolment form
 - Medical management plans (if relevant)
 - Birth certificate, passport or other proof of identification
 - A current Immunisation History Statement from the Australian Immunisation Register (AIR)
 - Copies of any court orders, parenting orders or parenting plans (if relevant)
- Until all relevant documentation has been submitted the child will not be entitled to attend any BDCS service. When a child is successfully enrolled, a confirmation letter will be provided to the family to confirm an available placement at the applicable service and with details of a confirmed start date.
- Families who wish to receive Childcare Subsidy (CCS) must apply for this through the MyGov website/app, this includes completing the Childcare Subsidy activity test. More information available in our 'Fees' policy.

ENROLMENT FORM

Families will be asked to provide the following information for each child as part of the enrolment process:

- Full name, date of birth and address of the child.
- Gender of the child.
- Full name, address, and contact details of each parent/carer of the child and of:
 - Any emergency contacts
 - Any person nominated by the parent to collect the child from the service
 - Any person authorised to consent to medical treatment or to authorise administration of medication to the child
 - Any person authorised to give approval for an educator to take the child out of the service
- Details of court orders, parenting orders or parenting plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.
- Child's residency status and visa information if applicable.
- Language used in the child's home.
- Cultural background of the child and child's parents.
- Any special considerations for the child (e.g. cultural, religious, or dietary requirements).
- The individual needs of a child with a disability or with other additional needs.
- Authorisations for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if applicable).
- Immunisation status of the child.
- Details of any specific healthcare needs of the child including any medical condition.

- Details of any allergies or anaphylaxis diagnosis.
- Details of dietary restrictions for the child.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Authorisation for regular occurring transportation and regular outings/excursions
- CRN for child and claimant (if applicable).

UPDATING ENROLMENT INFORMATION

It is the parents/carers responsibility to keep the service informed of any changes to the information maintained by BDCS for their child. Children's records will be updated when a family's circumstances change, to ensure information is current and correct families are required to notify the service of any updates to their child's current enrolment information, as soon as practicable.

If you wish to cease your child's enrolment, you must provide at least two weeks written notice to the service and state the child's last day of attendance. More information available in our Fees policy.

IMMUNISATION INFORMATION

- Children attending an Early Childhood Education and Care Service must fit into one of the below categories:
 - Are fully immunised for their age as per NSW Immunisation Schedule (AIR Immunisation History Statement will evidence this)
 - Have a medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form will evidence this)
 - Are on a recognised catch-up schedule (AIR Immunisation History Form will evidence this)
- It is a requirement of the Family Assistance Law Office that immunisation information held by the service is kept current. Parents/carers will be required to provide this information at the time of enrolment and inform the service whenever there are any updates to this information.
- The service endeavours to remind parents/carers when any upcoming vaccinations are due for their child however, it is the parents/carer's responsibility to ensure that their child receives the scheduled vaccinations on time and provides an updated AIR Immunisation History Statement to the service to evidence this.
- We acknowledge that unforeseen circumstances can sometimes result in vaccinations becoming slightly overdue. We therefore allow children to continue to attend our service for up to four weeks after their vaccinations are due however, if their vaccinations are not completed by this date the child will be excluded from the service until one of the below documents are provided:
 - AIR Immunisation History Statement to show that vaccinations are now up to date.
 - AIR Immunisation Medical Exemption Form to show that there is an appropriate medical reason for the vaccinations to be out of date.
 - AIR Immunisation History Form to show that the child is on an approved catch up schedule.
- Children must meet the immunisation requirements to be eligible for (CCS). If your child stops meeting these requirements, you have 63 days to start meeting them again otherwise, your CCS will stop which will result in you paying full fees. You will need to submit a new claim for CCS which can not be approved until your child's immunisation status is up to date as per the NSW Immunisation Schedule.
- In the event of a specified vaccine preventable disease outbreak, children who are not fully vaccinated for that disease will be excluded during the entirety of the outbreak to protect them from infection and prevent them from passing the disease to others (see Infectious Disease Policy).
- Due to the severity of the risks involved, exclusion during an outbreak will happen immediately and the four week period where children could previously continue to attend the service while their vaccinations were out of date will not apply.
- For children attending Childcare, if a child is excluded from the service due to one of the below reasons:
 - Their vaccinations being 4 weeks or longer overdue
 - They are not fully vaccinated during an outbreak of a vaccine preventable illness
 Full fees will still be required as per our Fees Policy and these absent days will count towards the 42 absence days per year for CCS.

CUSTODY ARRANGEMENTS

The Education and Care Services National Law requires BDCS to have details of all custodial and access arrangements. Enrolling parents/carers are responsible for informing the service of custody and access arrangements on enrolment and must advise the service immediately of any subsequent alterations to these arrangements. All relevant legal documentation is to be shown to the service and a copy will be maintained in the child's enrolment record.

PRIVACY

Copies of the documents listed along with the completed enrolment form are confidential. As per our Privacy and Confidentiality Policy and Record Keeping and Retention Policy, these documents are stored in secure places with only authorised people to have access to them.

WAIT LIST

BDCS will provide fair access to enrolments, including fair and reasonable use of the waiting lists. Once a service is no longer able to accept new enrolments, children will be placed on a wait list and parents/carers will be contacted as soon as a vacancy becomes available however, a child can then only commence at the service if all enrolment requirements have been met.

At BDCS:

- Applications to go on the wait list are accepted any time throughout the year.
- Waiting list applications will be entered onto the wait list according to priority of access guidelines.
- While parents may request a preference for days, a position for a particular day cannot be guaranteed.
- When a waitlisted parent/carer is contacted by the service, they are to respond within the timeframe detailed in the correspondence provided to them, if no response is received, the child will be removed from the waitlist.
- On a monthly basis the waitlist will be reviewed to determine any changes in priority of access bookings.

CHILDCARE SUBSIDY (CCS)

Child Care Subsidy (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the service the difference between the fee charged and the subsidy amount- generally called the 'gap fee'. Families may also be eligible for Additional Child Care Subsidy depending upon their circumstance. There are four different payments under Additional Child Care Subsidy:

- Child wellbeing
- Grandparent
- Temporary financial hardship
- Transition to work

Further information regarding Childcare Subsidy, including Additional Childcare Subsidy can be found in our Fees policy and on the Services Australia website.

COMPLYING WRITTEN AGREEMENT (CWA)

- A Complying Written Arrangement (CWA) is a formal agreement between a Childcare provider and a parent/legal carer outlining the terms of childcare services in exchange for fees. It's a necessary document for accessing CCS.
- The CWA must be recorded, and the parent/carer must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
 - The names and contact details of the provider and the individual(s)
 - The date the arrangement starts
 - The name and date of birth of the child (or children)
 - If care will be provided on a routine basis and if so, details about the days on which sessions will usually occur
 - The usual start and end times for these sessions of care
 - Whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
 - Details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time
- Where there are certain changes (fees or booked days) to the individual Complying Written Arrangements (CWA) for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.
- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their MyGov account.

14 WEEK RULE (CCS)

An enrolment will end for Child Care Subsidy purposes, if a child does not attend a session of care at our Service for 14 continuous weeks. This is a rule set by CCS and the Department of Education. For further information see the DoE Childcare Provider Handbook.

NOTIFYING BDCS OF CHANGES TO CURRENT ATTENDANCE

Any requests for changes or cancellations of any booking details must be in writing, by email to the service that the child attends either:

Childcare - childcare@bdcs.org.au or Preschool - preschool@bdcs.org.au

ABSENCES

Families must provide 14 days written notice if their child will not be attending the service, to be eligible for a 50% discounted rate. If this notice is not provided then families will be charged the full fee for the absence duration.

SUPPORTING THE INCLUSION OF CHILDREN WITH A DISABILITY/SPECIAL NEEDS

BDCS will work in partnership with parents/carers and other professionals to ensure specific consideration and adaptations/adjustments which allow children with additional needs to access the service and achieve positive learning outcomes. During the enrolment process, parents/carers of children with a disability or additional needs to are required to provide supporting information to facilitate the enrolment of their child, enabling them to participate in a quality early childhood education program.

When a child is identified as having a disability or additional need:

- Any relevant information from health/educational personnel is to be provided to the service.
- An Individual Learning and Health Plan may be developed with the family and the service.
- Educators will carefully monitor the child's progress at the service and if they consider the child to be at risk of not having their needs met within the recommended staffing structure, the Nominated Supervisor will organise a meeting with the family and any other relevant professionals. The purpose of the meeting will be to determine the child's individual support needs to be able to participate in the program.
- An enrolled child with a disability or additional needs will be assisted and supported in achieving both a smooth transition to primary school and to access support from other relevant services.

CONTINUING ENROLMENT FOR THE NEW YEAR

A new BDCS enrolment form must be completed annually, prior to the new year commencing, this is to ensure records remain up to date and accurate. In addition, parents/carers are reminded that they are expected to provide, in a timely manner, any changes to information maintained by BDCS, as it becomes available.

SERVICE TERMINATION OF A CHILDS ENROLMENT

- BDCS has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of our services. We reserve the right to terminate a child's enrolment if at any time a service policy has been breached. This may include:
 - Non-payment of childcare or late fees and/or recurring late payment of fees.
 - Continuing to pick up the child past the required licensed time after consistent documented warnings.
 - Deliberate lack of respect/rudeness any staff employed at the service.
 - Bullying and/or harassing staff, children or families enrolled at the service.
- The service will advise parents/carers in writing that their child's enrolment will be terminated following all attempts to rectify any non-compliance.
- Two weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at risk. In this case, an immediate termination of enrolment may apply.
- Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment. The initial Bond payment made on enrolment will not be refunded until any outstanding fees are paid.

ORIENTATION

The orientation and settling in period will consider and respect the needs of both families and children. Parents/carers will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/carer and/or educators feel may be necessary to ensure the child's wellbeing. We will always consider the feelings and time constraints that families may have regarding participating in orientation processes and aim to make the experience a positive and welcoming introduction to the service.

Our services will provide options for orientation to the education and care service for families which may include:

- Inviting new families to visit the service with their child at times that suit them, to familiarise families with the service prior to the child's attendance.
- Providing all new families with a conducted tour of the premises which will include introductions to other educators, children, and families/carers, and that highlights specific BDCS policies and procedures that families need to know.
- Ensuring each family has a copy of the BDCS Parent and Carer Handbook and an opportunity to have any questions answered.
- The opportunity to stay with their child during the settling in process.
- Ensuring all new families are encouraged to share information about their child and any concerns, doubts, or anxieties they may have in regard to enrolling their child at the service.

Partnerships are valued and parents/carers are encouraged to meet with the Nominated Supervisor, Administration Officer, or Aboriginal Liaison Officer to access support during the enrolment process. They are able to:

- Support you to complete and gather any required documents.
- Learn about your child and your family, to better understand and support the child's wellbeing.
- Talk through basic procedures and processes.
- Answer any concerns and enquires.

On the first day:

- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.
- The child and their family will be welcomed and shown where/how to sign their child in/out of the service.
- They will be greeted by an educator which will help to develop an individual relationship and rapport with the family and provide consistent and personalised continuity of care for that child.
- The educator will discuss what is happening in the room and show where the child's belongings are to be stored.
- Information about collecting their child at the end of the day will be discussed.
- Opportunities are given to family members to stay with their child while they 'settle in'. The 'settling in' process is designed to meet the individual needs of the child, including actively encouraging new families to contact the staff during the day if they wish to do so. Staff remain approachable and responsive to individual child and family needs.
- Families are encouraged to call the service to check on their child.
- Educators will ensure information about the child's first day is shared with parents.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Ensure there are policies and procedures in place for Enrolment and Orientation and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Enrolment and Orientation Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Provide opportunities for interested families to attend the service during operational hours to observe and become familiar with the service prior to their child commencing.
- Ensure that enrolment forms comply with all regulatory requirements.
- Ensure that enrolment forms are completed accurately and, in its entirety for every child.
- The enrolment is lodged through Xplor or PEP with Department of Education and is lodged within 7 days.
 - From the end of the week in which the provider and family made an arrangement
 - The provider or service being approved
 - The end of a suspension
- Ensure enrolment notices include details as outlined with the DoE Childcare Providers Handbook.
- Ensure enrolment notices and arrangements are updated if details have changed or if the enrolment ends.
- Ensure identity evidence is saved in the child's file to verify that the child's enrolment details are true and correct.
- Ensure the Immunisation History Statement is saved in the child's file.
- Ensure 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.
- Ensure that parents/carers of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor, or staff under the Law.
- Ensure our service complies with the Disability Discrimination Act and our Enrolment and Orientation policy and practices do not discriminate against children or others with disability.
- Ensure barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the service.
- Not allow a child with medical needs to begin at the service without a Medical Management Plan and relevant medication brought to the service daily as per the Medical Conditions and Administration of Medication policies.
- Ensure the child's medical information is shared with all relevant staff.
- Ensure the Medical Conditions policy is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins at the service.
- Ensure Risk Minimisation and Communication Plans are completed with parents/carers for children with medical needs before the child begins at the service.
- Ensure the child's room leader and educators are informed of all relevant information regarding the new child.
- Maintain accurate records for all children which easily identify when any documentation is due to expire.
- Store all documentation relating to children's enrolment in line with the Privacy and Confidentiality policy and Record Keeping and Retention policy.
- Ensure the orientation process is well organised, flexible, and informative.
- Ensure families are encouraged to ring, email, or visit the service as often as they like when their child has commenced care.

EDUCATORS WILL:

- Act in accordance with the obligations outlined in this policy.
- Refer families to the person responsible for the enrolment process, as required.

- Develop strategies to assist new families to:
 - Feel welcomed into the service
 - Become familiar with service policies and procedures
 - To develop and maintain a routine for saying goodbye to their child
- Provide comfort and reassurance to children who are showing signs of distress when separating from parents/carers.
- Share information with parents/carers regarding their child's progress with regard to settling into the service.
- Create a welcoming and inviting environment and discuss with parents/carers the best transition process for their child.
- Encourage parents/carers to stay as long as they need to in order to reassure their child and to say good-bye to the child before they leave.
- Contact parents/carers if the child is distressed for a prolonged period of time.

FAMILIES WILL:

- Complete all documentation required by the service for their child's enrolment.
- Provide required authorisations as indicated on the enrolment form.
- Confirm enrolment notices and sign the CWA for all Childcare enrolments.
- Notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a Medical Management Plan for child if applicable.
- Ensure all information about the child, including all information collected in the enrolment form, is kept up-to-date.
- Provide the service with key words in the language/s the child speaks at home (if not English) so that educators can learn these words.
- Be provided with the BDCS Parent and Carer Handbook and be encouraged to ask any questions that they have.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Enrolment and Orientation Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance and culture
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 10	Policies and procedures document how the organisation is child safe

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance and Leadership	Governance supports the operation of a quality service.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Sec. 175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma, and illness
88	Infectious diseases

90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102(d)	Authorisation for service to transport children
155	Interactions with children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

STATUTORY LEGISLATION & CONSIDERATIONS

[A New Tax System \(Family Assistance\) Act 1999](#)
[Child Care Subsidy Secretary's Rules 2017](#)
[Disability Discrimination Act 1992](#)
[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
[Education and Care Services National Regulations \(Amended 2023\)](#)
[Family Assistance Law](#)
[Family Law Act 1975](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
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 Australian Children's Education & Care Quality Authority (ACECQA). (2022). The Disability Discrimination Act: [What do Children's Education and Care Services Need to Know?](#)
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022.](#)
 Australian Government Department of Education (2025). [Child Care Provider Handbook - Department of Education, Australian Government.](#)
 Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing) <https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing>.
 Australian Government Services Australia <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>.
 Department of Human Services (Centrelink): <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework.](#)
 National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay. <https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>.
 NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: https://www.health.nsw.gov.au/immunisation/Pages/childcare_ga.aspx.
 Revised National Quality Standard. (Amended 2025).

RELATED POLICIES

- Acceptance and Refusal of Authorisation Policy
- Arrival and Departure Policy
- Clothing and Comfort Policy
- Code of Conduct Policy
- Complaints Handling Policy
- Excursions and Incursions Policy
- Family Participation and Communication Policy
- Fees Policy
- Governance and Management of the Service Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Diseases Policy
- Interactions with Children Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy
- Record Keeping and Retention Policy
- Safe Transportation Policy
- Sun Safety Policy

RELATED DOCUMENTS

- | | |
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| <ul style="list-style-type: none"> • BDCS Parent and Carer Handbook • Enrolment Confirmation Letter | <ul style="list-style-type: none"> • Enrolment Form • Waitlist Form |
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POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • Priority of access updated to include Start Strong guidelines for Preschool • Service termination of a child's enrolment added • Rearranged content within and merged some areas to avoid repetition and for ease of implementation and understanding • Annual policy maintenance • Updated legislation and other links where necessary 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
AUGUST 2024	<ul style="list-style-type: none"> • Updates regarding Immunisation schedules 	Prue Ritchie
MAY 2024	<ul style="list-style-type: none"> • Further information added regarding immunisations and unvaccinated children • Update of related legislation 	Prue Ritchie
FEBRUARY 2024	<ul style="list-style-type: none"> • Update of related legislation. • Update to CCS and ACCS information. • Bond payment details included for Childcare. • Priority of Access information updated. • Required documents for enrolment updated. • Contact details updated. • Child Safe Standards added and updated with links. • Supporting the inclusion of children with a disability/special needs updated and amended. 	Prue Ritchie
JANUARY 2021		Prue Ritchie