



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS

POLICY NAME: ENROLMENT AND ORIENTATION POLICY NO: 6.1

POLICY STATEMENT

Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings and promote a quality experience of education and care for children. Good procedures include consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families.

According to the Childcare Provider Handbook (May 2023) 'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Childcare Subsidy (CCS)... An enrolment links the child, the individual claiming the subsidy and the childcare service.' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

BACKGROUND

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.

This policy applies to children, families, staff, approved provider, nominated supervisor, management, and visitors of the Service.

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Enrolments will be accepted providing:

- a) the maximum daily attendance does not exceed the licensed capacity of the Service
- b) a vacancy is available for the booking required
- c) the Educator to child ratio is maintained in each room

PRIORITY OF ACCESS

Enrolments will be accepted according to the Australian Government 'Priority of Access'. Parents/guardians 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.

New enrolments will be accepted according to the Australian Government 'Priority of Access',

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

To meet the operational requirements of our services, circumstances may require prioritising the placement of our employees' children in our services to enable them to attend work. This applies to staff while employed by BDCS. Upon separation of employment this priority access will cease, which will impact bookings from the date of separation.

When a child is successfully enrolled, a confirmation letter will be given to the family to confirm an available placement at the applicable service.

ENROLMENT REQUIREMENTS

To secure a child's position families are required to pay a \$200 bond to secure the position. 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 our Service, we will request a waitlist application form be submitted, we will then provide written confirmation that the child has been placed on the waitlist.

When a childcare position is expected to become available, families will be contacted to complete an enrolment form and arrange an enrolment meeting, to share information and build relationships, families will be required to complete an enrolment form.

- It is a legal requirement that prior to the child starting at the Service we have all required documents including:
 - The completed enrolment form.
 - Medical management plans (if relevant) completed by the child's general practitioner.
 - Birth certificate or passport.
 - A current immunisation history statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age and
 - Details of any court orders, parenting orders or parenting plans

Families will be provided with a range of information about the Service which may include:

- The service philosophy, inclusion, programming methods, menu, incursions, excursions, fees, Childcare Subsidy, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for our State, Early Years Learning Framework, the National Quality Framework, signing in and out procedure, room routines, educator qualifications, introduction of educator in the room the child will be starting in, and educator and parent communication strategies.
- Families will be invited to ask questions and seek any further information they may require.
- Families will be provided with possible vacancies and start date, which may be subject to change.
- Families will be invited to bring their child into the Service at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the Orientation process.
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs or plans.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs.
- If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words. Educators may use visuals to assist the child's understanding and be able to communicate with others.
- Families who wish to receive CCS as reduced fees must apply for CCS through the MyGov website/app, this includes completing the Childcare Subsidy activity test.
- Information about gap fees and absences will be discussed.
- 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/guardians 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/guardians when any upcoming vaccinations are due for their child.
 - It is the parents/guardian'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 at 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 your 42 absence days per year for CCS.

The enrolment record will include the following information for each child:

- Full name, date of birth and address of the child.
- Name, address, and contact details of each parent of the child; 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 plans.
- Details of court orders relating to the child's residence or contact with a parent or other person.
- Gender of the child.
- 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 or additional need).
- 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.
- Authorisation for the service to take the child on regular outings.
- Authorisation for the children to be relocated in the event of an emergency evacuation.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Child's Medicare number (if available).
- Details of any specific healthcare needs of the child including any medical condition.
- Details of any allergies or anaphylaxis diagnosis.
- Any medical management plan, anaphylaxis/asthma/diabetic management or risk minimisation plan.
- Details of dietary restrictions for the child.
- Immunisation status of the child (MUST BE SUPPLIED)
- Birth Certificate
- Census permission
- CRN for child and claimant
- All information will be checked before enrolment is complete including the child's immunisation status.
- A Privacy Statement attached to the enrolment form which details:
 - The name and contact details of the service.
 - The fact that enrolling parents/guardians are able to gain access to their information.
 - Why the information is collected.
 - The organisations to which the information may be disclosed.
 - Any law that requires the particular information to be collected.
 - The main consequences for not providing the required information.
- Enrolment forms will be updated when a family's circumstances change, to ensure information is current and correct.
- Before attending any of the BDCS services the parent/carer must supply:
 - A fully completed enrolment form including authorisations.
 - A bond payment as outlined in service fee policy (Childcare only).
 - Current Immunisation history statement.
 - Birth Certificate, Passport, or other identification (MUST BE SUPPLIED)
 - Additional Childcare information including the child's daily routine and breastfeeding/formula plan.
 - Copies of the documents listed above along with the completed enrolment form are confidential.
 - These documents are stored in secure places. Only authorised people have access to these documents. (see Privacy & Confidentiality & Children's Records)
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form. NOTE: Until all relevant documentation has been submitted the child will not be entitled to attend any BDCS service.

WAITING LIST

BDCS will provide fair access to enrolments, including fair and reasonable use of the waiting lists. Once service numbers are filled, children will be placed on a waiting list and parents/carers will be contacted as soon as a vacancy becomes available.

At BDCS:

- Applications to go on the waiting list are accepted any time throughout the year.
- Waiting list applications will be entered onto the waiting 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 letter 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.

UPDATING CURRENT INFORMATION & ANNUAL ENROLMENT FORMS

A new enrolment form must be completed annually. This is to support fair access to enrolments and to ensure records remain up to date and accurate.

In addition, parents/carers are expected to provide, in a timely manner, any changes to information maintained by BDCS, including:

- Registered changes to court orders or agreements relating to custody, child access or any other matters related to the child.
- Immunisation records
- Details on the enrolment form that need updating, including changes to address, contact details and emergency contact persons.

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

HOLIDAYS

Families must provide 14 days written notice that children will not be attending to be eligible for a 50% holiday rate. If this is not provided families will be charged the full fee for the absence duration.

SUPPORTING THE INCLUSION OF CHILDREN WITH A DISABILITY / SPECIAL NEEDS

Our Service will work in partnership with families/carers and other professionals to ensure specific consideration and adaptations/adjustments allow children with additional needs access and participation and achieve positive learning outcomes. During the enrolment process, families/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 needs:

- An Individual Learning and Health Plan will be developed with the family and the service.
- Any relevant information from health/educational personnel is to be attached.
- The child attends the Centre. Staff monitor the child. Written observation notes are kept. A child who educators classify as at risk of not having their needs met within the recommended staffing structure will be supported with a case meeting.
- A case meeting is conducted at the Centre between educators, parent/carer and relevant health /education personnel to determine the child's individual support needs to participate in the program.

The child may be:

- Eligible within current support framework
- Eligible with extra support. Additional support must be in place prior to enrolment commencing.

A child with a disability once enrolled will be assisted and supported in achieving both a smooth transition to primary school and support from other relevant services.

CUSTODY ARRANGEMENTS

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

ORIENTATION

The orientation and settling in period will consider and respect the needs of both families and children. Parents/guardians will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/guardian 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 service will provide options for orientation to the education and care service for families which includes:

- 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 policies and procedures that families need to know about our service.
- Ensuring each family has a copy of the Family 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.

Families are encouraged to meet with the Nominated Supervisor, Administration Officer, or Aboriginal Liaison Officer to support the enrolment process. This provides opportunities to:

- Jointly fill in paperwork and provide support for parents where required.
- Be friendly and welcoming to show that partnerships are valued.
- Learn about the child and their family, to better understand and support the child's wellbeing when they attend the service.
- Talk through basic procedures and processes.
- Answer any concerns and enquires.

When the child first starts at BDCS and during the settling in process:

- Staff and family will communicate, exchanging information and reassurance regarding the settling in process. Together they adjust or change things to maximise support given to the child. This includes collecting and recording information on the child's eating, feeding, sleeping and play preference for other staff to access.
- Staff will access support from outside agencies to assist children and families who have special needs to settle into the centre.
- Staff will personally greet the child at the start of each day, developing an individual relationship and rapport with the family and providing consistent and personalised continuity of care for that child.
- Staff will provide experiences that maximise children's involvement.
- Staff will ensure an orientation process when children move from one group to another within the service.
- Staff will support children and families in the transition between home and any of the BDCS Services and outside agencies.
- 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. This includes 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.

On the first day, the child and their family will be welcomed by the Director or Nominated Supervisor and shown where or how to sign their child in/out of the service.

- They will be greeted by an educator and walked to their room.
- The educator will discuss what is happening in the room and show where the child's cubby for their belongings is located.
- Information about collecting their child at the end of the day will be discussed.
- Educators will ensure information about the child's first day is shared with parents (through online app or daybook).
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

Families are encouraged to evaluate the orientation process. Both oral and written feedback is welcome. Feedback helps drive future practice.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER WILL:

- Provide opportunities (in consultation with the Nominated Supervisor and staff) 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 in the program.
- Ensure that enrolment forms comply with the requirements of Regulations 160, 161, 162.
- 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 (Regulation 183).
- Ensure that parents/guardians 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 (Regulation 157).

THE NOMINATED SUPERVISOR WILL:

- The enrolment form is completed accurately and, in its entirety.
- Document evidence such as birth certificate or passport is sighted to verify that the child's enrolment details are true and correct.
- Authorisations are signed by both parents/guardians.
- Our service complies with the disability discrimination act and our enrolment policy and practices do not discriminate against children or others with disability.
- 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.
- A child with medical needs does not begin at the service unless a medical management plan is received and medication is brought to the service each day.
- The child's medical management plan is recorded, and this information is shared/distributed to educators.
- Action plans are completed in full (if relevant)
- Administration of medication forms are completed (if relevant)
- 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 education and care at the service.
- Risk minimisation plans and communication plans are requested/completed with parents/guardians for children with medical needs before the child begins education and care at the service.
- The appropriate room leader is informed of the new child including any medical conditions, interests, developmental needs, and strengths.
- Immunisation history statement and birth certificate have been sighted and photocopied.
- The child is added to the observation cycle.
- The enrolment is lodged through Xplor or PEP with Department of Education
- The enrolment notice 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 or
 - The end of a suspension
- Enrolment notices must include details as outlined with the Childcare Providers Handbook, p. 30
- Enrolment notices and arrangements are updated if details have changed or if the enrolment ends.
- A file for the child's information is created.
- Provide enrolment application forms.
- Maintain a waiting list.
- Maintain an immunisation register.
- Ensure that enrolment forms are completed prior to the child's commencement at the service.
- Offer places in line with this policy and criteria for priority access and provide relevant paperwork to families in accordance with this policy.
- Provide a monthly report to the approved provider regarding the status of enrolments.
- Store completed enrolment application forms in a lockable file (refer to privacy and confidentiality policy) as soon as is practicable.

EDUCATORS WILL:

- Act in accordance with the obligations outlined in this policy.
- Respond to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required.
- Ensure that parents/guardians 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 (Regulation 157).
- Developing 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 family members.
- Sharing information with parents/guardians regarding their child's progress with regard to settling in to the service.

FAMILIES WILL:

- Read and comply with this policy.
- Complete all documentation required by the Service for enrolment.
- Provide required authorisations as indicated on enrolment form.
- Confirm enrolment notices and sign CWAS.
- 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 and family is kept up to date.

CHILD CARE SUBSIDY

[Child Care Subsidy](#) (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. There are three factors that determine a family's level of CCS. These are:

- [Combined annual family income](#)
- [Activity test](#) – the activity level of both parents
- [Service type](#) – type of child care service and whether the child attends school.
- Documentation may be required such as Australian driver licence, Australian passport, foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate.
- Families are provided with a Customer Reference Number (CRN)
- 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.

COMPLYING WRITTEN ARRANGEMENT

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement* (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent 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 of care 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.

ADDITIONAL CHILDCARE SUBSIDY PROCEDURE

- Our Service will ensure all ACCS applications are managed in line with the [Guide to Additional Child Care Subsidy \(child wellbeing\)](#) and [CCS Handbook](#)
- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly.
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect.
- Once a child has been identified as 'at risk' the Service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing)
- If the Service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6-week period
- The Service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate.
- If further ACCS (Child Wellbeing) is required following the initial 6-week certificate the service may apply for a Determination for a period of up to 13 weeks
- Following an application for an ACCS 6-week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency.
- Following an application for an ACCS 12-week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less than 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'.
- If the child continues to be 'at risk; after the initial 13-week determination, then the provider needs to lodge a subsequent determination application.

ENROLMENT RECORD KEEPING

- Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Enrolment and Orientation Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 10 Policies and procedures document how the organisation is child safe.

NATIONAL QUALITY STANDARD (NQS)

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.

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
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
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). (2023). [Guide to the National Quality Framework](#).

Australian Children’s Education & Care Quality Authority (ACECQA). (2021). [Enrolment and Orientation. Policy Guidelines](#).

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Australian Government Services Australia <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>.

Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>.

Department of Human Services (Centrelink): <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.

Early Childhood Australia Code of Ethics. (2016).

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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 2023).

RELATED POLICIES

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| <ul style="list-style-type: none"> • Acceptance and Refusal of Authorisation Policy • Arrival and Departure Policy • Clothing and Comfort Policy • Dealing with Infectious Diseases Policy • Excursion/Incursion Policy • Family Participation and Communication Policy • Fees Policy | <ul style="list-style-type: none"> • Incident, Injury, Trauma and Illness Policy • Interactions with Children Policy • Medical Conditions Policy • Privacy and Confidentiality Policy • Record Keeping and Retention Policy • Safe Transportation Policy • Sun Safety Policy |
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POLICY REVIEWED	NEXT REVIEW DATE	POLICY AUTHORISED BY
AUGUST 2024	AUGUST 2025	Prue Ritchie
MODIFICATIONS	<ul style="list-style-type: none"> • Updates regarding Immunisation schedules 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY AUTHORISED BY
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