



Policy No: CE-POL-035/1/2025

## Enrolment & Orientation policy -child care

**Custodian:** Management Committee

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**Version No:** 1

**Approved By:** Burcu Subasi

**On behalf of the Management Committee.**

**Approval Date:** 16/12/25

**Next Review Date:** 16/12/28

**Supersedes** New Policy

### 1 Purpose:

We aim to ensure that our enrolment and orientation processes meet the unique needs of each child and family. We believe that every child has the right to access high quality early education and care.

We understand that parents know their child best, and we believe young children are happier and achieve more when early year's educators work together with families to share insights and aspirations in order to support their child's learning and development & create a shared sense of belonging. This relationship starts with the enrolment and orientation process.

### 2 Scope:

Approved Provider  
Nominated Supervisor  
Responsible Person on Duty  
Educators  
Parents & Children

### 3 Supporting Documents:

[Enrolment Policy for 3 year old preschool delivered through child care](#)  
[Acceptance and refusal of authorisations](#)  
[Administration of First Aid Policy](#)  
[Child Health Policy](#)  
[Fees Policy](#)  
[Inclusion Policy](#)  
[Parent handbook](#)  
[Philosophy](#)  
[School and Preschool enrolment policy](#)  
[Privacy and confidentiality policy](#)  
Waiting List Form  
Enrolment form  
Media Consent form  
Local walks & Excursions consent form

## 4 Policy Details:

This policy is informed by:

- National Quality Standard (NQS), particularly Quality Area 6: Collaborative Partnerships with Families and Communities
- Early Years Learning Framework (EYLF) v2.0, which promotes equity, diversity, and inclusion
- 'No Jab No Play' legislation, which requires up-to-date immunisation for enrolment in early childhood education and care.
- C.a.F.E. Enfield Children's Centre Philosophy, which affirms the right of every child to access high-quality early education in a culturally responsive, inclusive, and play-based environment.
- We value respectful and supportive relationships with our families as the basis of a smooth transition and quality outcomes for children in the service
- We actively seek the input of all those associated with the service in our decision-making processes. For families, we ensure this begins at enrolment and orientation.
- Our educational program accounts for each child's knowledge, strengths, ideas, culture, abilities and interests. We view enrolment and orientation as an important opportunity to begin to gather this information from the child and their family.
- We are committed to good governance and quality management. Our systems and practices ensure that our record keeping meets regulatory requirements, including in relation to confidentiality and storage.

## 5 Roles and Responsibilities:

Role	Responsibilities
Approved provider	<ul style="list-style-type: none"><li>• ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met</li><li>• ensure that an enrolment record is kept for each child which contains all the information set out in regulation 160, as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation (if applicable)</li><li>• keep prescribed enrolment and other documents as set out in regulation 177, including a medication record and children's attendance record</li><li>• keep records confidential, and stored safely and securely for the relevant period listed in regulation 183</li><li>• consider quality practice approaches to enrolment and orientation</li><li>• take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the <i>Enrolment and orientation policy and procedures</i></li><li>• ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection</li><li>• notify families at least 14 days before changing the policy or procedures if the changes will: affect the fees charged or the way they are collected or significantly impact the service's</li></ul>

	education and care of children or significantly impact the family's ability to utilise the service.
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>ensure that regulatory obligations are met in relation to enrolment and orientation</li> <li>implement procedures for enrolment and orientation</li> <li>ensure that an enrolment record is kept for each child which contains all the prescribed information</li> <li>support families' involvement in the service and contribution to service decisions regarding the enrolment and orientation of their child at the service</li> <li>ensure families are aware of relevant policies and procedures at time of enrolment.</li> <li>promote quality practice approaches to enrolment and orientation</li> <li>ensure that all health-related documentation is completed with parents prior to the child starting care</li> <li>invite feedback from families about the orientation process and critically reflect on this to inform future improvements</li> <li>keep records confidential.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>be familiar with regulatory requirements</li> <li>share information with families to support the child's transition into the service and support family involvement in the service.</li> <li>respect the culture, values and beliefs of families, and incorporate their decision-making in their child's learning and wellbeing</li> <li>familiarise themselves with the information supplied by the family about the child and use this to support the child to transition into the service</li> <li>organise orientation visits with the family and support the orientation process so that is welcoming, builds a sense of trust and belonging.</li> <li>Ensure that any documentation is passed on to admin staff</li> <li>Meet with parents to discuss and complete any health related documentation and share this with leadership</li> <li>keep records confidential.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>complete all documentation required by the service</li> <li>notify the service upon enrolment of any specific health care needs of your child, including any medical conditions and allergies and any medical management plans that need to be followed, and ensure that all documentation and medication is supplied to the Centre before your child can start.</li> <li>ensure all information about your child and family held by the service is kept up-to-date.</li> <li>Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required</li> <li>Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.</li> <li>Schedule and attend orientation visits with your child</li> </ul>

## **6 Procedures:**

We have 2 main enrolment intake periods per year- at the beginning and middle of the year. Other enrolments will be considered if a vacancy arises at our Centre.

### **Enrolment Procedure**

#### **1. Expression of Interest**

- Families submit a Waiting List form and are added to our waiting list
- Contact the Centre every few months to let us know you are still interested.

#### **2. Centre Tour**

- Each term the Centre provides an opportunity for parents on the waiting list to have a Centre tour and ask any questions

#### **3. Eligibility Review**

- In the 2-3 months prior to our main intake periods, Centre admin will look at our vacancies and begin contacting families on our waiting list- based on dates forms were submitted, priority of access criteria and available days/sessions..

#### **4. Offer of Placement**

- Families are contacted by admin staff and offered a place
- Once families accept the place, they will be provided with enrolment forms and directed to our website for documents such as parent handbook and policies.
- Families return the forms and pay a bond to secure their place. (This bond is non-refundable if the child does not attend).
- If the child has any health or diet related needs, the family will be given relevant forms to complete and return.

#### **5. Orientation and Transition**

- Orientation visits are a really important way for you & your child to get to know the educators, the Centre and the environment. They are important for educators to learn from you about your child and your family. Families are invited to participate in up to 4 orientation sessions to support a smooth transition into the program (these are not charged):
  - The first 2 visits are short 30-60 minutes each and are an opportunity for educators, parents and children to get to know each other & to share information.
  - The remaining 2 visits are longer 1-2 hours each and will provide an opportunity for your child to spend some time at the Centre without you in order to become more familiar with educators. It also gives you the opportunity to develop a routine with your child for saying goodbye.
  - For most children we find that 4 visits is enough for them to feel comfortable enough to start care, but some children may require more. We will work with individual families in these circumstances to formulate a plan.
- If your child has any health or diet related needs, then educators will meet with families to discuss and complete relevant documentation together.

## 6. Ongoing Communication

Educators maintain open communication with families to support children's learning, development, and wellbeing.

## 7 Related Legislation and Regulations

"No Jab No Play" legislation which requires up-to-date immunisations for enrolment in early education and care services.

Section/regulation	Description
<b>Section 175</b>	Offence relating to requirement to keep enrolment and other documents
<b>Regulation 85</b>	Incident, injury, trauma and illness policies and procedures
<b>Regulation 86</b>	Notification to parents of incident, injury, trauma and illness
<b>Regulation 88</b>	Infectious diseases
<b>Regulation 90</b>	Medical conditions policy
<b>Regulation 91</b>	Medical conditions policy to be provided to parents
<b>Regulation 92</b>	Medication record
<b>Regulation 99</b>	Children leaving the education and care service premises
<b>Regulation 102</b>	Authorisation for excursions
<b>Regulation 102D</b>	Authorisation for service to transport children
<b>Regulation 157</b>	Access for parents
<b>Regulation 160</b>	Child enrolment records to be kept by approved provider and family day care educator
<b>Regulation 161</b>	Authorisations to be kept in enrolment record
<b>Regulation 162</b>	Health information to be kept in enrolment record
<b>Regulation 168</b>	Education and care service must have policies and procedures
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 172</b>	Notification of change to policies or procedures
<b>Regulation 177</b>	Prescribed enrolment and other documents to be kept by approved provider
<b>Regulation 181</b>	Confidentiality of records kept by approved provider
<b>Regulation 182</b>	Confidentiality of records kept by family day care educator
<b>Regulation 183</b>	Storage of records and other documents

## 8 Definitions of Terms:

Term	Meaning
<b>ACECQA</b>	<b>Australian Children's Education and Care Quality Authority</b> -The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children
<b>Educators</b>	Includes all staff within our Centre-Eg administration staff, cook and educators working directly with children
<b>Enrolment</b>	An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

<b>Enrolment record</b>	<p>The approved provider must ensure that an enrolment record is kept for each child enrolled at the service, and the family day care (FDC) educator must keep an enrolment record for each child they educate and care for. The record must include:</p> <p>Full name, date of birth and address of the child.  The name, address and contact details of each known parent of the child  any emergency contact  any authorised nominee  any person authorised to consent to medical treatment or administration of medication  any person authorised to give permission to the educator to take the child off the premises  any person authorised to authorise the education and care service to transport the child or arrange transportation of the child.</p> <p>Details of any court orders, parenting orders or parenting plan.  Gender of the child.  Language used in the child's home.  Cultural background of the child and their parents.  Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs.</p>
<b>Local walks &amp; excursions</b>	<p>Local walks and regular outings are integral to educational programs in promoting experiential learning, community connection, and physical wellbeing. These excursions are activities conducted within the local area outside the site premises. Annual parental consent is required for local walks and regular outings using the Local walks and regular outings parent consent form</p>
<b>Orientation</b>	<p>Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.</p>
<b>Priority of Access</b>	<p>Priority will be given to:</p> <p>Child who already has a sibling attending the Centre.  Child at risk of abuse or neglect OR family in crisis  Children who are Aboriginal or Torres Strait Islander  All other children</p>

## 8 References:

ACECQA – Enrolment and orientation information sheet [acecqa.gov.au/media/27031](http://acecqa.gov.au/media/27031)

ACECQA – Guide to the National Quality Framework [acecqa.gov.au/nqf/about/guide](http://acecqa.gov.au/nqf/about/guide)

Australian Government – Child care provider handbook: The enrolment process [dese.gov.au/child-care-package/ccp-resources-providers/child-care-provider-handbook](http://dese.gov.au/child-care-package/ccp-resources-providers/child-care-provider-handbook)

## 9 Reviewing Strategy and History:

Review should be conducted every 3 years to ensure compliance with this procedure

<b>Version No.</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Review Notes</b>
1	Parents, Management Committee & Staff	Burcu Subasi Chairperson	16/12/25	New Policy