BOOSH
Beecroft Out Of School Hours

Enrolment and Orientation

Policy Statement

The BOOSH Centre accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines.

An orientation process is in place for children and their families. The purpose of this is to enable educators/staff to meet and greet children and their families and provide essential operational information to families.

The BOOSH Centre is committed to providing a positive and inclusive environment for all children during enrolment and orientation. We prioritise the wellbeing and safety of each child, fostering a sense of belonging, respect, and engagement. Our policy aims to ensure a smooth transition for both children and their families, promoting effective communication, collaboration, and transparency throughout the enrolment and orientation process.

We strive to understand and accommodate individual needs, preferences, and cultural backgrounds, while maintaining clear procedures and guidelines to ensure consistency and fairness. By upholding these principles, we aim to create a welcoming and supportive atmosphere that encourages children's growth, development, and enjoyment within our OOSH program.

Background

The Education and Care Services National Regulations requires all approved providers to have policies and procedures in place in relation to the enrolment and orientation of children and families at the service.

The BOOSH Centre values respectful and supportive relationships with our families as the basis of a smooth transition and quality outcomes for children in the service. Our quality practice enrolment and orientation processes seek to promote these relationships.

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.

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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.

Legislative Requirements

This policy is consistent with the legislative requirements detailed in, but not limited to, the following *Education and Care Services National Law* and *Regulations*:

Section/Regulation	Description
Section 175	Offence relating to requirement to keep enrolment and other documents
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 88	Infectious diseases
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 99	Children leaving the education and care service premises
Regulation 102	Authorisation for excursions
Regulation 102D	Authorisation for service to transport children
Regulation 157	Access for parents
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 169	Additional policies and procedures – family day care service
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

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Regulation 177	Prescribed enrolment and other documents to be kept by approved provider
Regulation 178	Prescribed enrolment and other documents to be kept by family day care educator
Regulation 181	Confidentiality of records kept by approved provider
Regulation 182	Confidentiality of records kept by family day care educator
Regulation 183	Storage of records and other documents

National Quality Standard - Elements used to inform our policy

1.1.3 - Families are informed about the program and their child's progress

6.1.1 – Families are supported from enrolment to be involved in the service and contribute to service decisions

6.1.2 – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing

6.2.1 – Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities

6.2.2 – Effective partnerships support children's access, inclusion and participation in the program.

7.1.2 - Systems are in place to manage risk and enable to effective managing and operation of a quality service

Links to other policies

- Acceptance and refusal of authorisations
- Dealing with complaints
- Dealing with infectious diseases
- Dealing with medical conditions in children
- Delivery of children to, and collection from, education and care service premises
- Emergency and evacuation
- Excursions
- Fees
- Governance and management
- Interactions with children
- Incident, injury, trauma and illness
- Safe transportation of children

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