BOOSH
Beecroft Out Of School Hours

# Enrolment and Orientation

## Procedure

## Enrolment

### Eligibility

There are currently no government mandated requirements for filling vacancies, and providers can set their own policies for prioritising who receives a place. However, as vacancies in our service arise, The BOOSH Centre will prioritise children who are:

- at risk of abuse or neglect
- a child of a sole parent family

This reflects the Australian Government's intention to help families who are most in need and support the safety and wellbeing of children at risk in accordance with the *Framework for Protecting Australia's Children 2009 -2020.*

Please see The BOOSH Centre Priority of Access policy for more detailed information.

Children must be enrolled in primary school to be eligible to enrol at the service.

Children of preschool age will not be accepted at the service. Children commencing Kindergarten will be allowed enrolment in the January Vacation Care period immediately prior to them commencing primary school upon proof that the child is enrolled to commence primary school.

Children who were enrolled at The BOOSH Centre but completed primary school are eligible to attend the service for only the December/January Vacation care period immediately after they have completed Year 6.

### Inclusion of children with additional support needs

Provision of places for children with additional support needs will be made wherever possible. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be regularly reviewed by the Nominated Supervisor in consultation with families, educators and any applicable school or support staff.

### Waitlist

Where demand for care exceeds the service's number of approved places, families will be required to join The BOOSH Centre waitlist. Only children who are currently enrolled at Beecroft Primary School (BPS) or who are in the process of joining the school are eligible to join the waitlist. Please see The BOOSH Centre Priority of Access policy for more detailed information.

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There is specific information for children starting school in the next calendar year. Please see below for further information.

**Kindergarten**

For families who have Kindergarten children joining BPS in the next calendar year, specific information about enrolling their child, including the date they may join any active waitlists at The BOOSH Centre will be distributed at the BPS Kindy Orientation Day. Children cannot be enrolled or join an active waitlist prior to the advertised date each year.

**Enrolment**

- Enrolments will be created in line with The BOOSH Centre Priority of Access policy.
- Enrolment is offered to families on a Permanent or Casual basis. Depending on availability of care, children may be enrolled at any time throughout the year.
- Enrolment is conducted online using the My Family Lounge website and by doing so parents are required to accept the terms and conditions of The BOOSH Centre and agree to abide by The BOOSH Centre Policies. These policies are available to view at The BOOSH Centre.
- Children will not be accepted at the centre without full completion of the enrolment form and payment of the bond and membership fee (see the Fees Policy).
- The enrolment form must contain:
    - Authorisations regarding collection of children and emergency contacts as well as consent to permissions listed within.
    - If applicable; asthma, anaphylaxis or other medical management plans, custodial access information or any other relevant information regarding the wellbeing of the child must be provided with the enrolment form prior to enrolment being completed.
    - An **AIR Immunisation History Statement** that states the child is fully vaccinated or
    - An **AIR Immunisation Medical Exemption Form** that states the child has a medical reason not to be vaccinated or
    - AN **AIR Immunisation History Form** that states the child is on a recognised catch-up schedule
- The enrolment form must be signed by the primary guardian and it is preferred that both parents/guardians sign unless it is a sole parent family. Signatures can be added electronically by the parent/guardian.

**Enrolment and Attendance records**

The enrolment record for each child will be kept at the service which includes all details outlined in *Education and Care Services National Regulations* 160, 161 and 162; enrolment information, authorisations and health and cultural information.

Accurate attendance records will be kept through our electronic childcare management software. These records include:

- the full name of each child attending the service;
- the date and time each child arrives and departs; and
- the electronic signature of the authorised person who delivers or collects the child that day. This person is either:
    - the person who delivers the child to the education and care service premises or collects the child from the education and care service premises; or
    - the nominated supervisor or an educator.

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**Child's attendance once enrolled**

The service's responsibility for the child begins when they are signed into the centres care by a parent or guardian, or when they are signed in from school or other extra-curricular activities for the afternoon session.

If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. A non-notification of absence fees applies for non-notification of absence for the PM session. The rules for Allowable Absences under CCS will be followed in relation to all absences.

Please see The BOOSH Centre Fees policy for more detailed information.

If a child, who is enrolled with the service but is not on the roll for a particular session, arrives at the service, the Director or other relevant staff member will contact a parent or guardian immediately to confirm that care is required and if so obtain written or verbal permission to add them to the session roll, provided there is availability. If there is no availability for that session we will attempt to contact the parent/guardian and the child must be taken immediately to the BPS school office.

If a child has not been enrolled at the service they must not be taken into care and the child must be taken immediately to the BPS school office.

**Cancellation of enrolment**

Cancellation of an enrolment may be when:

- A parent/guardian advises the service that no further care needs to be provided, or
- The service identifies that care is no longer required or being provided.

There is a 2 week notification period during which time fees must be paid. Fees during the notice period may be waived under exceptional circumstances at the discretion of the Director. Child Care Subsidy guidelines will be followed once an enrolment is cancelled.

**Confidentiality and storage of records**

Enrolment and attendance information will be kept in strict confidence according to The BOOSH Centre Confidentiality Policy. All enrolment records will be kept in a safe and secure place in line with the *Education and Care Services National Regulations* 158 and 160.

**Re-enrolment**

Re-enrolment information will be provided to currently enrolled families no later than October each calendar year. Re-enrolment typically takes place in November of each calendar year.

Families with permanent sessions who complete re-enrolment on time are automatically entitled to the same sessions the following year.

Families who have children with active medical management or child support plans will be contacted in February each year to review and update their child's information. It is a requirement of continued enrolment that families provide us with up to date and correct information.

If a family wishes to alter their permanent sessions, they can request to do this at any time throughout the year, acknowledging there is a 2 week notification period for cancelling

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sessions. Acceptance of additional permanent sessions is based on availability.

If a family has cancelled a permanent session, they may not re-enol for that permanent session again until the following term or for at least 6 weeks, whichever is later. This may be adjusted at the discretion of the Director.

If a family does not complete re-enrolment by the advertised date any permanent sessions will be ended at the end of that calendar year. Families who do not complete re-enrolment by the advertised date will lose access to book casual sessions at the end of Term 4 of that school year and The BOOSH Centre will begin the process to close their account.

## Orientation

Families who are enrolling their child for the first time will be given the Parent Handbook which outlines the key policies for families prior to the child's first day at the service. Families should read the information provided to them to ensure that their child is prepared for their first day at the service.

Families are welcome to visit the centre with or without their child, prior to their start date, to become familiar with the learning environment. This is also a good opportunity for educators to inform parents of the educational program and explain how the children choose where and what to participate in.

The Director will confirm the start date with the family. Opportunities will be provided to share information to the Director and to discuss the individual needs of each child such as medical conditions, behavioural guidelines or other cultural or dietary information prior to the child joining the centre. Educators will be informed of any information pertaining to the care of the child.

Families should advise educators when they are greeted that it is their child's first day at the service and the educator will introduce themselves and guide them through the sign-in/out process and then show their child around the Centre.

Educators will introduce the child to other children and engage them in an activity. An educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in. Within their first few weeks of attendance educators will send families of new children an enrolment checklist to complete with their child which will help confirm if their child has settled into care.

The BOOSH Centre's daily routines and weekly programs will be displayed for families to view and will also be available on The BOOSH Centre website. Opportunity is given to both children and families to contribute to this program to ensure the interests of their child are included, nurtured and extended.

Additional procedures are put in place in regards to delivery and collection of kindergarten children during their first year at school to ensure their safety and ease of transition between school, The BOOSH Centre and home. Please see the *Delivery of children to, and collection from, education and care service premises* policy and procedures for more information.

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