



Northside Christian College Outside School Hours Care

POLICY

Enrolment and Orientation Policy

Issued by:	Northside Christian College Outside School Hours Care
Issue Date:	September 2019
Approved by:	Next Steps Kindy Board and College Board
Location:	OSHC Data Base
Review Date:	September 2021

Reference

- Australian Government Department of Education and Training <https://www.education.gov.au/priority-filling-child-care-places>
- Education and Care Services National Regulations 2011
National Quality Standard
A New Tax System (Family Assistance) Act 1999

Purpose

The purpose of this policy is ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Policy Statement

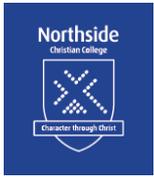
Northside Christian College Outside School Hours Care accepts enrolments of children attending Northside Christian College.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service
- A vacancy is available. (Please see Priority of Access Guidelines below.)

Priority of Access Guidelines:

- **Priority 1:** a child at risk of serious abuse or neglect
- **Priority 2:** a child of a single parent or parents who satisfy the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- **Priority 3:** any other child.



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Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$45,114 for 2017-18, or who or whose partner is on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents.

Upon enrolment families will be notified of their priority and advised that if the centre has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days in order to make a place for a higher priority child.

Enrolment:

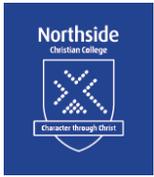
When a family has indicated their interest in enrolling their child we will follow the enrolment process as outlined below.

- New Families need to register for QK Enrol My Family Lounge on the OSHC page through the Northside Christian College Website. If you are an existing family or already have an account, you can sign in using that account.
- Discussions will be held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
- Families are given a copy of the Parent Handbook and information to read.
- Upon enrolment, parents are provided access to key policies via the OSHC page through the Northside Christian College Website.
- Families also need to contact the Family Assistance Office (Centrelink) to apply for Child Care Subsidy if eligible.
- Before the child begins their first day with us, the service must have all required documentation for the child.

Other information about our service's enrolment includes:

We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.

In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties.



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If a child is demonstrating repeated patterns of disruption or detrimental behaviour towards other children, staff members or families, NSK may limit hours in care, suspend attendance for a period or terminate enrolment at the decision of the Nominated Supervisor or the Board.

Information and Authorisations to be kept in the Enrolment Record

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