

Outside School Hours Care

Enrolment and Orientation Policy

Quality Area 6.1: Collaborative Partnerships With Families And Communities

Rationale:

To allocate positions at the program in an equitable and reasoned manner and to commence building a positive and ongoing relationship with children and their families.

Policy Statement:

Procedures

Seville Primary OSHC is a government funded Program, community based, open to parents with their children enrolled at Seville Primary School.

The enrolment process must ensure that positions are allocated in an equitable manner.

Good procedures include consistent information around service operation and authorisations promoting compliance and a safe and secure environment for children and families.

Enrolment

Parents are required to fill out an enrolment form for each child. Proof of immunisation needs to be with the enrolment form and any legal documents relating to custody issues.

Parents will be sent an email upon enrolment with information and documents on the SPS OSHC service.

Our OSHC welcomes visits from prospective families and children.

The Nominated Supervisor or Educator may provide the visiting family with a tour of the service environment and information that may include:

- service philosophy and curriculum;
- approaches to documentation, curriculum and planning;
- introduction to educators and staff
- the physical environment;
- administrative matters, cost, and fee payment methods;
- how to provide feedback.

Additional and Relevant Documents:

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Subsidy <https://www.humanservices.gov.au/individuals/services/centrelink/child-caresubsidy>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au/
- Guide to the National Quality Standard: www.acecqa.gov.au/
- Priority for allocating places in child care services: <http://education.gov.au/priority-allocating-places>

Service policies

- Acceptance and Refusal of Authorisations Policy
- Complaints and Grievances Policy
- Dealing with Infectious Disease Policy
- Fees Policy
- Inclusion and Equity Policy
- Privacy and Confidentiality Policy

Relevant Legislation:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011: 177

Links to National Quality Standard:

- 6.1.1 There is an effective enrolment and orientation process for families.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Policy evaluation and review

This policy will be reviewed as part of the School's three-year review cycle

This policy was ratified by School Council in Feb 2021.

This policy will be reviewed by School Council in Feb 2023.