

Enrolment Policy

POLICY STATEMENT

Northwest Community Childcare aims to provide an efficient enrolment process that is clear and understandable for all families that use our service.

The information and forms requested are compiled into a necessary and appropriate record for each child, allowing us to provide appropriate care for them within our service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: LEADERSHIP AND GOVERNANCE		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
162	Health information to be kept in enrolment record

RELATED POLICIES

Confidentiality Policy Medication Policy Immunisation Policy Priority of Access Policy	Family Handbook Employee Handbook Family Law Act NQF
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Family Requirements

The following documents must be fully completed and submitted via email to bookings@nwcc.com.au prior to attending a service.

- *Completed* enrolment form
- *Signed* Child Care Subsidy (CCS) Enrolment Agreement. This form is required regardless of your entitlement to CCS.
- Code of Conduct
- Digital Media Release Form
- Direct Debit authorisation form, including valid payment information

Note: An updated and complete enrolment form is required at the beginning of each year to reconfirm permanent bookings.

Immunisation Statement (Available to download from Medicare online)

All families need to provide evidence that their child is either:

- fully vaccinated for their age
- has a medical reason not to be vaccinated
- has a conscientious objection, including religious beliefs, to vaccination, or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

Note: An updated immunisation statement maybe requested throughout your enrolment with us.

Other Enrolment Information

It is essential to inform Northwest Community Childcare of any changes to enrolment information. e.g. address, contact numbers, authorised collectors, etc.

Maintaining key information helps us keep the children in our care safe. Such information is also crucial to keeping a families CCS subsidy valid with Centrelink.

Changes can be made via the My Family Lounge Link on our Website, or by emailing bookings@nwcc.com.au.

When a parent is having difficulty in completing the paperwork, they are able to email queries to bookings@nwcc.com.au or call our customer service team for assistance.

Children may be enrolled at any time throughout the year if there are available spaces. Parents may also place their child on the waiting list for the current or upcoming year (after the application opening date) if they do not require care immediately. Care will be determined by availability and priority of access guidelines.

All paperwork submitted via email will be checked for completeness and accuracy by Administration once received.

If a child is subject to an access order or agreement, the centre must have a copy on record plus any subsequent alteration registered by the court. Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.

Orientation

- All families will be sent a Parent Handbook upon enrolment, which includes the key policies for families prior to the child's first day at the service. Families should read this handbook so that their child is prepared for their first day at the service.
- Parents should advise educators when they are greeted that it is their child's first day at the service and the educator's will introduce themselves and guide them through the sign-in/out process and show them around the service.
- Educators will introduce the child to other children and engage them in an activity. Educators will carefully monitor the child whilst in the service to ensure they are settling in.

REVIEW

Approval Date:	October 2021
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