

	<b>POLICY CS-0013.C</b>
 <b>MACQUARIE</b> University	<b>ENROLMENT AND ORIENTATION</b>

<b>Purpose</b>	Provision of an effective and equitable enrolment and orientation process for all families attending Campus Life Children’s Services that meets families’ needs and also ensures and enables compliance with legislative requirements.
<b>Overview</b>	<p>For the purpose of this policy:</p> <p><i>Enrolment</i> is defined as the process involved in gathering information about the child and their family to ensure compliance with relevant legislation and good practice. It refers to the period prior to the child’s first day at the Centre.</p> <p><i>Orientation</i> is defined as the process involved in settling a child into the Centre. This may include visits, interviews or questionnaires for the family to complete.</p> <p>A <i>Parent</i> is someone who has legal responsibility for a child. This may be a natural parent (through birth) or a legal guardian (legally appointed) but does not include a parent who is prohibited by a court order from having contact with the child.</p> <p>An <i>Approved Service</i> is one that has been approved by the Australian Government for Child Care Subsidy purposes because it meets certain standards and requirements. In the case of Long Day Care, Family Day Care and Outside School Hours Care, services must also meet the new quality standards set out under the National Quality Framework.</p>
<b>Scope</b>	All Approved Services (Early Learning Centres and Vacation Care) and Junior Science Academy
<b>The Policy</b>	<p>Enrolments will be accepted providing that:</p> <ul style="list-style-type: none"> <li>• the maximum number of children does not exceed either the approved capacity of the service or, if it is a lesser figure, the number of child places agreed by Management; and</li> <li>• a designated vacant position exists.</li> </ul> <p>The Campus Life Priority of Access Policy will be followed for enrolments for Approved Services.</p> <p><b>Early Learning Centres</b> The Office Administrator and the Centre Manager share responsibility for undertaking the Enrolment and Orientation process, including</p>

meeting with families prior to their commencement at the centre. Other staff or educators will be included in this process where appropriate.

Interpreters will be provided where the family has limited English language skills or upon request. Where possible, relevant documents will be provided in a range of community languages.

Families being offered a place will be provided with an Enrolment Pack containing information relevant to the enrolment process.

All new families are required to provide a copy of their child's immunisation record and birth certificate/passport.

Families are required to complete enrolment details (both online and in paper format as applicable) and are responsible for ensuring their details remain up to date.

All online details must be completed, and relevant paper forms returned to the centre prior to commencement.

Information on children and parents collected at the time of enrolment includes emergency contact details, authorized people to collect children, medical conditions of children, and information about any other special needs of children.

Families will be offered tours of the centre and provided with opportunities to ask questions and meet staff.

The Orientation schedule, where the parent/s and child visit the centre for short, predetermined periods prior to commencement, is discussed with each family to ensure it meets their needs. All families are strongly recommended to participate in the Orientation process to assist the child and parents to settle in well.

Where a child is known to have additional needs, extra Orientation visits may be scheduled. The centre will request as much information as possible from the family about the child's additional needs and how the centre can support their inclusion. Where applicable and with parental permission, the centre will source support funding and/or make contact with existing support services.

### **School Holiday Programs**

Families enroll children on an 'as-needed' basis each school holiday period. Online enrolments open at least 4 weeks prior to the holiday period.

Families are required to complete enrolment details (both online and in paper format as applicable) and are responsible for ensuring their details remain up to date.

All online details must be completed, and relevant paper forms returned to the centre prior to commencement.

Information on children and parents collected at the time of enrolment includes emergency contact details, authorized people to collect children, medical conditions of children, and information about any other special needs of children.

Additional requirements for families enrolling in Vacation Care for the first time includes the provision of a copy of their child's immunisation record and birth certificate/passport. A copy of supporting documentation from the primary school is also required where children are commencing school for the first time and attending Vacation Care in January.

Tours of the Vacation Care centre can be conducted upon request. Staff are available to answer questions over the phone during business hours.

Additional meetings and information exchange will take place where a child is known to have additional needs. The centre will request as much information as possible from the family about the child's additional needs and how the centre can support their inclusion. Where applicable and with parental permission, the centre will source support funding and/or make contact with existing support services.

Contact will be made with the family to ensure appropriate levels of care are offered where a child is known to have a medical condition that could become acute during the school holiday program. Activities may be changed as necessary and practicable to eliminate hazards to the child and support their inclusion.

Where a child has anaphylaxis, attempts will be made to reduce the likelihood of the child coming in to contact with the trigger/s. This may include a notice being sent to all families of children attending on a particular day informing them that another child attending that day has anaphylaxis and to ask them not to pack any items containing the allergen in their child's lunch.

Prior to the commencement of the school holiday program, parents are sent information to orient them to the processes and procedures that are relevant for their child's participation.

### **Privacy**

Children's Services is committed to ensuring the personal information collected during the enrolment process is managed as per relevant privacy legislation.

For Approved Services, the personal information collected is required under the *Education and Care Services National Regulations* and/or the *Children (Education and Care Services) National Law (NSW)* and the *Public Health Amendment (Vaccination of Children attending Child Care Facilities) Act 2013*. Information will be stored in a safe and

	<p>secure place for the period required under the <i>Education and Care Services National Regulations</i>.</p> <p>For all services and programs, personal information will not be divulged or communicated, directly or indirectly, to another person other than</p> <ul style="list-style-type: none"> <li>a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or</li> <li>b) the parent of the child to whom the information relates; or</li> <li>c) the Regulatory Authority or an authorised officer; or</li> <li>d) as expressly authorised, permitted or required to be given by or under any Act or law; or</li> <li>e) with the written consent of the person who provided the information; or</li> <li>f) to authorised persons within Macquarie University and Campus Life.</li> </ul> <p><b>Child Safety</b> Information about child safety will be provided to families during the enrolment process. This will include access to relevant child safety policies, processes, and procedures as well as additional information specific to the service type.</p>
<b>Keywords</b>	Enrolment, orientation

<b>Date Approved</b>	
<b>Signature</b>	
<b>Approval Authority</b>	CEO of U@MQ Limited
<b>Date of Commencement</b>	21 February 2012
<b>Amendment Dates</b>	May 2014; Sept 2016, Nov 2018
<b>Date for Next Review</b>	Oct 2020
<b>Related Policies, Work Instructions, Forms or Manuals</b>	<p>National Quality Standard: QA 6</p> <p>CS-0020 Policies and Procedures Policy  CS-0059 Authorisation Form  CS-0012 Managing Infectious Diseases Policy  CS-0035 Priority of Access Policy  CL-00014 Campus Life Privacy Policy</p>
<b>Policies/Rules Superseded by this Policy</b>	CS-0013.B