



Outside School Care NT

OSC-NT.14 – Enrolment, Orientation and Priority of Access Policy

Policy Description	<p>This Policy outlines the guidelines to be followed in terms of providing families expressing an interest in receiving care from an OSC NT site a clear understanding of our services and the mutual responsibilities required by OSC NT as care provider and parents/guardians.</p> <p>Parent/guardians may be using child care services for the first time and may be unaware of the legal responsibilities incumbent upon the service and upon them. The Enrolment and orientation policy should aid staff in deriving all relevant information required</p>
1.0 Enrolment Enquiries	<p>The site Director will handle enrolment enquiries; during which the director should discuss the services provided, show through service and establish a detailed understanding of the families requirements and determine whether place/s are available to cater for their needs. If places are available the family will receive an Enrolment Pack containing:</p> <ul style="list-style-type: none"> - A Parent Handbook - Enrolment Form - Booking Fee Agreement - Easy pay registration form <p>When supplying the new family with the above information packs – enquiries will be made about:</p> <ul style="list-style-type: none"> - Medical conditions (which requires supervision/action plan or medication) - Physical or psychological conditions (disabilities or additional needs) - <p>Any conditions raised should be discussed with OSC NT Management before a confirmed place should be provided.</p>
2.0 Priority of Access	<p>Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has “Priority of Access Guidelines” for allocating places in these circumstances. The guidelines only apply to Child Care Benefit approved child care. They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places. Every Child Care Benefit approved child care service has to abide by the guidelines and inform families about them when enrolling children into care.</p> <p>Priority of access codes are:</p> <ul style="list-style-type: none"> - <i>Priority 1</i> – a child/youth at risk of serious abuse or neglect - <i>Priority 2</i> – a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the A New Tax System (Family Assistance) Act 1999 - <i>Priority 3</i> – any other child. <p>Within these main categories priority should also be given to the following children:</p> <ul style="list-style-type: none"> - Children/youth in Aboriginal and Torres Strait Islander families - Children/youth in families which include a disabled person - Children/youth in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support - Children/youth in families with a non-English speaking background - Children/youth in socially isolated families - Children/youth of single parents. <p>There are circumstances in which a child who is already in a child care service may be required</p>

	<p>to leave the service.</p> <p>When a service has no vacant places and is providing child care for a child who is priority 3 under the Priority of Access Guidelines, the service may require that child to leave the child care service in order for the service to provide a place for a higher priority child, but only if:</p> <ul style="list-style-type: none"> - The person who is liable to pay the child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy - The service gives that person at least 14 days' notice of the requirement for the child to leave the child care service
3.0 Confirmation of Enrolment	<p>Confirmation of a place at an OSC NT service may only be given if:</p> <ul style="list-style-type: none"> - Enrolments completed - A known medical condition can be adequately supervised - A completed Bookings and Fee Agreement has been signed and returned - \$250 Bond is paid before commencement. - Full contact details (phone numbers and residential address) have been provided for 2 authorised nominees over 18 years <p>Special attention should also be placed on:</p> <ul style="list-style-type: none"> - Existence of parental court orders - Provision of full contact details - Parent and child CRN numbers
4.0 Orientation	<p>A physical orientation of the site will be offered to all families. For those who accept this invitation, the Site Director or Educator should provide an overview of the following:</p> <ul style="list-style-type: none"> - Location of facilities and emergency evacuation points - Location of OSC-NT Policies and Procedures - Daily routines - Location of sign in/sign out forms and parent's communication book - Introduction of all educators
5.0 Enrolment Records	<p>An enrolment and booking form is to be completed by the parent/guardian, for each child.</p> <p>Both hard copy and electronic copies of all enrolment details will be kept by OSC-NT: Hard Copy files will be kept in a secure enrolment drawer. Soft copy details will be entered onto KIDSOFT. The electronic records will be the site's primary source of information about a child. However, access to a hard copy version must be available at all times</p> <p>The approved provider must ensure that an enrolment record includes the following information:</p> <ul style="list-style-type: none"> - Full name, date of birth and current address of the child - The name, current address and contact details of each known parent of the child - Any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted - Any person who is an authorised nominee (Authorised nominee – any person who has been given permission by a parent or family member to collect the child from the service.) - Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child - Any person who is authorised an educator to take the child outside the service. - Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child - Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person - The gender of the child - The language/s used in the child's home - The cultural background of the child and, if applicable, the child's parents - Any special considerations for the child, for example any cultural, religious

	<ul style="list-style-type: none"> - or dietary requirements or additional needs - Relevant authorisations - Relevant health information
6.0 Health Information	<p>The health information to be kept in the enrolment record for each child enrolled at the education and care service is</p> <ul style="list-style-type: none"> - the name, address and telephone number of the child’s registered medical practitioner or medical service; - if available, the child’s Medicare number; - details of any specific healthcare needs of the child, including any medical condition; allergies, , including whether the child has been diagnosed as at risk of anaphylaxis; - any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy - details of any dietary restrictions for the child; - the immunization status of the child; - if the approved provider or a staff member or family day care educator has sighted a child health record for the child, a notation to that effect <p>Any allergy, intolerance or medical condition that requires a special diet or an action plan MUST be displayed on the Staff information board at all times:</p> <ul style="list-style-type: none"> - Summarizing the condition and action plan completed by a Medical Practitioner(if applicable) - With the name and photo of the child and - Contact details of the parent/guardian and Medical Practitioner
7.0 Authorisations	<p>The following authorisations MUST be obtained from Parent/Guardians</p> <ul style="list-style-type: none"> - Medication Administration Authorisation forms (If your child is diagnosed with a medical condition) - Bus Travel Authorisation form (for those attending from a third party school) - Authorised Nominee details
8.0 Bookings and Invoices	<p>Initial plan of bookings will be entered into Kidsoft – once enrolment details have been entered. The Director will provide the following information:</p> <ul style="list-style-type: none"> - Details of CCB/CCR requirements - Weekly billing statement queries - How to provide feedback or make a complaint
9.0 Cancellation of Care	<p>Cancellation of care at any OSC NT site requires to be in writing two (2) weeks prior to the child’s last day. Failure to notify this two (2) weeks will mean that the bond may be withheld or two weeks will be debited from your account.</p>
Related Policies, Procedures, Forms or Checklists	<p>Enrolment Form Parent Handbook Booking and Fee Management Policy Confidentiality and Privacy Policy Delivery and Collection of Children Policy Sign In / Sign Out Procedure Grievances and Complaints Policy</p>
Sources/References:	<ol style="list-style-type: none"> 1. NT Care and Protection of Children (Children Services) Regulations June 2009 2. National Quality Framework. www.acecqa.gov.au 3. Education and Care Services National Law 2010 4. Education and Care Services National Amendment Regulations 2017, regulations: 75, 88, 90, 102, 162, 168(2)(k), 168(2)(m), 168(2)(d), 169-175, 177-181 5. National Quality Standards February 2018, standards: 2.1, 4.2.1, 6.1.1, 7.3.3 6. www.pscalliance.org.au
Version Control/Updates:	<p>Version: 3.0 September 2015</p> <p>To be reviewed and updated by: September 2016</p>

	Version: 4.0 September 2017
--	-----------------------------

	To be reviewed and updated by: September 2018
--	-----------------------------------------------

