



Enrolment Policy

Policy Statement

We will provide an efficient enrolment procedure that is clear and understandable to all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

Procedure

- ★ An enrolment form must be fully completed for each family before the child can attend the centre.
- ★ The Coordinator is to go through the form prior to starting care to ensure all details have been completed.
- ★ The enrolment form must contain all relevant details relating to personal, medical and custodial details for each child, parent or guardian and emergency contacts along with any special requirements relating to that child.
- ★ If a child is subject to a court order or agreement, the service 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.
- ★ All enrolment forms are to be kept in a locked file and kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Department Officers.
- ★ Enrolment forms are to be updated when there are changes to the family's circumstances.
- ★ Parents will be advised that it is their responsibility to notify staff of any changes to their current details on enrolment and through the parent information booklet.

- ★ Depending on availability of care, children may be enrolled at any time throughout the year.
- ★ Parents may also place their child on the waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability and priority of access guidelines. (See Service Access Policy)

Maintenance of records:

OSHC services shall keep in a secure and accessible place records for each child relating to:

- Personal details (name, address, date of birth);
- Relevant medical details (if any);
- Relevant custody details (if any);
- Details of people authorised to collect children from the centre;
- Signing in and out of children at the beginning and /or end of programs;
- Name, home and work address and phone numbers of parent/guardian/approved person;
- Name, address and phone number of persons who may be contacted in an emergency (if parents/guardians/approved person is not available);
- Name, address and phone number of the child's doctor;
- Authorisation to seek emergency medical, hospital and ambulance services (or the chosen alternative of the parents/guardians/approved person);
- Complying Written Agreement;
- Any special needs or considerations relating to the child;
- And
- Any other relevant information.

These records shall be confidential.

- The OSHC service shall ensure that a record is kept of a child's illness or accident, where this occurs during the program. The record shall be kept in safe storage until the child turns 24 years of age.

The OSHC service shall ensure that:

- A) A daily attendance roll is kept, indicating for each child, the time of entry to and time of departure from the service; and
- B) The policy includes a procedure to immediately advise the appropriate persons of a child's absence, when that child's place in the service has been reserved and /or the child is expected by staff.

Medication:

- Medication shall not be administered to a child unless the child's parent/guardian/approved person has given written or phone consent authorising administration
- In an emergency when a child's parents/guardians/ approved persons are unable to be contacted, if medication such Ventolin or an EpiPen are required,

they would be administered by staff. Parents/guardians would be contacted as soon as possible.

- If any medication is administered by staff during the child care service, records shall be kept detailing the medication used, the date, time and dosage of administration and the person who administered it.

Excursions

- The OSHC service shall approve all excursions with Nominated Supervisor and:
 - A) Only take a child outside the program area with the written permission of the child's parent/guardian/approved person for that specific excursion.
 - B) Ensure that the first aid kit, a list of all children on the excursion and the appropriate emergency telephone numbers are taken on every excursion and are readily accessible to staff at all times.
 - C) Ensure that parents/guardians/approved persons are provided with the details of each excursion.

Date Endorsed
Date for review & Evaluation