

# P7-07: Enrolment & Priority of Access Policy

At Queanbeyan & District Preschool Association (QDPA) enrolment is a vitally important step in providing and receiving information about children and families that wish to access our services, as well as an opportunity for QDPA to communicate service expectations for each. For many families, the transition of their child into a preschool setting is a first step away from home, and our aim is to make this process as informed and simple as possible. QDPA has a strong commitment to actively promoting open communication and equity in relationships. This is based on respect for each child and family as unique with their own cultural identity, family history, religious beliefs, abilities, interests, and needs. QDPA is therefore committed to ensuring children are placed into our preschools fairly and equitably to ensure we are able to meet each child and families’ individual needs to the best of our ability.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child’s learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

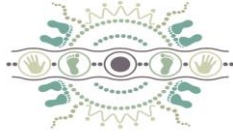
LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
S175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene, and safe food practices
78	Food and beverages
85	Incident, injury, trauma and illness policies and procedures



86	Notification to parents of incident, injury, trauma, and illness
88	Infectious diseases
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

#### RELATED LEGISLATION

Disability Discrimination Act 1992	
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## RELATED POLICIES

Acceptance and Refusal Authorisation Policy Dealing with Infectious Disease Policy Dealing with Complaints Policy Delivery of children to and collection from Education and Care Service Premises Policy Excursion/Centre Events Policy Family Involvement & Communication Policy Immunisation Policy	Incident, Injury, Trauma, and Illness Policy Interactions with Children, Families and Staff Policy Medical Conditions Policy Fees Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Safe Transportation Policy Sun Safe Policy
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## PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

## SCOPE

This policy applies to children, families, staff, approved provider, nominated supervisor, management, and visitors of QDPA.

## IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Our Service accepts enrolments of children aged from three years of age to six years of age.

Enrolments will be accepted providing:

- a) the maximum daily attendance does not exceed the licensed capacity of the Preschool
- b) a vacancy is available for the booking required
- c) the adult to child ratio is maintained in each room
- d) Adequate funding is available for places required



## PRIORITY OF ACCESS

QDPA aims to assist families who are most in need and may prioritise filling vacancies with children who meet the following priority guidelines:

### **First Priority**

- A child at risk of serious harm.
- Children in foster care or receiving DCJ intervention.

### **Second Priority**

- Children with diagnosed additional support needs are placed individually across QDPA preschools into designated Early Intervention supported preschool places which will best suit their needs.

### **Third Priority**

- Priority is given to children with a DOB that falls in the year prior to school commencement in order of oldest child from the waiting list.

However, within this category priority will be given to:

- a. Children in Aboriginal and Torres Strait Islander families
- b. Children in families on low incomes/Health Care Card
- c. LBOTE Children with English language delays or difficulties (i.e. children from culturally & linguistically diverse backgrounds with English as a second language).
- d. Children who are not currently attending any other form of early learning and care (e.g., Long Day Care, Family Day Care)

### **Fourth Priority**

- Any other child aged over three.

## QDPA WAITLIST

Families are encouraged to register their interest in a preschool place for their child/ren via the Association website at [www.qdpa.com.au](http://www.qdpa.com.au). Placement on the Waiting List only registers interest and is not confirmation of a preschool place. Placement of children in QDPA preschools is based on waiting list information provided by parents and placement is strictly in accordance with this policy.

Prior to offering of places, identified waitlisted families for the following year are requested to complete an electronic QDPA *Enrolment form* which will be emailed to families. Families will be requested to provide other information (such as immunisation information, medical information, and birth certificate) at the same time.



## ENROLMENT ROUNDS

QDPA makes placement offers to families for their Preschools as per the following:

Returning families placement offers:	July	All currently enrolled returning children
First round placement offers:	August	All 'Waiting List' children & families (up to designated dates of birth pending number of waiting list applications)
Second and consecutive round placement offers:	September onwards - as per availability.	Places are offered to remaining and late applications of 'Waiting List' children & families (registered after August) - as per availability and 'Priority of Access' outlined above – (where vacancies permit).

## ENROLMENT

To secure a child's position when an offer has been made, families are required to pay an Enrolment Levy of \$160.00. The payment can either be made in its entirety upon acceptance of enrolment offer, or a payment plan can be arranged if families are facing financial difficulties.

If more than one child from the same family (sibling) is attending in the same year, the fee shall be \$160 for the first child and \$120 for the second child and any subsequent children.

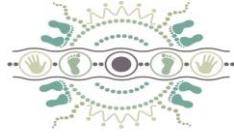
This enrolment levy is not refundable and covers excursion costs, maintenance levy, administration fees and Association membership fee.

At enrolment (or prior), families will be provided with QDPA's Family Handbook, which outlines the Associations operations. Families will also be provided with the current fee structure and payment details.

## EARLY INTERVENTION

A child identified with additional needs will be supported as an Early Intervention enrolment placement. To maintain a quality service for all the children enrolled, consideration of the complexities upon each children's individual needs are considered when placement into class groups is made or requested. Children with support needs will be offered a place according to our *Enrolment and Priority of Access Policy* and age (with an older child being given priority over a younger child).

When families indicate on the Enrolment Declaration that their child may have additional needs or require adjustments to the learning environments, contact will be made to discuss this with the family at the time of



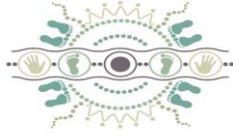
receiving the declaration. Recommendations of support services will be discussed with the family to support inclusion and early intervention.

As part of the enrolment process, when an enrolment declaration is received for a child with additional needs, a discussion will take place between the family and the relevant preschool Director/Representative, and all relevant early intervention support services connected to the child and family with the aim to gain a more comprehensive understanding of the child and family needs.

Prior to the commencement of offers for all children for the following year, children with identified additional needs on the waiting list who will be eligible to receive an offer are contacted by a nominated Director. Discussions will occur, and the needs of the child and preferences of preschool sessions / days will be noted. Due to the physical environment of some of our Preschools, certain classrooms may not be suitable to meet the needs of an individual child e.g., ramps, slopes, nappy change facilities and accesses that are fixed. In this circumstance, the nominated Director will discuss this with the family.

#### FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number
2. The full name, residential address and contact telephone number of a person or persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee)
3. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Preschool (authorised nominee)
4. Full name of the child
5. Child's date of birth
6. Child's birth certificate
7. Child's address
8. Gender of the child
9. Cultural background of the child
10. Immunisation History Statement
  - Families are advised that since January 2018 children who have not been immunised due to parent's conscientious objection cannot be enrolled at any of QDPA's Preschools.
  - If a child cannot be immunised due to a medical condition they may still be enrolled at the Preschool with supporting documentation (Medical Exemption Form).



- If a child is on a 'catch-up' schedule for immunisations, they may still be enrolled at the Preschool.

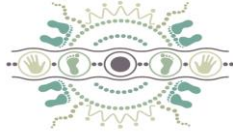
The child's immunisation history statement will indicate that the child is on a catch-up schedule.

11. Any court orders or parenting agreements regarding the child
12. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
13. Any special requirements of the family, including for example cultural or religious requirements
14. The individual needs of a child with a disability or with other additional needs
15. A statement/authorisation indicating the name and address and contact details of any person who is authorised to consent to the administration of medication to the child.
16. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
  - medical treatment for the child from a registered practitioner, hospital, or ambulance service
  - transportation of the child by an ambulance service
17. Child's Medicare number (if available)
18. Specific healthcare needs of the child, including allergies and intolerances
19. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
20. Details of any dietary restrictions for the child
21. The name, address, and telephone number of the child's doctor
22. Authorisation for regular occurring transportation and regular outings/excursions
23. Permissions/authority for the following items within the enrolment paperwork:
  - a. Sunsmart practices
  - b. Photographs and publicity
  - c. Emergency Medical and Dental Treatment
  - d. Agreement of payment of fees

## ENROLMENT MEETINGS AT THE SERVICE

Families are required to attend an enrolment meeting at their enrolled preschool following confirmation of enrolment. Each preschool will arrange these sessions directly with families via SignUp app where families can register a booking slot. During the enrolment meeting, families will be:

- Given the opportunity to meet with teacher(s) and/or educator(s) of the service.
- Complete an All About Me form.
- Asked to share information on any medical management plan, developmental needs, or specific healthcare needs of their child (if applicable).



- Given the opportunity to set goals for their child with the assistance of the teacher/educator.
- Informed of the OWNA app and how families can view this and given information on how the program is created for the room.
- Given the opportunity to ask any questions that they may have.

## STAY AND PLAY SESSIONS AT THE SERVICE

In term four of the year prior to commencing at Preschool, all enrolled children will have an opportunity to attend a stay and play at their enrolled preschool to meet other children, families, and educators. This is a valuable opportunity to build connections and relationships which will support a healthy and smooth transition to Preschool in the new year.

## FAMILY INFORMATION EVENING

Also in term four, each preschool will host a family information night as another opportunity to share further information on the service including philosophy, pedagogies, practice, and policies. It is also an opportunity for families to ask any further questions prior to commencing Preschool.

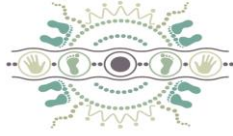
## ON THE CHILD'S FIRST DAY

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist both parents and the child. Families will be reassured that they are able to stay with their child for as long as choose in the early days; can speak to their child's educator at any time; contact the service during the day to 'check' in on their child and request help with separation if this is a problem for their child.

On the first day, the child and their family will be welcomed by the Director and/or Teacher/educator and shown where or how to sign their child in/out of the service.

- They will be greeted by an educator
- The educator will discuss what is happening in the room and show where the child's locker is located.
- Information about collecting their child at the end of the day will be discussed
- Educators will ensure information about the child's first week is shared with parents (through OWNA)
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.





## TERMINATION OF ENROLMENT

- Families are to provide two weeks written notice of their intention to withdraw a child from their Preschool.
- Four weeks' notice is required during the months of November - February due to our closure period over this time, to allow sufficient time to offer another family a place.
- Written notice must be provided directly to [admin@qdpa.com.au](mailto:admin@qdpa.com.au) to be processed accurately. Notice periods will commence from the date QDPA Administration has received the written notice.
- Families of children who are returning for their second year of preschool may request a change of Preschool within the Association or classroom within their current Preschool prior to the commencement of the enrolments season however there is no guarantee of acquisition to this request.
- Families of children who are returning for a second year, will be required to advise their intention for the child to return for a second year in writing to the Administration Team to [admin@qdpa.com.au](mailto:admin@qdpa.com.au) who will endeavour to assist with preferences. This notice must be provided to the Association office by 30<sup>th</sup> July in the first year of attendance.
- Once the child's place for second year is confirmed payment of a new Enrolment Levy will be required.
- Any remaining enrolment levy charges for families engaged in a payment plan, will be payable within the notice period if still outstanding.

## THE NOMINATED SUPERVISOR WILL ENSURE:

- the enrolment form on OWNA is completed accurately and, in its entirety.
- document evidence such as birth certificate is sighted to verify that the child's enrolment details are true and correct, and uploaded to OWNA.
- authorisations are signed by both parents/guardians.
- our Service complies with the *Disability Discrimination Act* and our enrolment policy and practices do not discriminate against children or others with disability.
- barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the Service.
- a child with medical needs does not begin at the service unless a medical management plan is received and medication is brought to the service each day.
- the child's Medical Management Plan is recorded, and this information is shared/distributed to educators.
- Action Plans are completed in full (if relevant)
- Administration of Medication forms are completed (if relevant)
- the Medical Conditions Policy is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Service.



- Risk Minimisation Plans and Communication Plans are requested/completed with parents/guardians for children with medical needs before the child begins education and care at the Service.
- the appropriate teacher/educators are informed of the new child including any medical conditions, interests, developmental needs, and strengths.
- immunisation history statement and birth certificate have been uploaded to the child's documents in OWNA.
- families are provided with an orientation survey to complete within the first term of commencing to gain feedback about the orientation and enrolment process.

### FAMILIES WILL:

- complete all documentation required by the Association for enrolment.
- provide required authorisations as indicated on enrolment form.
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable.
- ensure all information about the child and family is accurate and kept up to date.

### ENROLMENT RECORD KEEPING

Our *Record Keeping and Retention Policy* outlines the information and authorisations that we will include in all child enrolment records.

### SOURCE

Australian Children's Education & Care Quality Authority. (2014).

ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.

ACECQA. (2022). The Disability Discrimination Act: [What do Children's Education and Care Services Need to Know?](#)

Australian Government Department of Education (2022). Child Care Provider handbook

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Services Australia

<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>

Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB).

<https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay

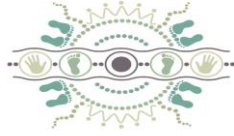
<https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay>

NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:

[https://www.health.nsw.gov.au/immunisation/Pages/childcare\\_qa.aspx](https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx)

Revised National Quality Standard. (2018).

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx>



REVIEW

Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	2019	QDPA	Scheduled Policy Review and update
3.0	2020	QDPA	Scheduled Policy Review and update
4.0	Mar 2021	QDPA	<ul style="list-style-type: none"> <li>Document reviewed with change in leadership team in 2021. Additional related regulations &amp; NQS references added.</li> <li>Version control and description box added to clarify reviewed items/new inclusions.</li> <li>Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes.</li> <li>Clarification of information regarding Advanced Fee Payment added and clarification of notice period requirements added.</li> <li>Additional detail added to requirements and process of enrolment for clarity.</li> <li>Amended reference of KidXap to Xap to reflect name change with upgrade.</li> </ul>
5.0	July 2022	QDPA	<ul style="list-style-type: none"> <li>Amended to reflect changes to enrolment levy.</li> <li>Correction of reference to childcare management system software used.</li> <li>Correction to related policies names</li> <li>Additional information added regarding Early Intervention enrolments to align with <i>QDPA Early Intervention Policy</i></li> </ul>
6.0	December 2023	QDPA	<ul style="list-style-type: none"> <li>Inclusion of Disability Discrimination Act</li> <li>Change of reference from FACS to DCJ</li> <li>Added stay and play.</li> <li>Added family information evenings.</li> <li>Included reference to orientation checklist.</li> <li>Included reference to orientation survey.</li> <li>Updated sources</li> <li>Updated termination of enrolment in line with fee policy</li> <li>Updated enrolment levy to be non-refundable</li> </ul>
7.0	July 2024	QDPA	<ul style="list-style-type: none"> <li>Extended notice period to four weeks between November and February</li> <li>Updated formatting with new logo</li> </ul>