



ENROLMENT POLICY

AIM:

To ensure that each child and family receives an enrolment and orientation process, allowing the family and child to feel safe and secure in the level of care that we provide. Additionally, to ensure that each child's enrolment is completed as per our National Laws and Regulations.

PROCEDURE:

- Currently enrolled families select their preferred days for the following year prior to commencing placements from the waiting list.
- Families who are re-enrolling must complete a re-enrolment form to meet Regulatory Requirements.
- Placements will be offered throughout the enrolment processes as per the waiting list policy or as they become available throughout the year.
- Order of placement and initial enrolment procedures can be found in the waiting list policy.
- Details requested upon enrolment are as per the National Regulations and additional information to support a successful transition. (Regulation 160, 161, 162)
- Additional authorisations are sought for regular outings (excursions) as per the National Regulations (Regulation 99, 100, 101)
- Under the Public Health Act 2010, the only people who can be enrolled are those who have an approved form that shows they are fully immunised OR, on a catch-up schedule OR, have medical reason not to be immunised.
 - Parents/Guardians are required by the Public Health Act to provide documentation of the enrolled child's immunisation status.
 - Parents/Guardians are required to provide up to date immunisations to the preschool within 2 months of the due date.
 - Children who have a medical reason not to be vaccinated are required to provide either an AIR Immunisation Medical Exemption Form completed and signed by a medical practitioner OR an AIR Immunisation History Statement that includes the words 'medical contraindication' or 'natural immunity'.
- The enrolment process gives clear guidelines as to the timelines to return all necessary payments, forms and supporting documentation to complete the enrolment procedure.
- Families who fail to return their documentation within the given timeframe will forfeit their place.
- Contact is made with families that have not yet received placement informing them of their child's position on the list and enquiring their intention to remain on the list or be removed.
- Upon completion of enrolment (as above) families are issued with an Information Booklet, and Orientation letter.

- Orientation: families are informed of the preschool procedures and are encouraged to ask questions on how the preschool is operated, governed, funded, and regulated (National Quality standards and Early Years Learning Framework). This is hosted before the commencement of the year. Families enrolled after this date will be given the information book and an individual orientation of the service with the opportunity to ask any questions.
- Orientation visits - Organised to allow families and children the opportunity to become familiar with the service and begin to create relationships with their educators. This also supports families to ask any questions about the preschool.
- Cancelling enrolment – two weeks’ notice of intention to withdraw children from the preschool must be given in writing to the Nominated Supervisor during term 1-3. All cancellations during term 4 will mean the families are required to pay their fees for the remainder of the year.

THE ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

Our service has a responsibility to protect the health, safety and wellbeing of each child at all times. Educators require authorisations for actions such as enrolment records; administration of medication; drop off and collection of children; excursions; transportation; regular transportation; regular outings; and medical emergencies. These authorisations are obtained and kept in the children’s enrolment record.

- Authorisations must be obtained from parent/guardians or authorised nominees as per the regulations (161, 92, 93, 99, 102, 102D)
- In the event of a refused authorisation the Nominated Supervisor will:
 - Contact the families and explain the legislative and policy requirements
 - Provide additional information to the guardian to ensure they understand the reasons for refusal of the authorisation
 - Request an appropriate alternative written authorisation be provided by the guardian or authorised nominee
 - In the event a guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type.
 - Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

(Reviewed annually with NQF and QIP)

Date last amended 21.07.25