

## POLICY & PROCEDURAL STATEMENTS

**Topic:** Early Learning – Enrolment

**Policy:** Avenue Neighbourhood House @ Eley Inc. (ANH@E) Early Learning Centre will only allow a child to commence care if all appropriate enrolment forms have been fully completed, which include an immunisation history statement from the Australian Childhood Immunisation Register (or an Immunisation Status Certificate from a doctor or local council immunisation service) that shows your child's immunisations are up to date for their age, and any required anaphylaxis/asthma plans and lawful authority orders.

While priority for early learning places is given to participants of House activities, enrolment in a course does not necessarily guarantee a place. It is essential that social and recreation participants or students studying courses speak with early learning staff to book a place prior to enrolling in their course.

### **Child Safety, Lawful Authority and Contact**

ANH@E is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at ANH@E is responsible for the care and protection of children and reporting information about child abuse (refer to Child Safety Code of Conduct and Child Safe Standards Policy).

Each child must have a separate enrolment form completed. In cases where Court orders are in place regarding custody or access, a copy of these orders must be provided to the Director of Childcare.

The Children Services Regulations require all Centres to keep records of lawful authority, contact and residence arrangements for children. During enrolment you will be asked to fill in an authorisation statement in regards to lawful authority and contact relating to your child. All sections of the enrolment form must be completed prior to enrolment, as staff will not permit a child to leave the Centre without the appropriate written authorisation from you. Persons unknown to staff will be questioned on their arrival, and lawful authority forms checked. If the person collecting your child is not listed, he or she will be unable to leave the Centre with your child, and we will notify you by phone. We request that all families to ensure these contact details and arrangements are kept up-to-date and provided to the Director of Childcare.

So we can ensure the safety of your child at all times, at the time of enrolment or if a court order arises, parents/guardians must provide the Director of Childcare with photo identification of a person or persons not authorised to collect or have access to the child due to Family Court orders, family violence-related orders, child protection orders and bail orders. Court orders must be copied and kept in the relevant child's records so steps can be taken to ensure compliance. As court orders can be varied, revoked or extended from time to

time, parents/guardians are required to ensure this information and a revised copy of the order is provided to the Director of Childcare for the relevant child's records.

On occasion a parent or authorised person may attend to collect a child while under the influence of a drug or alcohol, or present in such a manner as to suggest his or her ability to safely collect a child is impaired. Childcare staff have a duty of care to the children in their care and to ensure their safety is paramount must comply with their obligations under state or territory child protection laws. In circumstances where the collection of a child poses a potential risk to a child's safety that cannot be addressed by alternative means, the Director of Childcare and/or Approved Provider Responsible Person will contact Police or Department of Health and Human Services (DHHS) Child Protection and advice sought as to how to proceed.

### **Privacy and Confidentiality**

Privacy and confidentiality is of paramount importance in our Early Learning Centre. All of the information provided to us by you, such as addresses, phone numbers, and custody information, is seen and recorded only by our Director of Childcare and the staff directly responsible for the care of your child. At no time will information be given out without your consent, and any individual meetings that take place between you and our staff will be undertaken with the highest degree of professionalism. We are required to comply with the Commonwealth Privacy Act 1988 and The Privacy and Data Protection Act 2014 (Vic)

### **Record Keeping**

The Centre maintains all information provided by a family on computer and on file. We ask you to ensure your child's records are kept up to date by communicating any changes to your child's pertinent information to our Director of Childcare.

If you have a change in any of the following please let us know:

- your child's diet
- allergies/asthma
- change of address , phone or email
- immunisations (please provide updated approved Immunisation History Statement)
- change of work/study address/phone
- change to emergency contacts

We ask you to keep us informed of any changes throughout the year as we need to be able to know your child's needs and be able to contact you throughout the day if the need arises.

### **Daily Communication**

At ANH@E we recognise that effective communication is a vital factor in providing care that is personal and individualised. We recognise that when it comes to your child, you are the expert. The staff rely on you to share with them your knowledge of your child each day, in order to provide care that is consistent with your home environment, and to develop a program that reflects

an understanding of your child's changing needs throughout their growth and development. Our staff, in turn welcome the opportunity to share with you their professional expertise in child development, and to share with you their knowledge and growing understanding of your child. We see both parents and staff as a resource to each other, and therefore, as active partners in the care and education of children. Daily communication between you and your child's caregivers is an essential element of a quality early childhood program. We look forward to many conversations and opportunities for exchanging information, and getting to know you and your child personally during your time at our Centre.

### **General Communication**

The Centre, and the people within it, is not unlike a small community, and as such, there are always activities taking place and information to share with others. The children are central to the Centre community's very existence, and we actively use every medium at our disposal to communicate to you the importance of the work we do each day with your children, and to encourage your involvement in the program and its' ongoing development. General information, items of interest and news relating to the Centre, are communicated to you through noticeboards displays and our website. In all manner of ways, communication is the key to the provision of a high quality child care service. At ANH@E, communication in its many forms is an integral part of our work. It has an important place and is actively encouraged as a way to deepen our shared understanding of children, and to foster the development of mutually respectful relationships between parents and staff.

### **Enrolment Procedure**

When enrolling your child into the Centre the following will be followed:

- Our Director of Childcare will determine vacancies.
- An appointment will be made for your family to look through the Centre.
- You will receive a Handbook with information on policies and procedures at the Centre.
- You will be asked to complete the enrolment form and to also supply all required documents such as Immunisation History Statement/Court orders/Asthma and Anaphylaxis plans etc
- A start date will be discussed and set for your child to begin care.

### **Immunisation Procedure**

In accordance with "No Jab, No Play" legislation, families must provide evidence that the child they are enrolling is fully immunised for their age, on a vaccination catch-up program or unable to be fully immunised for medical reasons. To comply with the legislation, families must provide an approved immunisation certificate before care can commence. An Immunisations History Statement from the Australian Childhood Immunisation Register can be used. An Immunisation Status Certificate from a medical doctor or a local council immunisation service can also be used if it meets requirements. Our Director of Childcare will assist you with how to obtain the required

documentation and assess it once it has been received to ensure immunisations are up to date before care can commence.

**Relevant Legislation and Standards:**

- Education and Care Services National Regulations (regulation 168 (2) (k))
- National Quality Standard 6.1
- No Jab, No Play legislation

This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.