

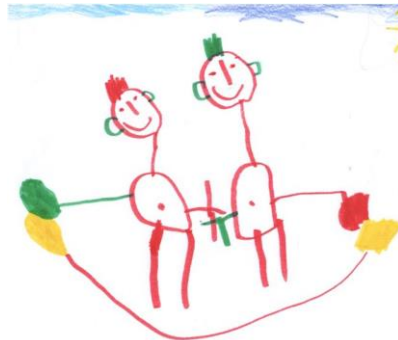


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# ELC ENROLMENT POLICIES

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2022/2023



LLS Early Learning Centre



# Lutheran School Early Learning Centre (ELC) Prekindy Enrolment Policy

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## NQS

QA2	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.

## National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	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
	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	

## EYLF

LO1	Children feel safe, secure, and supported
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## **Aim**

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

## **Related Policies**

Additional Needs Policy  
Administration of Authorised Medication Policy  
Child Protection Policy  
Excursion Policy  
Food, Nutrition and Beverage Policy  
Health, Hygiene and Safe Food Policy  
HIV AIDS Policy  
Immunisation and Disease Prevention Policy  
Infectious Diseases Policy  
Medical Conditions Policy  
Orientation for Children Policy  
Privacy and Confidentiality Policy  
Record Keeping and Retention Policy  
Relationships with Children Policy  
Sleep, Rest, Relaxation and Clothing Policy  
Unenrolled Children Policy

## **Who is affected by this policy?**

Children  
Families  
Educators

## **Implementation**

Our ELC accepts enrolments of children aged between 3-5 years.

### **Enrolments will be accepted providing:**

- The maximum daily attendance does not exceed the approved number of places of the ELC.
- Child-educator ratios are maintained across the centre (1:11).
- A vacancy is available. (Please see Priority of Access Guidelines below.)

### **Priority of Access Guidelines:**

Children who are enrolled at the centre or whose families are seeking a place at the centre will be given Priority of Access in accordance with the guidelines that have been established by the Federal Government.

Below are the Priority of Access levels which the ELC must follow when filling vacancies.

1. A child at risk of serious abuse or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the Family Assistance Legislation Amendment (Child Care) Act 2010.
3. Any other child.
  - Children who are eligible for four terms of Prekindy (as a 3 year-old) as of the first day of Term 1. In the first instance, PreKindy children will be offered one day per week. An additional day will be offered if places are available.
  - Children seeking enrolment for Reception at Loxton Lutheran School.
  - Siblings attending Loxton Lutheran School or Early Learning Centre.
  - Children of staff members.
  - The date when the application is received.
  - Compassionate and special circumstances at the discretion of the Principal/ELC Director.
  - Where vacancies exist, places can be offered to Prekindy children, who may not be eligible to begin until later in the academic year. Places will be offered in order of eligible start date, eg Term 2 places will be filled prior to Term 3 eligibility.
  - Where vacancies exist, places can be offered to Kindy children, using the Priority of Access Guidelines found in the Kindy enrolment policy.
  - Other children.

Within these three categories, priority is also given to the following children:

- Children of Aboriginal and Torres Strait Islander families.
- Children in families with a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

It is the case in all enrolments that, if materially false or misleading statements are made in the application for Enrolment Process, or if relevant information is not disclosed at the time of enrolment, the Principal has discretion to terminate enrolment at any time, where the Principal is reasonably justified in doing so.

### **Enrolment Process:**

When a family has indicated their interest in enrolling their child in the Prekindy program, the following will occur:

- They will be offered a tour of our service led by the Director. The Director will give the family information about the service including, but not limited to, Priority of Access Guidelines, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, centre routines, educator qualifications, introduction of educators and educator/parent communication. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Director at this time. Families are also invited to ask any questions they may have.
- If they have not already received one, families are given a copy of our Application to Enrol form, and are invited to ask questions.
- Application to Enrol forms are completed by parents if wishing to continue with the enrolment process. They are returned to the ELC Director.
- Places will be offered at the beginning of Term 3 for the start of the following school year. Places offered are based on the availability of spaces, and according to the Priority of Access Guidelines. 'Applications for Enrolment' that are received after offers have been distributed, may still be accepted if there are available places.
- Families wishing to continue with the enrolment process are then required to complete the Enrolment Forms.
- As per our Orientation for Children Policy, families will be invited to bring their child into the centre at a stated Transition time, so the child and family can familiarise themselves with the environment.
- Before the child begins their first day, the centre must have all required documentation, including the Enrolment Checklist completed and signed. The child will not be accepted into the centre without this being completed.

### **Other information about our ELC's enrolment includes:**

- All children should be fully immunised. Please see our Immunisation Policy for further information.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our ELC may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health or well being of any other child at the service (refer to our Termination of Enrolment Policy).
- Individual Application for Enrolment forms must be received for each child parent/s are seeking enrolment for.

### **Information and Authorisations to be kept in the Enrolment Record**

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

## **Sources**

**Work Health and Safety Act 2012**

**Work Health and Safety Regulations 2012**

**Education and Care Services National Law and Regulations**

**Child Protection Act 1993**

**National Quality Standard**

**A New Tax System (Family Assistance) Act 1999**

**Early Years Learning Framework**

## **Review**

The policy will be reviewed annually by:

- Management
- Employees
- ELC Committee
- Interested Parties

**Ratified by Loxton Lutheran School Board:** August 2022

**Date for next review:** August 2023



# Loxton Lutheran School Early Learning Centre (ELC) Kindy Enrolment Policy

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## NQS

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QA6	6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.

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## **Aim**

To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

## **Related Policies**

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Unenrolled Children Policy

## **Who is affected by this policy?**

Children  
Families  
Educators

## **Implementation**

Our ELC accepts enrolments of children aged between 3-5 years.

For children accessing the Kindy program, children need to have turned 4 years of age before May 31<sup>st</sup> of the year they are eligible to be enrolled in the program.

### **Enrolments will be accepted providing:**

- The maximum daily attendance does not exceed the approved number of places of the ELC.
- Child-educator ratios are maintained across the centre (1:11).
- A vacancy is available. (Please see Priority of Access Guidelines below.)



### **Priority of Access Guidelines:**

Children who are enrolled at the centre or whose families are seeking a place at the centre will be given Priority of Access in accordance with the guidelines that have been established by the Federal Government.

Below are the Priority of Access levels which the ELC must follow when filling vacancies.

2. A child at risk of serious abuse or neglect.
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  - Siblings attending Loxton Lutheran School or Early Learning Centre.
  - Children of staff members
  - The date when the application is received
  - Compassionate and special circumstances at the discretion of the Principal/ELC Director.
  - Other children.

Within these three categories, priority is also given to the following children:

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- Children in families with a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

It is the case in all enrolments that, if materially false or misleading statements are made in the application for Enrolment form, or if relevant information is not disclosed at the time of enrolment, the Principal has discretion to terminate enrolment at any time, where the Principal is reasonably justified in doing so.

## **Enrolment Process:**

When a family has indicated their interest in enrolling their child in the Kindy program, the following will occur:

- They will be offered a tour of our service led by the Director. The Director will give the family information about the service including, but not limited to, Priority of Access Guidelines, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, centre routines, educator qualifications, introduction of educators and educator/parent communication. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Director at this time. Families are also invited to ask any questions they may have.
- If they have not already received one, families are given a copy of our Application to Enrol form, and are invited to ask questions.
- Application to Enrol forms are completed by parents if wishing to continue with the enrolment process. They are returned to the ELC Director.
- Places will be offered at the beginning of Term 3 for the start of the following school year. Places offered are based on the availability of spaces, and according to the Priority of Access Guidelines.
- Families wishing to continue with the enrolment process are then required to complete the Enrolment Forms.
- Children attending the Kindy program can access up to 15 hours per week (ie. two days) for the forty weeks prior to entering Reception. Parents nominate their preferred two days, but are not guaranteed these preferences, based on availability. Families seeking an additional Kindy day will only have access if it is available and will be invoiced on a daily rate for this additional day. If our numbers are high, we are required to implement Priority of Access guidelines (as above).
- Where vacancies exist, PreKindy places may also be made available to Kindy children, using the Priority of Access Guidelines (as above).
- As per our Orientation for Children Policy, families will be invited to bring their child into the centre at a stated Transition time, so the child and family can familiarise themselves with the environment.
- Before the child begins their first day, the centre must have all required documentation, including the Enrolment Checklist completed and signed. The child will not be accepted into the centre without this being completed.

### **Other information about our ELC's enrolment includes:**

- All children should be fully immunised. Please see our Immunisation Policy for further information.
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- Individual Application for Enrolment forms must be received for each child parent/s are seeking enrolment for.

### **Information and Authorisations to be kept in the Enrolment Record**

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