



# Wesley Out of School Hours Care Policy

## Enrolment and Orientation

### 1 Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure that each child's enrolment is completed as per our legal requirements and that each child and family receive a comprehensive orientation into the service.

### 2 Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

#### National Quality Standards

QA2	2.1	Each child's health and physical activity is supported and promoted
	2.2	Each child is protected
QA6	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role
	6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing

#### National Regulations (r) and National Law (s)

R160	Children's enrolment records to be kept by approved provider
R161	Authorisations to be kept in enrolment record
R162	Health information to be kept in enrolment records
R177	Prescribed enrolment and other documents to be kept by approved provider
R181	Confidentiality of records kept by approved provider
R183	Storage of records and other documents

#### My time, Our Place

LO1	Children feel safe, secure and supported
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### **3 Policy statement**

#### **Access and Eligibility**

Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education, these are:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
- Priority 3 – any other child

Within these main categories priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner is on income support
- children in families from culturally and linguistically speaking background
- children in socially isolated families
- children of single parents

As well as the above, children must be enrolled in Primary school in order to be eligible to attend the service. Children who have completed Year 6 may be eligible to attend the service at the discretion of the Nominated Supervisor.

#### **Inclusion of children with additional needs**

Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and educators.

#### **Waiting list**

Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list within the client management system. Waiting lists will be reviewed when places are available at the service and families offered a place in line with the priority of access policy.

#### **Enrolment**

Enrolments will be created in line with the Priority of Access Policy and the Child Care Subsidy (CCS) requirements. Some of the base requirements for CCS are

- The age of the child (must be 13 or under and not attending secondary school)
- The child meets immunisation requirements
- The individual, or their partner, meets the residency requirements

Enrolments are required to be completed in full before an enrolment can be confirmed. To secure the enrolment, parents are also required to pay the enrolment fee and Bond (2 weeks full fees). Information about fees is included in the Payment of Fees Policy.



## **Attendance and enrolment records**

Accurate attendance records will be kept, which:

- record the full name of each child attending the service
- record the date and time each child arrives and departs
- is signed on the child's arrival and departure by either:
  - the person who delivers or collects the child
  - the nominated supervisor or an educator (regulation 158); and
- meet the requirements of the Child Care Subsidy (CCS)
- an enrolment record for each child will be kept at the service which includes all details

## **Child's attendance once enrolled**

The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. The rules for allowable absences under CCS will be followed in relation to all absences.

If a child who is enrolled with the service but is not on the roll for a particular day, arrives at the service, the Responsible Person in Day to Day will contact the parent/guardian and confirm if there is availability for the child to attend.

If a child has not been enrolled, they must not be taken into care under any circumstances. In this case, the child's parents must be contacted immediately and if necessary, the school.

## **Cancellation of enrolment**

Cancellation of an enrolment may be initiated in two different situations:

- A parent advises, in writing, that no further care needs to be provided
- The service identifies that care is no longer required or being provided (CCS ending enrolments)

The family must give two weeks' notice, in writing, if they wish to cancel a child's enrolment; failure to do so will mean that the security deposit will not be refunded. Refunds may be granted under exceptional circumstances after discussion with the Nominated Supervisor.

CCS guidelines will be followed once an enrolment is cancelled.

## **Confidentiality and storage of records**

Enrolment information will be kept in strict confidence according to the Wesley Mission's Privacy Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations.

## **Orientation**

Families who are enrolling their child for the first time can view the Parent Handbook and directed to key policies on the Wesley OOSH website prior to the child's first day at the service. Families should read this handbook so that their child is prepared for their first day at the service and to give them time to complete all enrolment information.

Parents should advise Educators when they are greeted that it is their child's first day at the service and the Educator will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorisations have been provided and show them around the Centre.



Educators will introduce the child to other children and engage them in an activity. The Educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in.

### **Immunisation**

We understand that it is every parents right to immunise their children, however in the event of an outbreak of a contagious illness, we reserve the right to exclude unimmunised children from care

### **4 Principles**

Wesley OOSH aims 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.

### **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.

### **6. Consultation & Approval**

This policy has been developed in consultation with the Program Manager, Wesley OOSH, Senior Coordinator, Wesley OOSH, Area Coordinators, Wesley OOSH, Centre Coordinator/s, Wesley OOSH & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.