



# Outside School Hours Care Enrolment and Orientation Policy

<b>Version Number:</b>	2 March 2022	<b>File:</b>	L:Drive: Policies
<b>Responsibility of:</b>	Director	<b>Effective Date:</b>	23/03/2022
<b>Target Audience:</b>	Outside School Hours Care Staff and Families	<b>Next Review Date:</b>	23/03/2024

**NOTE:** This Policy must be read in conjunction with the *Enrolment and Orientation Procedures*.

## 1. RATIONALE

Leanyer Primary School Outside School Hours Care (Leanyer OSHC) aims to provide children and families with a positive and informative enrolment and orientation process that meets their unique needs. We strive to establish respectful and supportive relationships to promote positive outcomes and a sense of belonging for children and their families, whilst adhering to legislative requirements.

## 2. PURPOSE

The Education and Care Services National Regulations require approved providers to have policies in place for enrolment and orientation.

Enrolling children is a requirement under Family Assistance Law for all children who attend child care regardless of their parent’s or guardian’s eligibility for Child Care Subsidy (Childcare Provider Handbook 23 September, 2021).

The purpose of this policy is to support families to engage with the Leanyer OSHC service by providing:

- accurate and timely advice about enrolment and orientation in the service; and
- support for children and families during their transition to the service.

## 3. LEGISLATIVE REQUIREMENTS

This policy is consistent with the follow legislative requirements:

<b>Education and Care Services National Law Act 2012</b>		
<b>Revised National Quality Standard (2018)</b>		
Quality Area 6: Collaborative partnerships with families and communities		
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 the 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.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
<b><i>Education and Care Services National Regulations (2011)</i></b>		
90	Medical conditions policy	
91	Medical conditions policy to be provided to parents	
92	Medication record	
99	Children leaving the education and care service premises	
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	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies or procedures	
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	

#### 4. LEANYER SCHOOL INNOVATION STATEMENT

This policy is underpinned by the Leanyer School Innovation Statement and Values.

Leanyer Outside School Hours Care, in partnership with parents, carers and the community, will provide an educational program which is vital to students' achievement as individuals and citizens in the 21st century. Our program will emphasise creativity, collaboration, innovation and leadership. Students will be provided with rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

#### 5. LEANYER SCHOOL VALUES

Achievement	Take responsibility for always doing your best.
Curiosity	Ask questions of yourself and others and listen to new ideas.
Respect	Care for yourself, others and the environment.
Collaboration	Work and learn with others to achieve goals.

## 6. POLICY

Leanyer OSHC aims to ensure that children and families receive a positive and informative enrolment and orientation process that meets their individual needs.

All decision-making related to enrolment and orientation will be carried out in accordance with the following principles:

- Leanyer OSHC values respectful and supportive relationships with our families as the basis of a smooth transition to the service and quality outcomes for children. Our enrolment and orientation procedures will promote these relationships.
- We will actively seek the input of those associated with the service in our planning and decision-making processes. For families, we will ensure this begins at enrolment and orientation.
- Families will complete an enrolment form and provide information about any medical conditions or illnesses a child may have to ensure the child receives the best care while they are at the service.
- Our educational program will focus on all aspects of a child's development, including their ideas, their abilities, and their interests. The enrolment and orientation process will provide an important opportunity to begin to gather this information from the child and their family.
- We are committed to quality governance and management. Our systems and practices will ensure our record keeping meets regulatory requirements, including those related to confidentiality and storage.

## 7. DEFINITIONS

Term	Meaning	Source
<b>ACECQA – Australian Children's Education and Care Quality Authority</b>	The national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
<b>Enrolment</b>	An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.	Child care provider handbook <a href="http://dese.gov.au/child-care-package/ccp-resources-providers/child-care-provider-handbook">dese.gov.au/child-care-package/ccp-resources-providers/child-care-provider-handbook</a>
<b>Enrolment record</b>	An enrolment record must be kept for each child enrolled at the service. National Regulations list the details that must be included in the enrolment form, including any authorisations, medical management plans, dietary restrictions, and the child's immunisation status	National Regulations (Regulations 102, 160–162) Guide to the NQF (Management of records – Children's enrolment record)
<b>Orientation</b>	Process to support the child's transition to the service, whereby families spend time at the service	ACECQA – Enrolment and orientation information

	with the child before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.	sheet <a href="http://acecqa.gov.au/media/27031">acecqa.gov.au/media/27031</a>
<b>Permanent booking</b>	Anyone with a regular booking; for example, one or more days each week, fortnight, or month.	

## 8. RELATED POLICIES AND DOCUMENTS

1. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Policy***
2. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Procedures***
3. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Policy***
4. Leanyer Outside School Hours Care ***Delivery of Children to, and Collection from Outside School Hours Care Procedures***
5. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Policy***
6. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Procedures***

### Related Policies and Procedures to be developed:

7. Leanyer Outside School Hours Care ***Emergency and Evacuation Policy***
8. Leanyer Outside School Hours Care ***Emergency and Evacuation Procedures***
9. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Policy***
10. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Procedures***
11. Leanyer Outside School Hours Care ***Sleep and Rest for Children Policy***
12. Leanyer Outside School Hours Care ***Sleep and Rest for Children Procedures***
13. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Policy***
14. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Procedures***
15. Leanyer Outside School Hours Care ***Governance and Management Policy***
16. Leanyer Outside School Hours Care ***Governance and Management Procedures***
17. Leanyer Outside School Hours Care ***Sun Protection Policy***
18. Leanyer Outside School Hours Care ***Sun Protection Procedures***
19. Leanyer Outside School Hours Care ***Water Safety Policy***
20. Leanyer Outside School Hours Care ***Water Safety Procedures***
21. Leanyer Outside School Hours Care ***Infectious Diseases Policy***
22. Leanyer Outside School Hours Care ***Infectious Diseases Procedures***
23. Leanyer Outside School Hours Care ***Educational Program and Practice Policy***
24. Leanyer Outside School Hours Care ***Educational Program and Practice Procedures***