

Priority of Access and Enrolment Policy

National Quality Standards (NQS)

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	Parents views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their children’s learning and wellbeing
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parent and family wellbeing
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing
6.2.3	Community and engagement	The Service builds relationships and engages with its community

National Law and Regulations

LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Sec. 175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene, and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
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
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
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

Aim

Adelaide University Childcare Services (AUCS) ensures 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 education and care that we provide.

Adelaide University Childcare Services Inc (AUCS), Waite Campus Childrens Centre is committed to providing childcare services to the members of the University of Adelaide (Adelaide University) community with an awareness that the campus is also set within a local community.

The target community is the staff employed by or students at the University of Adelaide (Adelaide University) and staff of CSIRO, SARDI, PIRSA and other co-located partners on the Waite Campus. However, when possible, the Childrens Centre will provide some access for parents from the wider community. The needs of the target community for childcare places at Waite Campus Childrens Centre will take priority over community users.

Rationale:

The demand for places at the Childrens Centre often exceeds supply. The purpose of this policy is to enable the Director of the Centre to make decisions on priority of access to the Centre when such circumstances exist. The policy also supports families and other stakeholders to be aware of the reasons for, and the process of arriving at, decisions for the allocation of places when demand exceeds availability.

All placements for care are subject to the Centre’s management assessment of demands and constraints regarding licensing regulations, educator workload, the Centre’s financial requirements and the need of individual families.

The Waite Campus Childrens Centre provides a not-for-profit service.

The number of available places at the centre is limited by physical, financial, and human resources. The number of places is also limited by conditions of licensing, registration, and accreditation.

- Parents will be encouraged to register their future childcare needs with the Centre at the earliest stages of pregnancy and at least before taking maternity leave so that waiting list priority can be determined.
- Prospective employees of the Waite Campus and families transferring or visiting the campus from interstate or overseas will also be encouraged to register their childcare needs at the earliest possible stage.
- Families using childcare for respite purposes (i.e., purposes not related to work or study) will only be able to use sessions/days not required by working/studying families. Families wishing to register their interest in childcare for respite purposes will not be given guarantees regarding availability of places.
- When there is a need for families to wait for childcare to become available, or at the beginning of each year priority of placement will generally be in the following order:
 - Parent/s with current permanent booking
 - Both/single parent employed/studying or working at the Waite Campus.

- Parent employed/studying at the Waite Campus and other parent employed/studying elsewhere.
- Parent employed at the Waite Campus and other parent at home. (This care will be limited to one day or two sessions a week)

Within these categories priority will also be given according to the Commonwealth Department of Education, Employment and Workplace Relations guidelines.

- To assist family cohesion the following groups will be given priority.

- Siblings

To simplify childcare problems for families, siblings of children already attending the Centre will be given waiting list priority. Care will only be available according to the Director's assessment of existing demands within the Centre and with regard to licensing regulations and staff workload.

- Educator/staff children at the Centre

To facilitate the retention of educators/staff, the children of an educator/staff member will be given priority of access to assist the educators/staff member's prompt return to work. The place given to the child will be assessed at three monthly intervals by the Director to ensure that the Centre, the educators/staff member or the child/ren are not adversely affected by the placement of the child where the parent works. The place will only remain valid while the staff member remains employed at the Waite CCC.

Definitions:

Employed

- Means either full-time, part-time or contract where the person is principally employed by the University of Adelaide (Adelaide University), at any campus.
- Means either full-time, part-time or contract where the person is principally employed by a co-located partner on the Waite Campus.

Student

- Means currently enrolled as a student, either full time or part time with student rights of access to campus services. Possession of a current and valid student card will establish student status.

Implementation

Adelaide University Childcare Services (AUCS) operates Monday to Friday from 6 am to 6 pm and accepts enrolments of children aged between 6 weeks to 6 years.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service.
- A vacancy is available.

Where limited vacancies are available, we may prioritise enrolling a child who is at risk of serious abuse or neglect, or who is a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Within these categories we may also prioritise children in:

- Aboriginal and Torres Strait Islander families
- Families with a disabled person
- Families on low incomes
- Families from a non-English speaking background
- Socially isolated families
- Single parent families.

We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria.

Enrolment

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

- A tour of our service. During this tour, the Director or Educator conducting the tour will give the family information about the service including, but not limited to, 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, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
- Families are notified of the Parent Handbook on our website and encouraged to read it, and are invited to ask questions.
- Discussions are held between the Director and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child.
- 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. Enrolment packs are emailed and an enrolment interview needs to be completed prior to the child beginning the transition process.
- Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
- Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their Centrelink online account through myGov and completing a claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.
- As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed. These documents include:
 - The completed enrolment form
 - Risk Minimisation Plan and Communication Plan, if relevant
 - Current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age
 - Details of any court orders, parenting orders or parenting plans
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Other information about our service's enrolment includes:

- We will try and accommodate families so that children from the same family can attend our service.
- All children are required to be immunised according to the Australian Immunisation Register prior to beginning at the service. Please see our Immunisation Policy for further information.

- If an educator’s child or any of our educators’ grandchildren, nieces, or nephews who attend the service are enrolled in the same room, frequent monitoring will ensure all children are treated fairly and receive the same care and attention.
- 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 service 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.

Information and Authorisations to be kept in the Enrolment Record

Source

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 (NQS)

A New Tax System (Family Assistance) Act 1999

Early Years Learning Framework (EYLF)

Review

The policy will be reviewed regularly by:

- Management
- Employees
- Families

Version History

Version	Date	Ratified	Description of changes	Review date
1.0	3/24	12/24	Updated according to ACECQA requirements	12/25