

## Child Orientation and Enrolment Policy

### 1. Authorisation

This policy was reviewed and adopted by the DSCCC Management Committee at its meeting on 1 October 2014.

It incorporates the previous Child Orientation Policy, Enrolment Policy and Clothing and Comfort Policy.

A minor amendment was made and adopted by the Management Committee on 20 July 2016.

### 2. Review date

This policy will be reviewed in four years' time, in October 2018, or sooner if required.

### 3. Scope

This policy is for all families who wish to join the waiting list and to all families who receive placement offers after the commencement date of this policy. It is also for all children, families and staff currently at the Centre.

Previously, the Child Orientation Policy, Enrolment Policy and Clothing and Comfort Policy were separate, but as part of the 2014 review process, were combined into one policy.

### 4. Background and Legislation

#### Enrolment

There are Federal Government guidelines pertaining to selection criteria where there is a waiting list of families wanting child care in a CCB Approved Service.

Preschool programs must abide by Department of Education and Early Childhood Development's (DEECD) Preschool Funding Criteria when evaluating selection criteria.

The Centre is also bound by Cooperative and Community Values, which are reflected in this policy.

#### Legislation

- *Education and Care Services National Act 2010*
- *Education and Care Services National Regulations 2011 (NSW)* - Regulations 160, 161, 162, 177, 183
- *A New Tax System (Family Assistance) Act 1999*
- [\*Charter of Human Rights and Responsibilities Act 2006 \(Vic\)\*](#), as amended 2011
- *Children, Youth and Families Act 2005 (Vic)*, as amended 2011
- *Child Wellbeing and Safety Act 2005 (Vic)*, as amended 2012
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Opportunity Act 2010 (Vic)*
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *Co-operatives National Law Application Act 2013*
- *Co-operatives National Law (Victoria) Local Regulations 2014*
- *Public Health and Wellbeing Act 2008*

In relation to children's clothing and comfort, this policy formalises standard practice at DSCCC and is required to meet National Childcare Accreditation Standards.

Link to:

- CCQA Principles Family Day Care Quality Assurance (FDCQA)
- Quality Practices Guide (2004) – Principle 4.5/
- Outside School Hours Care Quality Assurance (OSHCQA)
- Quality Practices Guide (2003) – Principle 7.2/
- Quality Improvement and Accreditation System (QIAS)

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- Quality Practices Guide (2005) – Principle 6.5

## Orientation

For most children, entry into the Centre will be the first experience they have had separating from their parents. Most children will experience some anxiety leaving their parents for the first time and it is important parents and staff work together to build the special relationship necessary for a successful adjustment.

As the needs and circumstances of each family are different, the Centre will aim to tailor the settling in period to best meet the needs of both the child and the family.

The main goals of orientation are to address:

- Separation from the parents (separation anxiety)
- Bonding with the DSCCC educators
- Eating and sleeping (if appropriate) at the Centre

## 5. Definitions

**Administration Fee:** *Non-refundable, one-off payment to the Centre, due prior to Commencement of Care date.*

**CCB – Child Care Benefit** – *funding for families from Federal Government usually paid directly to DSCCC.*

**CCR – Child Care Rebate** – *Families receive 50% of their out of pocket child care expenses which can be paid directly off their fees or can be claimed quarterly.*

**Child Enrolment Form:** *A form, which collects details about the child. This is completed after a place has been offered by DSCCC and accepted by the applicant.*

**Commencement of Care Date:** *The date on which children are eligible to start care. It is expected that children will commence attendance at DSCCC no later than two weeks from this date.*

**Current Children:** *Those children already in attendance at DSCCC*

**Deferrals:** *A child who does not attend preschool in the year when the child is eligible for a funded preschool place, or officially withdraws from a service on or before the last day of term one. These children are considered by DEECD not to have accessed a year of funded preschool, and are therefore eligible for DEECD funding in the following year.*

**DEECD:** *Department of Education and Early Childhood Development.*

**Fees:** *Fees payable to DSCCC for care of children.*

**New Children:** *Those children who have not commenced care at DSCCC.*

**Orientation:** *Period of settling in for children, usually 2-3 hours either in the morning or afternoon. Free of charge if completed prior to Commencement of Care or on a non-booked day as per Orientation Policy*

**Participation Levy:** *Levy charged prior to Commencement of Care date. It is rolled over each year, if participation has been completed as per Participation Policy, and returnable on leaving DSCCC. Levy is forfeited if participation is not completed by the end of the year, and a new levy will be requested with re-enrolment for following year.*

**Per Capita Funding:** *Preschool funding from the state government is received as an amount per eligible child enrolled in the preschool program.*

**Renewal of Care Form:** *Form which collects details of required care for current children for the following year.*

**Selection Criteria:** *The criteria under which applications for places at DSCCC are assessed.*

**Vacant Funded Place:** *A government funded place in the preschool programme from which a child has withdrawn.*

**Waiting List Application Form:** *A form to apply for a non-preschool or preschool place at DSCCC.*

## 6. Policy Statement

### Values

This Centre is committed to:

- Equal access for all children, based on the Priority of Access criteria set out in this policy.
- Compliance with the *Education and Care Services National Regulations 2011 (NSW)*
- Compliance with the DEECD funding requirements relating to the enrolment of children in government funded preschool places.
- Compliance with the Family and Community Services Priority of Access Guidelines.
- Compliance with the terms of the Moreland Council Lease.
- Maintaining confidentiality in relation to the details on application forms.
- Maintaining a view that places at the Centre are family places rather than individual places, which ensures children from the same families are given access to care on the same days.
- Ensuring children in our care are safe and comfortable.

### Purpose

This policy will outline, for current and future users, educators and the Management Committee:

- The procedures and criteria for placement on the waiting list for current and new children.
- The eligibility criteria for children entering the preschool programme.
- The procedures required once a child has an offer of a place.
- The procedures and requirements for renewal of care for current children at the end of each year.
- Orientation period
- Orientation to the Centre
- Checklist of what to bring
- Changing rooms
- Guidelines to ensure children are comfortably and appropriately dressed while in the Centre's care.

## 7. Procedures, Criteria and Eligibility

### Enrolment

#### Application for placement on the Waiting List for new children (non-preschool or preschool place)

- Waiting list applications for children to attend DSCCC from parent/guardians will be accepted any time (unless the Management Committee determines to not accept additions to the waiting list).
- The Management Committee may determine to not accept additions to the waiting list if there is no reasonable prospect of new families being enrolled.
- Applications for unborn babies will only be accepted if there is an actual expected date of delivery.
- Waiting list applicants will be charged a non-refundable fee of \$20 to cover the administration costs of maintaining the list. The charge will apply to each family, regardless of the outcome of their application.
- Waiting List Application Forms are available from the Director's office at DSCCC, and can be completed after a tour of the service.
- A separate application form must be completed for each family.
- Where applying for a place on the funded four year old preschool programme, a copy of the eligible child's birth certificate must be provide upon enrolment.
- Completed Waiting List Application Forms are to be forwarded to the Director at DSCCC.
- Access to completed Waiting List Application Forms will be restricted to the Director, the Management Committee, and staff.
- On receipt of the completed Waiting List Application Form and fee, the Director will assess the application, apply the Priority of Access criteria and place the applicant into the appropriate place in the waiting list.
- If the Waiting List Application Form is for a child wishing to do a second year of preschool, families need to let the Director know at time of application.
- If any family circumstances change that would affect your priority in the waiting list, the Director is to be immediately notified.
- Every six months, the Director or Office Administrator may be asked to contact families on the waiting list to ascertain whether they still require a place.

#### Two-Day Enrolment Requirement for Children under 2 years

- DSCCC recognises the critical importance of children developing strong attachment to carers, in particular in the early years, to ensure the wellbeing of children in care.
- As such, parents are obliged to enrol young children in 2 days of care.
- From time to time, a single day of care for children under two may come available. When this occurs the next eligible child on the waiting list will be offered this day. Subsequently, should an additional day be available, that child will be obliged to accept the additional day of enrolment, to ensure they meet the 2-day minimum requirement.

#### Application for permanently different or permanent extra days made throughout the year for current children (non-preschool or preschool place)

- Waiting list applications for current children to attend DSCCC on different or extra days will be accepted at anytime.
- The Director, or administration officer, will record applicant details on the in-house waiting list.
- Access to completed Waiting List Application Forms will be restricted to the Director and staff.
- On receipt of the application, the Director will assess the application, apply the Priority of Access criteria and place the applicant into the appropriate place in the waiting list.

#### Priority of Access Criteria for children wishing to access a non-preschool place

Moving up a room within the calendar year must be by consensus with the family, Director and educators.

Before the priorities and guidelines below come into effect, excepting Priority One, all current children with a waiting list application submitted for a change of days or extra days in the same room shall be offered the first choice of the vacant place, then children deemed ready to move up a room.

These children will be given priority by their date of application to the Waiting List.

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The Australian Government has determined guidelines for allocating places in these circumstances. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- 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 will be given to the following children:**

- (a) children with siblings already in attendance at DSCCC **OR** children of staff members who are parents/guardians **OR** children with siblings who attended DSCCC within the past 2 years
- (b) children of a parent/guardian who satisfies the work/training/study test within the boundaries of the Municipality of Moreland
- (c) children in Aboriginal and Torres Strait Islander families
- (d) children in families which include a disabled person, on lower incomes, with a non-English speaking background, socially isolated families
- (e) children of single parents.

**Notes:**

1. DSCCC believes it is important that places at the Centre are viewed as “family places”, rather than individual child places; meaning that we offer care to children from the same family on the same days. This coincides with best practise in child care and is in line with our community and cooperative values. We also value continuity of care and once a place is offered to a child they will continue to be viewed as having first priority on places until such time that the Federal Government clarifies otherwise.

2. DSCCC values above staff-child ratios when possible, so that higher quality care for each individual child can be provided. It is with this in mind that a limit of three children per day under nine months is in place in the Lavender room. The Management Committee, in consultation with Director and Educators, must approve any deviation.

3. At the AGM on 28 November 2007, it was agreed by all present that existing DSCCC sole parent families who satisfy, or families with both parents who satisfy, the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999* will be given priority of childcare over families where at least one parent does not satisfy the test.

In these situations the Director has the discretion to request families who do not meet the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*, to change days of childcare. In situations where the discretion is exercised by the Director, at least two weeks' notice shall be provided to the affected family.

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## Eligibility for access to funded preschool place

- DSCCC runs an integrated four year old preschool program, for a minimum of 40 weeks of the year, with a degree-qualified Kindergarten Teacher.
- DSCCC is funded on a per capita basis for this programme.
- The programme runs in conjunction with the long day care program, offering a minimum of 5 contact hours with a teacher per day (a minimum of 7.5 hours per day will be offered in 2015).
- All families wishing to access a funded preschool place will be offered a minimum of two days attendance at the Centre at the commencement of the year but families will be encouraged to accept three days a week as this is the optimal option for the Centre.
- The service provider must offer each eligible child 15 hours of funded kindergarten per week coinciding with DEECD kindergarten funding criteria.
- The following children are eligible for funded attendance in the four year old preschool program, as required by State Government legislation:
  - (a) Children who will have turned four years of age by 30 April in the year they would attend preschool.
  - (b) Children who have received funding for a second year of four year old preschool.
  - (c) Children who were eligible to attend in the previous year but:
    - i. Deferred.
    - ii. Withdrew from the service on or before the last day of term one.
  - (d) Children turning six years of age in their year at preschool who have been granted an exemption from school entry age requirements by their regional office of the Department of Education and Early Childhood Development (DEECD) (Refer to the DEECD Kindergarten Funding Criteria).
  - (e) Children who are younger than the eligible age, but whose parents/guardians have submitted a written request for their child to attend school the following year to their regional office of DEECD. A copy of the written request must be attached with the application.  
(*Parents/guardians are advised that very few requests are approved by DEECD. If the child attends preschool early, but does not proceed onto school the following year, the child will be unable to access another year unless they are funded by DEECD for a second year. (Refer to the DEECD kindergarten funding criteria.)*)
  - (f) Children not accessing a funded pre-school place at another LDC or Stand alone kindergarten during the same year. Children only receive funding in one location.
- Children not falling into any of the above categories will be classed as obtaining a non-funded preschool place.

## Priority of Access Criteria for children wishing to access a funded or non-funded preschool place

DSCCC recognises that, unlike stand-alone preschools, children accessing programmes in long day-care centres may be eligible for CCB. As such DSCCC needs to account for Federal Government required priorities, whilst assessing priority of access to the preschool programme.

Before the priorities and guidelines below come into effect, excepting Priority One, all current children in the 3yr old program who will be eligible to attend the preschool program in a funded place the following January will have first priority. Current children wishing to access a second year of the funded preschool program will receive priority access to the programme through the renewal of care process.

- 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 Family Assistance Act
- Priority 3 – Children who have received funding for a second year of four year old kindergarten who are not currently attending the Centre.
- Priority 4 - Children who were eligible to attend in the previous year but deferred or withdrew from a service on or before the last day of term one, and have applied to the Waiting List
- Priority 5 – Any other eligible child
- Priority 6 – Any child wishing to access non-funded preschool place

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## **Within these main categories priority will be given to the following children**

- (a) children with siblings already in attendance at DSCCC **OR** children of staff members who are parents/guardians **OR** children with siblings who attended DSCCC within the past 2 years
- (b) children of a parent/guardian who satisfies the work/training/study test within the boundaries of the Municipality of Moreland
- (c) children in Aboriginal and Torres Strait Islander families
- (d) children in families which include a disabled person, on lower incomes, with a non-English speaking background, socially isolated families
- (e) children of single parents.

## **Note:**

At the AGM on 28 November 2007, it was agreed by all present that existing DSCCC sole parent families who satisfy, or both parents who satisfy, the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999* will be given priority of childcare over families where at least one parent who does not satisfy the test.

In these situations the Director has the discretion to request families who do not meet the work/training/study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*, to change days of childcare. In situations where the discretion is exercised by the Director, at least two weeks' notice shall be provided to the affected family.

## **Allocation of places to new children in non-kinder and kinder places**

- Places will be allocated to children who are on the waiting list in accordance with the all the selection and eligibility criteria above.
- Those on the waiting list may contact the Centre to review their progress on the waiting list at any time.
- Parents/guardians wishing to withdraw their waiting list application are requested to let the Director know as soon as possible.
- Contact will be made with applicants by telephone and may constitute an answer machine message.
- Offer of a place requires verbal notice of acceptance within 48 hours of being contacted; otherwise the family may be removed from the waiting list.
- If the family does not want the place at that particular time, they may choose to remain on the waiting list.
- Once the place has been verbally accepted the Administration Officer will send out a Commencement of Care Pack, advising the family of the Commencement of Care date, with other related forms.
- An invoice for the first two weeks of care from Commencement of Care date, a \$100 administration fee, and a \$150 participation levy will be requested in the Commencement of Care Pack, and this must be paid prior to the Commencement of Care date. Families will be required to buy one share in DSCCC for \$1.
- Child enrolment and immunisation history statement need to be completed and returned to the Director, prior to the Commencement of Care date
- It is the responsibility of families to keep Child Information forms updated throughout the year.
- All other issues addressed in the Commencement of Care Pack, government funding, special requirements, etc. must be discussed with the Centre Director prior to the Commencement of Care date.
- Parents are advised that DSCCC complies with the Victorian Government school exclusion table.
- It is highly recommend that orientation takes place prior to the Commencement of Care date if space permits (at no cost), or during the first week of attendance after the Commencement of Care date (fees payable).
- First day of subsidised/non-subsidised attendance is expected to take place no longer than two weeks from the Commencement of Care date. CCB & CCR funding may be affected if attendance does not occur on Commencement of Care date. Please refer to the Family and Community Services Child Care Services Handbook or Director for more information. Any deviation must be with the approval of the MC.
- Children must be twelve weeks of age or more on the date they first physically attend DSCCC care (excluding orientation). N.B This is not the Commencement of Care date. If a child is 6 to 12



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weeks on the Commencement of Care date the family is eligible to take up the offer of a place and pay for up to six weeks fees to hold the place without physically attending. Places can only be held for a maximum of six weeks.

- Children older than six weeks, but younger than twelve weeks may first physically attend DSCCC prior to twelve weeks of age, as long as they meet Priority 1 of the Priority of Access Guidelines.
- On the date of Commencement of Care, families (attending and not attending on this date) will receive an invoice for weeks three and four of care. The terms of this invoice and subsequent invoices are 14 days.

### **Renewal of Care procedures and priority of access for current children for the following year**

- All existing families will receive a Request for Renewal of Care form by the first Monday of October. This form will allow current families to opt for different or extra days should they so wish or to state that they would like to continue with the same days for current children the following year.
- Families will be reminded of this date prior to distribution, and it is expected families will collect their forms at the earliest possible time. These can be sent out by email by the first Monday of October but the Director must be notified in advance if this is required.
- At this time all existing waiting list applications from current children will be suspended until the Confirmation of Care process is completed.
- Places for the next year will have the following priority of access criteria:
  - (a) Days requested that are the same as the previous year (when forms are returned by the return date)
  - (b) Extra or different days from the previous year with priority given to those who return their forms first (when forms are returned by the return date)
  - (c) Days requested that are the same as the previous year (when forms are returned after the return date)
  - (d) Extra or different days from the previous year with priority given to those who return their forms first (when forms are returned after the return date)
- Confirmation of Care letters will be forwarded to families two weeks after the return date on the Renewal of Care form. It is expected that families will arrange to collect their forms within 48 hours, or arrange to contact the Director to discuss the Confirmation of Care letter. Families will be informed on the Confirmation of Care form that they have 48 hours in which to contact the Director, before vacant places are offered to new children.
- Any vacant places will be offered to new children from 48 hours after the Confirmation of Care letters are sent out.
- If families drop booked days after re-enrolment (ie. after receipt of their confirmation of care letters) but prior to the commencement of the following year, they will be charged an additional penalty fee of one day's full fee for every dropped day. (ie. one dropped day will result in payment equivalent to one days fees, three dropped days results in payment of three days fees). This fee is to meet the additional costs of the centre in reallocating the dropped day – no care is provided for the fee.
- Places will not be allocated to children until any substantial debt owed by the family to DSCCC is paid, or a payment plan is agreed to between the family and the Director and Management Committee, prior to the return date on the Request for Renewal of Care form.
- Every endeavour will be made to allocate places to current children as requested by families, however the allocation of places, is at all times at the discretion of the Director, in consultation with families, with consideration to the Centre priority categories, the age group the vacancy is in, the days available, the developmental needs of the individual child and the needs and circumstances of the individual family.
- Should there be a discrepancy between what was requested and places allocated in the Confirmation of Care letter, children will be placed on the waiting list for the next available vacancy. Families will be placed on the waiting list in the order in which the Renewal of Care forms were received by the Director, in cases of equality when Priority of Access criteria are applied.
- Families are welcome to discuss their request with the Director at anytime.
- Prior to commencement of the following year, two weeks' advance fees must be paid, a new participation levy paid (if required) and a new Child enrolment form is required to be completed.
- It is the responsibility of families to keep Child Information forms updated throughout the year.

### **Immunisation and Enrolment**

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In accordance with amendments made to the Public Health and Wellbeing Act 2008, effective from 1 January 2016, parents/guardians are required to provide documentation at enrolment that shows their child:

- is fully vaccinated for their age, or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated.

'Conscientious objection' to vaccination is not an exemption.

DSCCC cannot confirm enrolment of a child unless a parent/guardian has provided an accepted form of documentation. Accepted documentation is in the form of either an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR) or an Immunisation Status Certificate from a medical doctor or local council immunisation service.

Children who fall within any of the below categories are eligible for a 16 week grace period which allows the child to enrol and attend care while the required documentation is obtained.

- Children experiencing vulnerability or disadvantage
- Aboriginal and/or Torres Strait Islander Children
- Children known to child protection
- Children in the care of an adult who is not their parent
- Children in emergency care
- Evacuated children

## Orientation to the Centre

Orientation handouts and settling in brochures are distributed to each new family with the Enrolment Pack, prior to starting care at the Centre.

Even if your child has been in another child-care situation or centre, they will still need to adjust to the new staff and environment.

It is suggested that orientation takes place in the week prior to a child beginning care. However, for new children at the start of the year, or where parents have commitments and cannot come to the Centre before care commences, then this orientation period will take place during the first week of booked care.

Orientation may take place in two ways:

- a. Prior to commencement of care or on a non-booked day: By appointment and only when space permits, usually two sessions for 2-3 hours either in the morning or afternoon. No fees will apply.
- b. Once the care booking has commenced, on a normal booked day: Preferably for 2-3 hours either in the morning or afternoon.

It is not always possible for orientation to happen before the care booking has commenced, especially at the beginning of the calendar year when the Centre has several new children orientating at the same time. DSCCC will endeavour to arrange orientation as soon as is practicable, but it is possible that it will not be in the first week of booked care.

Appointments for orientation are necessary, especially at the beginning of the year, to enable staff to plan for extra time to talk to the parent and to settle the child. Parents can make appointments with the DSCCC Director.

Parents or Guardians **MUST** complete the sign-in book and ensure all enrolment forms are with the Director prior to leaving the centre.

We aim to have only two children orientating at any given time, however, at the beginning of the year and especially in the Lavender room, this may not always be possible. DSCCC aims to support staff during these busy times and may employ additional staff for short periods / occasional days, if there are several children orientating in any one room at the same time.

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## Parents can help their child adjust by:

- Arranging to spend some time when you and your child can be together at the Centre prior to leaving them. This gives your child the chance to familiarise him/herself with the setting with someone familiar by their side.
- Initially only leaving the child for short periods, usually 2-3 hours and over one meal / snack time. For babies it is also preferable to have had at least one sleep time during orientation.

It is an important aim of orientation that the child has the opportunity to bond with DSCCC educators. Therefore, while parents are welcome to stay with their child as long as they wish, it is recommended that parents leave the room or Centre and remain out of sight during some of the orientation period. Parents are welcome to call as often as they wish to check on their child's progress.

- Being confident themselves (if parents are anxious they can easily influence the way a child feels).
- Ensuring the child has his or her special "security object" such as a teddy or a blanket.
- Always telling the child when you are going and that you will be back.
- Allow time at drop off and pick up to spend a few minutes with your child and exchange information with staff. If your child sees you are comfortable with the centre and staff, he/she will feel better about the prospect of staying at the Centre without you.
- If you feel your child is having difficulty settling into the Centre, please feel free to discuss this with the room leader. Alternative methods of settling in may be organised or the type of care for your child's needs may need to be considered.
- If you are at all concerned after leaving your child, you should telephone to check on them. Please telephone at any time if you feel the need to check on your child's progress. Parents are invited to visit the Centre at any time throughout the day.
- Parents are welcome to stay as long as they wish with their child when dropping them off. When leaving, please say good-bye to your child/children. However, once good-bye is said, it is best for your child if you go straight away and therefore not cause a prolonged and possibly upsetting situation.
- If parents or staff members feel a child is having difficulty settling at the Centre or into a new room we encourage open communication to discuss options for individual situations. DSCCC supports development of flexible approach which will be discussed between the educator and parents if a child continues to have difficulty settling.

## Staff Roles & Rosters:

As a small centre, children do become familiar with all staff, however, the staff members who work in your child's room will naturally take on the primary role of caring for and educating your child.

Photos of all staff members and their position in the Centre are located on the shelf just inside the front entrance and staff names and photos are on the individual room doors.

Staff rosters are drawn up to ensure consistency & continuity of care for the children where possible. One staff member from each room is rostered onto the earlier shifts and one onto the later shifts. This ensures opportunities for communication between parents and a staff member working with their child can take place at both ends of each day.

Parents / guardians may ring to speak to staff at any time. Alternatively, if convenient, you may prefer to make an appointment to meet with the room leader during their weekly 3-hour planning time.

## Checklist of what to bring to the Centre

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The following items must be provided by parents/guardians:

- all prepared bottle feeds for those children requiring them
- any medications/nappy change creams that the child requires during the day (refer to DSCCC Medications Policy)
- sunscreen if your child is not going to use the Centre's sunscreen
- two complete changes of clothing in a suitable bag
- appropriate footwear (not thongs or strapless sandals)
- several changes of pants for those children who are toilet training
- clothing that can be easily removed by the child
- a security item on which your child is dependent
- in the cold weather a warm hat and coat
- in the summer, an appropriate sun hat (legionnaire or wide brim style) that must be left at the Centre

All of the above items must be clearly named.

Parents should inform staff of any religious, cultural or individual issues in relation to clothing.

## Changing Rooms

On entering the Centre, children will go into the most appropriate room for their development.

We believe children cope best with transitioning into new rooms when they can be supported by a familiar educator and peers. Therefore we move children to new rooms in January of each year. If places become available during the year we will consider if any current children would benefit from moving or whether we offer the place to a child from our waiting list. Individual children and their developmental levels are fully catered for by staff in each room, and we group children of similar abilities together to ensure best outcomes for each child.

- Parents will be advised in advance if their child is to move from one group to another.
- As young children can become unsettled with changes such as this, parent and staff communication is vital to ensure that the child settles into this new situation.
- A time of orientation in the new room will be organized for the child in the week prior to moving up. Parents will also be given the opportunity to talk to staff in their child's new room to ensure open communication lines are established, and the transition time is as smooth as possible for all parties.
- During the course of the year, children will move rooms according to the waiting list and offer of places policy.
- If you are unsure when your child will be changing rooms, please speak to the Director.

## 8. Key Responsibilities and Authorities

The Management Committee is responsible for:

- Maintaining and approving any changes to this policy
- Dealing with any questions/concerns that arise in relation to any aspect of the policy.
- Evaluating the effectiveness of the policy and the orientation procedures.

The Director (or Administration Officer, as required) is responsible for the day-to-day implementation of this policy, which includes:

- Ensuring all parents/guardians and staff / educators are aware of this policy and that it is implemented within the Centre.
- Providing Waiting List Application Forms and Child Information forms at DSCCC that are compliant with the relevant regulations.
- Secure storage of the completed Waiting List Application forms and Child Information Forms.
- Maintaining the confidential status of Waiting List Application Forms and Child Information forms and the information contained within the forms.
- Applying Priority of Access criteria to waiting list applications.
- Allocating Renewal of Care places.
- Collecting, receipting and banking all fees, bonds and levies.
- Offering places in accordance with this policy.
- Informing existing families of any discrepancy in days allocated and days requested and advising them of their placement on the waiting list.
- Sending Confirmation of Care letters and relevant information to families on their acceptance of a place.
- Providing a monthly report to the Management Committee regarding the status of vacant places and any difficulties encountered.
- Considering all requests for support to orientation.
- Reporting to the Management Committee on matters arising from orientations (refer 11. Evaluation for details).

All staff / educators are responsible for:

- The day-to-day implementation of this policy.
- Receiving and recording orientation session appointments.
- Informing the Director if additional support is required for orientation.
- Preparing and implementing individual orientation plans if required.
- Providing up-to-date and appropriate information for each room.
- Ensuring all children at the Centre are dressed comfortably and appropriately for the activity they are engaged in.
- Changing children's clothing when it becomes wet. If the child has no clothes to change into, the Centre will endeavour to provide a spare change of clothing, although this is not always possible.
- Endeavouring to find a spare hat if a child has none, or if this isn't possible, ensuring the child plays inside, in accordance with the Centre's Sun Protection Policy.
- In cooler weather, ensuring children playing outside are wearing warm clothes, such as a jumper or jacket.
- In warmer weather, removing layers of clothing where necessary to ensure children are cool when playing outside.
- Monitoring the temperature of the rest environment and addressing children's clothing needs for sleep.
- Taking jumpers with hoods or cords off children when they are resting to avoid choking.
- Taking into consideration religious, cultural or individual needs of the child when helping them dress.
- Leading by example and wear appropriate clothing, and hats when outside.

Parents / guardians are responsible for:

- Ensuring that all items on the Orientation Checklist are brought to the Centre.
- Ensuring that children are dressed comfortably and appropriately during their time at the Centre

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- Dressing their child in warm clothing during cooler months, including closed shoes and layers of clothing that can be easily removed for inside play
- Dressing their child in cool, sun smart clothing for hot days.
- Supplying two changes of clothing, including socks and jackets, for each child (more if they are toilet training). While care will be taken to protect clothing from damage, DSCCC cannot guarantee clothing will not be damaged. Parents should take this into account when dressing children.
- For toddlers who are toilet training, ensuring clothing can be easily removed by the toddler.
- Taking home their child's dirty, soiled or wet clothing. These will be rinsed where necessary by staff and placed in a plastic bag in the child's locker/bag, but will not be washed at the Centre
- Ensuring their child has a hat for sun protection from September through to the end of April and a beanie or similar headwear for winter. Where possible, these items should be left at the Centre.
- Clearly naming all items of clothing.
- Washing and returning spare clothes from the Centre that have been provided to their child.
- Ensuring their child doesn't wear clothing with rude or offensive language or slogans.
- Informing staff of any religious, cultural or individual issues in relation to clothing.
- Ensuring that their child does not attend DSCCC wearing an amber teething necklace, for safety reasons.

## 9. Access to Policy Information

The information in this document will be made available by way of:

- A copy of the Policy in the Director's Office
- A summary in the Parent Handbook
- A verbal summary by the Director at the time of the Offer of Place
- On the Centre's web site.

## 10. Resources and Support

### Related Documents

- *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*, included in the *Legislative Extracts*:  
[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*:  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- *Guide to the National Quality Standard*:  
[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)
- *Priority for allocating places in child care services*:  
[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx)
- *Victorian kindergarten policy, procedures and funding criteria*:  
[www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)
- Family and Community Services Child Care Services Handbook
- DEECD Children's Services Licensee's Operational Guide.
- KPV information sheet Enrolment Record Information.
- DSCCC leaflets on orientation, included in the Enrolment Pack.

### Related DSCCC Policies

- Child Safe Environment Policy
- Illness, Infectious Diseases and Emergency Care Policy
- Fees and Fundraising Policy
- Complaints and Grievances Policy
- Inclusion and Equity Policy
- Sun Protection Policy
- Rest and Sleep Policy

### Phone Numbers

- DSCCC Director – (03) 9380 8668
- National Quality Standard Regulatory and Assessment Officer at the regional DEECD office (available from DSCCC Notice Board in foyer)
- Early Learning Association Australia - (03) 9489 3500

# Dawson Street Child Care Co-operative Policy Manual

## 11. Evaluation

This policy will be reviewed every four years by the Management Committee. Parents / guardians and staff are welcome to participate in this review or provide comments on the policy.

In order to assess whether the policy has achieved the values and purposes the Management Committee will:

- Assess whether a satisfactory resolution has been achieved in relation to issues relating to Enrolment procedures.
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parent/guardian survey.
- Take into account feedback on the policy from all interested parties within DSCCC.
- Monitor complaints and incidents regarding the waiting list and offer of places to children.
- Monitor staff and parent communication in regard to enrolment and orientation.
- Monitor the number and extent of requests for additional support to aid orientation (e.g. extra staff)
- Monitor the number of children having difficulty settling

### Child Orientation and Enrolment Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
July 2016	Updated in line with amendments made to the Public Health & Wellbeing Act 2008 and the inclusion of new requirement for families to pay a penalty fee if they drop booked days before the commencement of the new year.	October 2018
February/October 2014	Enrolment Policy combined with Orientation Policy.  Clothing and Comfort Policy incorporated into new policy in October 2014.  New policy titled: Child Orientation and Enrolment Policy	October 2018



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## Orientation Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
October 2012	Updates to the responsibilities of the Director and Management Committee	September 2013
September 2011	Clarification of responsibility of parents to bring items on checklist	September 2012
December 2010	Clarification that fees are not charged during orientation	September 2011
September 2009	None	September 2010
August 2008	To include details of the brochure received by parents in their enrolment pack	August 2009
August 2007	To include procedural information regarding separation anxiety & leaving children at DSCCC.	August 2008
September 2006	Initial DSCCC policy based on 2005 KPV Child Orientation policy.	September 2007

## Enrolment Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
August 2012	Updates to relevant legislation and regulations and details of funded preschool places	March 2013
March 2011	Updates to relevant legislation and regulations	March 2012
April 2010	Change to Department name	March 2011
March 2009	Insertion of requirement for new families to buy a share in DSCCC; change word from pre-school to kinder	March 2010
March 2008	Insertion of Waiting List Administration Fee	March 2009
December 2007	7.3 & 7.5 – preference will be given to those families who meet the work/training/study test over those families where the work/training/study/test is not met.	December 2008
May 2007	Section 7.6 - DSCCC complies with DHS Communicable Diseases Exclusion Table.	May 2010