

## C23. CHILD ENROLMENT AND ORIENTATION

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

### Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

### Principle

The IAC recognises and understands that the enrolment of a child in a childcare service can be a stressful experience for a child and for the child's parents and family. As such, we have a duty and obligation to make the enrolment of a child at our service as pleasant and stress free as possible for the child and the parent.

The IAC will ensure that it meets the requirements of the Children (Education and Care Services) Supplementary Provisions Regulation 2012 and other legislation in regard to the enrolment and orientation process for children at our childcare services.

### Waiting List

*The IAC will ensure that:*

- we maintain a waiting list of children awaiting placement in our childcare services
- that children on the waiting list are prioritised based on Aboriginality, requests from NSW Department of Education & Communities, availability of placements reserved by CareSouth and the date and time that the child was placed on our waiting list
- childcare places are not offered unless the Coordinator has reviewed the capacity of the service to meet the needs of the child within required staffing levels and funding constraints
- the allocation of childcare placements will be free from conflict of interest or discrimination based on the child or parent's age, gender, race, nationality and national origin, religion, disabilities or HIV/AIDS status and on the parent's political or religious conviction, marital status, sexual preference, transgender status or criminal record

### Aboriginality and Aboriginal Culture

The IAC's childcare service and preschool have a strong focus on providing quality education and care that maintains Aboriginal culture and that is a pleasant and welcoming environment for Aboriginal families. As an Aboriginal service, the IAC provides priority of placement to Aboriginal children and exclusive use of our bus to Aboriginal children.

Our services are open and welcoming to non Aboriginal families and provide those families and their children with a positive exposure to Aboriginal people and Aboriginal culture.

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### Enrolment Documents to be Provided by parents

*Parents or caregivers enrolling children in our service must provide the following information prior to enrolment:*

- the child's completed enrolment form (including contact information, authorisations and other relevant information)
- the child's hearing screening form
- a copy of the child's immunisation record
- a copy of either the child's birth certificate or birth register from the 'blue book'.
- a copy of the child's asthma, diabetes or anaphylaxis management plan if applicable

The enrolment form should be filled out at our service in the presence of an IAC staff member.

### On completion of enrolment

*After the completion of the enrolment process for a child, IAC staff will:*

- give the child's parent or caregiver a copy of our service's handbook
- show the child and their parent or caregiver around our service and introduce them to the staff that will be caring for their child
- explain the sign in / sign out process and the storage location for the child's bag and belongings
- provide the child's parent or caregiver with a copy of our policies highlighting and explaining those policies that are of immediate concern to parents (including arrival / collection times, returning from illness, bus transport, head lice, fees etc)
- explain the fee payment process

### Orientation Days

*Parents of newly enrolled children are asked to:*

- organise orientation days with service staff
- attend orientation with their child for one hour per day for two to four days depending on the age and temperament of their child
- attend the orientation between 9am and 11am

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### COMPLIANCE

*This policy complies with:*

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012

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### REFERENCES

*This policy should be read with:*

- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- All other childcare policies