ENROLMENT POLICY

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
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 their service and contribute to service decisions.
6.1.2	Parent views ae respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting 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.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S. 51	Conditions on service approval
S. 175	Offence relating to requirement to keep enrolment and other documents
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
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

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
Child Care Subsidy Minister's Rules 2017	Disability Standards for Education 2005
Disability Discrimination Act 1992	A New Tax System (Family Assistance) Act 1999
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

RELATED POLICIES

Acceptance and Refusal of Authorisation Policy	Immunisation Policy
Additional Needs Policy	Incident, Injury, Trauma and Illness Policy
Behaviour Guidance Policy	Interactions with Children, Families and Staff Policy
Child Care Subsidy (CCS) Governance Policy	Medical Conditions Policy
Children's Belongings Policy	Open Door Policy
Children in the Workplace Policy	Orientation of Families Policy
Code of Conduct Policy	Payment of Fees Policy
Dealing with Infectious Diseases Policy	Privacy and Confidentiality Policy
Dealing with Complaints Policy	Record Keeping and Retention Policy
Delivery of Children to, and Collection from Education and Care Service Premises Policy	Safe Use of Digital Technologies and Online Environments Policy
Excursion/Community Engagement Policy	Safe Transportation of Children Policy
Family Communication Policy	Sun Safe Policy
Governance Policy	Work, Health and Safety Policy

PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

DEFINITIONS

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child. An enrolment notice is required for each child attending the Service. This reflects the type of arrangement that is in place between the provider and the family, individual or organisation. *Source: Child Care Provider Handbook*

Enrolment record: A record kept for each child enrolled at the Service, containing the information required under Regulations 160-162, including the child's details, authorisations, health information and any relevant management plans. *Source: National Regulations (Regs 102, 160-162)*

IMPLEMENTATION

The safety, rights and best interests of children are the paramount consideration in the administration of this policy and in all decisions relating to enrolment and orientation.

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation, and take reasonable steps to ensure those policies and procedures are followed.

Our Service accepts enrolments of children aged between 6 weeks and 6 years of age. The approved provider will ensure the number of children attending the Service does not exceed the approved number of places outlined in the service approval.

Enrolments will be accepted provided:

a) the maximum daily attendance does not exceed the approved number of places at the Service

b) a vacancy is available for the booking required

c) the required educator-to-child ratio is maintained

PRIORITY OF ACCESS

Our Service aims to support families who are most in need and may prioritise filling vacancies with children who in need of wellbeing support. When considering available places, the Service will also consider the individual circumstances, needs and best interests of children and families, including children with disability or additional needs and First Nations children and families. The Service will support equitable access, inclusion and participation in accordance with relevant legislation and the Service's policies. Providers may be required to adhere to priority of access guidelines in relation to funding requirements, where applicable

ENROLMENT

To secure a child's position families are required to pay a non-refundable fee prior to commencement. This fee is made up of:

- An enrolment fee of $50 x the number of days of attendance over a two-week period
- A booking fee

- These fees will be used for the first two weeks of attendance and are non-refundable.
- An updated fee schedule is available on our website.

When a family has indicated their interest in enrolling their child in our Service, we will organise an enrolment meeting to meet the child and the family, share information and build relationships.

- Families will be provided with a range of information about the Service which may include:
    - the Service philosophy, inclusion, programming methods and the approved learning frameworks, menu, community engagements, excursions, fees, CCS, policies, procedures, SunSmart requirements, relevant regulatory requirements, the assessment and rating process for Victoria, the National Quality Framework, signing in and out procedure, daily routines, educator qualifications, an introduction to key educators and staff the child will be looked after by, and educator and parent communication strategies.
- Families will be invited to ask questions and seek any further information they may require
- Families will be provided with possible vacancies and start date
- Families will be invited to bring their child into the Service at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the Orientation process
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs or plans.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs
- If a family or child uses English as a second language or speaks another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words. Educators may use visuals to assist the child's understanding and be able to communicate with others
- Families who wish to receive CCS as a fee reduction must apply for CCS through myGov. Since 5 January 2026, the CCS Activity Test has been replaced with the 3 Day Guarantee, which provides all CCS-eligible families with at least 72 hours of subsidised early childhood education and care per fortnight (3 days per week), regardless of activity levels. Families can still receive up to 100 hours of subsidised early childhood education and care per fortnight if they meet activity requirements or have a valid exemption. Families caring for a First Nations child are eligible for 100 hours of subsidised early childhood education and care per fortnight. The 3 Day Guarantee does not change how a family's CCS rate is calculated, and families will generally still need to pay a gap fee.
- Information about gap fees and absences will be discussed
- It is a legal requirement that prior to the child starting at the Service we have all required documents including
    - the completed enrolment form
    - medical management plans (if relevant) completed by the child's medical practitioner

    - a current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age *and*
    - details of any court orders, parenting orders or parenting plans
- The child's immunisation status must be recorded in the enrolment record
- Families are reminded throughout the year to provide any immunisation updates to the Service as required
- Children must meet the immunisation requirements to be eligible for Family Tax Benefit (FTB) Part A and CCS. Some exemptions apply; however, families are advised that vaccination conscientious objection is not a valid exemption.
- Families must notify the Service if their child is not up to date with their immunisations for their age and provide any required immunisation documentation in accordance with relevant Victorian requirements. Families must provide updated immunisation information to the Service when their child's immunisation status changes.
- Unborn children may be placed on the waiting list. If an unborn child is placed on the waiting list, the family must advise the Service of the expected birth date. It is the responsibility of the parent to inform Management of the name and date of birth of the child within three months after the expected birth date. If this information is not provided, then the child and family details will be removed from the list.
- Families are responsible for keeping the Service informed of any changes to the information recorded on the enrolment form.

VICTORIAN IMMUNISATION REQUIREMENTS

Under the No Jab, No Play legislation, to have an enrolment confirmed for a child in long day care, kindergarten, family day care or occasional care, parents/carers must provide the Service with a current AIR Immunisation History Statement to show the child is up to date with all vaccinations that are due for their age. [Read more here]

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of each known parent or the person legally responsible for the care of the child, residential address, place of employment and contact telephone number
2. The full name, residential address and contact telephone number of a person or persons authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (emergency contact)
3. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Service (authorised nominee)

4. Full name of the child
5. Child's date of birth
6. Child's birth certificate or passport (to be sighted to verify child's enrolment details)
7. Child's residency status
8. Child's address
9. Gender of the child
10. Cultural background of the child and their parents
11. Provision of care – if care will be routine and/or casual, etc.
12. Session start and end times
13. Complying Written Agreement (CWA) including fee information
14. Immunisation status of the child
15. Immunisation History Statement, immunisation certificates or details of exemption, where required
    a. In Victoria, an immunisation status certificate or details of any exemption, as required under Victorian legislation
16. Any court orders or parenting agreements regarding the child, including parenting orders or parenting plans
17. The language used in the family home
18. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
19. Any special requirements of the family, including for example cultural or religious requirements
20. The individual needs of a child, including any needs of children with a disability or with other additional needs
21. The name, address and contact details of any person who is:
    a. authorised to consent to the administration of medication to the child
    b. authorised to consent to medical treatment of the child
    c. authorised to authorise an educator to take the child outside of the Service premises
    d. authorised to authorise the Service to transport the child or arrange transportation of the child
22. Authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child for the approved provider, nominated supervisor or educator to seek:
    - medical treatment for the child from a registered medical practitioner, hospital or ambulance service
    - transportation of the child by an ambulance service
23. Child's Medicare number (if available)

24. Specific healthcare needs of the child, including any medical conditions, allergies, including whether a child is at risk of anaphylaxis, and has any intolerances
25. Any medical management plan (e.g. anaphylaxis medical management plan, if applicable), risk minimisation plan and communication plan for a specific healthcare need, medical condition, or allergy
26. Details of any dietary restrictions for the child
27. The name, address and telephone number of the child's registered medical practitioner or medical service
28. Authorisation for regular transportation and regular outings, if relevant
29. Customer Reference Number (CRN) for child and claimant, if applicable
30. A note that the child's health record has been sighted by the approved provider or staff

ENROLMENT PACK

Once the enrolment fees have been paid, families will be provided with an enrolment pack which consists of:

- Family Handbook, which outlines the Service's operation and philosophy
- current fee structure and payment details
- CCS information
- Information about the Service's policies and procedures, including how families can access them
- Information about StoryPark
- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework
- ECA Code of Ethics brochure
- Munch and Move Fact Sheets

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- that obligations under the Education and Care Services National Law, Education and Care Services National Regulations and Family Assistance Law are met
- educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure
- families are aware of this *Enrolment Policy* and are advised on how and where the policy can be accessed
- the enrolment form is completed accurately and in its entirety
- documentary evidence such as a birth certificate or passport is sighted to verify that the child's enrolment details are true and correct

- the child's health record has been sighted and noted on their enrolment record
- authorisations are completed by the child's parent, or other person authorised to provide the authorisation, as required
- our Service complies with the *Disability Discrimination Act 1992* and *Disability Standards for Education* 2005 and does not discriminate against children or families on the basis of disability
- barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment are made to allow access and participation in the Service [See: *Additional Needs Policy*]
- a child with a specific health care need, allergy or medical condition does not begin at the Service until the required medical management plan and medication, where applicable, have been provided
- the child's medical management plan is recorded, and relevant information is shared with educators
- current ASCIA Action Plans are provided for children with a relevant allergy, asthma or other medical condition, where applicable
- *Administration of Medication* forms are completed (if relevant)
- the *Medical Conditions Policy* is provided to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Service
- risk minimisation plans and communication plans are completed with parents/guardians for children with specific health care needs before the children begin education and care at the Service
- the appropriate Room leader is informed of the new child including any specific health care needs, medical conditions, interests, developmental needs, and strengths
- the immunisation history statement and birth certificate have been sighted and photocopied
- the child is added to Storypark
- the enrolment is lodged through Qikkids or PEP with the Department of Education
- the enrolment notice is lodged within 7 days
    - from the end of the week in which the provider and family made an arrangement; or
    - of the provider or service being approved; or
    - of the end of a suspension of the Service approval
- enrolment notices must include details as outlined in the Childcare Providers Handbook
- enrolment notices and arrangements are updated within 7 days if prescribed information has changed or if the enrolment has ended
- a file for the child's information is created
- feedback is sought from families regarding their orientation experience and the enrolment process
- families are made aware that casual days and/or make up days may be offered at the discretion of management and are dependent on Service approval, available vacancies and educator-to-child ratios

EDUCATORS WILL:

- be familiar with the regulatory requirements relating to enrolment and orientation
- support families' involvement in the Service and their contribution to decisions regarding their child's enrolment and orientation
- respect the culture, values and beliefs of families, and involve families in decision-making about their child's learning and wellbeing
- familiarise themselves with the information provided by the family about the child, and use this to support the child's transition into the Service
- share relevant information with families to support their child's transition
- keep all family and child information confidential.

FAMILIES WILL:

- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on the enrolment form
- confirm enrolment notices and sign CWAs
- provide updated enrolment information as required once the child is enrolled
- notify the service of any specific health care needs of the child, including medical conditions and allergies, and provide a medical management plan for the child if applicable
- provide updated information to the Service as required
- ensure two (2) weeks' notice is provided when ending a child's enrolment
- ensure two (2) weeks' notice is provided when changing days of attendance
- be aware of our Service's *Family Conduct Guidelines*

CHILD CARE SUBSIDY

Child Care Subsidy (CCS) offers assistance to eligible families to help with the cost of childcare for children aged up to 13 years. There are three factors that determine a family's level of CCS. These are:

- the combined annual family income
- the service type – the type of approved child care Service and whether the child attends school
- the family's eligibility for subsidised hours under the 3 Day Guarantee and any additional hours for which they may be eligible.
- Documentation may be required such as an Australian driver licence, Australian passport, foreign passport, Australian birth certificate, Australian marriage certificate or Australian citizenship certificate
- Families are provided with a CRN by Services Australia
- CCS is paid directly to providers to be passed on to families as a fee reduction

- Families will contribute to their childcare fees and pay the Service the difference between the fee charged and the subsidy amount, generally called the 'gap fee'
- Families may also be eligible for Additional Child Care Subsidy depending upon their circumstances.

COMPLYING WRITTEN ARRANGEMENT

- The approved provider and parent must enter into an agreement regarding the planned provision of care for a child; this is called a *Complying Written Arrangement* (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronically or in hard copy, and this must be kept by the provider.
- The CWA must include the following information:
    - the names and contact details of the provider and the individual(s)
    - the date the arrangement starts
    - the name and date of birth of the child (or children)
    - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
    - the usual start and end times for these sessions of care
    - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
    - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- Where there are certain changes (fees or booked days) to the individual CWA for care between the provider and an individual, the provider must update the arrangement in writing and update the enrolment notice. Families will be notified of the update but generally will not be required to confirm the changes.
- An enrolment notice must be submitted within 7 days after the end of the week in which the provider and family make an arrangement for the provision of care.

ADDITIONAL CHILDCARE SUBSIDY PROCEDURE

Our Service will ensure all ACCS applications are managed in line with the Additional Child Care Subsidy and Child Care Provider Handbook information.

- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- The approved provider can apply for ACCS (child wellbeing) through the CCS software or PEP for a child in need of wellbeing support

- Once a child has been identified as in need of wellbeing support, the Service will check the ACCS eligibility requirements from the Guide to the ACCS child wellbeing
- If the Service deems the child is eligible for ACCS child wellbeing, the service will submit/issue an initial ACCS certificate for up to 6 weeks
- The Service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate
- If the child continued to need wellbeing support following the initial 6-week certificate, the Service may apply for a determination for a period of up to 13 weeks
- Following an application for an ACCS 13-week determination, the provider must ensure application is accompanied by evidence, dated less than 6 months before the start date of the determination, unless an exception applies, or where permitted, a statutory declaration that supports the provider's view that the child continues to be in need of wellbeing support
- If the child continues to be in need of wellbeing support after the initial 13-week determination, the provider will lodge a subsequent determination application.
- Determinations may be made for up to 52 weeks in certain circumstances, including where the child is in formal foster care, formal kinship care or subject to a long-term protection order.

ENDING AN ENROLMENT

- Families are required to provide management with two weeks written notice when withdrawing their child from the Service. The letter must state:
    - the date the withdrawal notice was provided
    - the child's last day of attendance.
- Written withdrawal notification can be emailed or handed to management
- This letter will be placed into the child's file and archived once they have left the Service
- All records related to a child's enrolment must be kept securely until the end of 3 years after the last day of the child's attendance in accordance with the National Law and National Regulations. Records required to be kept under Family Assistance Law for CCS purposes must be kept for 7 years
- Management will add an end date into the Service software program to ensure compliance with the Family Assistance Law
- Fees will be charged up to the end of the two weeks from the date the withdrawal notice was received in writing, whether or not the child has attended the Service during those two weeks
- A final account is to be processed by administration and noted on the withdrawal form. The final account is to be issued immediately to the family advising of the balance (payment is due or no payment due as applicable)
- A copy of the final account and withdrawal form is to be kept in the child's file

- Families must ensure the account is paid prior to final attendance
- If payment has not been received, the debt recovery process is to start immediately
- If the child does not attend during their two weeks of notice, CCS may not be paid after their last day of attendance (including if the child does not attend on their last day) and full fees will be applicable (This is a policy of Family Assistance Law in relation to CCS)
- If at any time during the child's enrolment it is necessary to discuss the viability of the placement due to a concern regarding the duty of care to the child or other children in our care, the Service will contact the parent/authorised person/s to discuss the concerns and available options. This may include the termination of the child's enrolment.
- An enrolment will automatically cease if a child does not attend a session of care for 14 consecutive weeks. If the child returns after 14 weeks or more, the Service must re-establish the care arrangement and submit a new enrolment notice.

EMPLOYEES WITH CHILDREN AT THE SERVICE

Employees are welcome to enrol their child at the Service. However, if an employee's employment ends, the Service reserves the right to review the child's enrolment where a conflict of interest arises. (See *Children in the Workplace Policy*).

WITHDRAWAL PRIOR TO COMMENCEMENT OF CARE

- If a family has accepted the offer of a placement, then decides to withdraw from the Service before the agreed commencement date, the written notice period applies. If less than the required notice is given prior to the agreed commencement date, full payment of the two weeks holding deposit is payable to the Service and is non-refundable.

CONTINUING ENROLMENT FOR THE NEW YEAR

- Prior to the end of each year, families will be provided with a letter to confirm their child's continuing enrolment for the new year.
- Failure to return this letter may result in their child not being considered for a future position.
- Families with children going to school the following year will be required to complete the Re-enrolment form confirming that their child will be going to school the following year, and providing the intended end date of their child's care
- Families who require care in the new year until the school year starts will need to advise management in writing on the Re-enrolment form, stating their child's last date of attendance at the

Service. Any extensions to the advised date will be assessed by management and subject to availability which will be confirmed in writing for families.

- The CWA will be updated where required
- Families eligible for CCS are responsible for ensuring that all information requested by Centrelink is provided to them in order to ensure no interruption to their CCS payments.

UPDATING AND ENDING ARRANGEMENTS AND ENROLMENTS

Enrolment notices must be updated in the following circumstances:

- the family disagrees with details of an enrolment and the Service agrees an update is required
- the care arrangement between the Service and family changes
- the Service becomes aware that information on the enrolment is incorrect
- the enrolment ends

Our Service will update the enrolment notice through the Service's CCS software (Qikkids) or PEP within 7 days of any of the events above occurring.

ENROLMENT RECORD KEEPING

Our *Record Keeping and Retention Policy* outlines the information and authorisations that we will include in all child enrolment records and the applicable record-keeping and retention requirements.

TERMINATION OF CHILD'S ENROLMENT

Our Service has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Service. We reserve the right to terminate a child's enrolment where there has been a serious or ongoing breach of the enrolment agreement, Service policies or other requirements, following reasonable attempts to address the matter.

This may include:

- failure to comply with the enrolment agreement of the CWA
- ongoing behaviour that presents a serious safety risk and cannot be adequately managed despite reasonable strategies, family collaboration and, where appropriate, support from relevant professionals or agencies
- non-payment of childcare or late fees and/or recurring late payment of fees
- continuing to pick up the child past the required session times and repeated late collection after documented warnings

- inability to safely and appropriately meet the child's needs after reasonable adjustments, strategies and support have been explored with the family and, where appropriate, relevant professionals or agencies
- serious or repeated disrespectful, threatening or inappropriate behaviour towards the approved provider, educators or other staff
- if a parent knowingly and repeatedly brings their child ill to the Service
- family knowingly providing false or misleading information
- bullying and/or harassing educators, children or families enrolled at the Service- *Code of Conduct Policy*
- failure to provide required child or family information.

Management or the nominated supervisor will advise the family in writing that the Service proposes to terminate their child's enrolment, following reasonable attempts to address the matter and, where appropriate, work with the family to resolve the issue

- Two weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at serious or immediate risk. In this case, an immediate termination of enrolment may apply.
- A statement of outstanding fees will be provided to families and remain due to be paid upon termination of enrolment.

BEHAVIOUR GUIDANCE

There are times when children's behaviour requires guidance, which will always be undertaken according to the Service's policies and procedures. Every effort will be made to support children using positive guidance strategies and working closely with families to develop appropriate strategies to support the child's behaviour and wellbeing. If the child's behaviour continues to present a serious safety risk to the child or others despite reasonable strategies and support, the Service will work with the family to determine appropriate next steps. This may include discussing whether the Service can continue to safely and appropriately provide education and care for the child, which may result in the termination of the child's enrolment.

INDUCTION AND ONGOING TRAINING

All new educators and staff will be inducted in this policy and related procedures as part of their onboarding at the Service.

This policy will be revisited with staff to ensure ongoing understanding and will be updated for all staff whenever changes are made to the policy or relevant legislation.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Enrolment Policy* will be updated and reviewed annually, or earlier if there are changes to legislation or ACECQA guidance, or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service.

RELATED RESOURCES

All About Me - Child Introduction Form	Notification of Changes to Attendance
Casual Day Procedure	Re-enrolment Confirmation
Complying Written Agreement	Termination of Enrolment Procedure
Enrolment Checklist	Termination of Enrolment Family Request Form
Enrolment Confirmation	Termination of Enrolment Letter
Enrolment Form	Transition to a New Room Letter to Parents
Enrolment Information Update Form	Transition to a New Room Form
Enrolment Procedure	Waitlist Application Record
Enrolment Resource Audit	Waitlist Enquiry Summary
Family Conduct Guidance	Waitlist Phone Enquiry Record
Family Exit Survey	Waitlist Procedure
Meet Your Educator template	Waitlist Register

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2026). *Enrolment and orientation: Policy and procedure guidelines*
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Australian Government Department of Education. (2026). *Additional Child Care Subsidy*
Australian Government Department of Education. (2026). *Additional Child Care Subsidy child wellbeing: Guide for early childhood education and care providers and services*
Australian Government Department of Education. (2026). Child Care Provider Handbook
Australian Government Department of Education. (2026). How to enrol children
Australian Government Department of Education. (2026). What records you need to keep
Australian Government. Services Australia. Child Care Subsidy
Australian Government. Services Australia. How to get immunisation history statements.
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Centre for Immunisation Research and Surveillance. (2024). *No Jab No Play, No Jab No Pay*

REVIEW

POLICY REVIEWED	SEPTEMBER 2026	NEXT REVIEW DATE	SEPTEMBER 2027
VERSION NUMBER	V19.09.26		
MODIFICATIONS	• annual policy review • added paramount consideration • strengthened points around inclusion and obligations under the Disability Discrimination Act 1992 and the Disability Standards for Education 2005 • updated the ACCS procedure to reflect current national requirements, including updated terminology, determination and evidence requirements, and the 52-week determination provision • updated the enrolment process to clarify continuing enrolments, changes and endings to enrolment arrangements, and CCS requirements. Clarified withdrawal, termination, behaviour guidance, and record-keeping requirements. • added educators will; definitions and induction and ongoing training sections • removed the orientation section and on the child's first day section – covered in the *Orientation of Families Policy* • checked sources and references for currency		
PREVIOUS MODIFICATIONS			
SEPTEMBER 2025	• annual policy maintenance • added child health record to be sighted and notation made Reg.162(g) • minor edits within policy • sources checked and updated as required		
SEPTEMBER 2024	• annual policy maintenance • merged information from Withdrawal of Child Policy/Termination of Enrolment Policy and Make Up Day Policy into *Enrolment Policy* • hyperlinks checked and repaired as required • minor formatting edits within text		