

TECOMA PRIMARY SCHOOL OSHC ENROLMENT AND ORIENTATION POLICY

POLICY STATEMENT

Tecoma Primary School OSHC is committed to consistent and clear enrolment procedures to ensure no family is disadvantaged in accessing our program. The service will keep an enrolment form for each child that includes all required information. Tecoma Primary School OSHC ensures that Educators are provided with strategies to support families in introducing children to the Service, time to develop close professional relationships with families, and support from referral agencies where appropriate.

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to enrolment and orientation.

LEGISLATION

Section 175 Offence relating to requirement to keep enrolment and other documents

Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 86 Notification to parents of incident, injury, trauma and illness

Regulation 88 Infectious diseases

Regulation 90 Medical conditions policy

Regulation 91 Medical conditions policy to be provided to parents

Regulation 92 Medication record

Regulation 99 Children leaving the education and care service premises

Regulation 102 Authorisation for excursions

Regulation 102D Authorisation for service to transport children

Regulation 157 Access for parents

Regulation 160 Child enrolment records to be kept by approved provider and family day care educator

Regulation 161 Authorisations to be kept in enrolment record

Regulation 162 Health information to be kept in enrolment record

Regulation 168 Education and care service must have policies and procedures

Regulation 170 Policies and procedures to be followed

Regulation 171 Policies and procedures to be kept available

Regulation 172 Notification of change to policies or procedures

Regulation 177 Prescribed enrolment and other documents to be kept by approved provider

Regulation 181 Confidentiality of records kept by approved provider

Regulation 183 Storage of records and other documents

ENROLMENT PROCEDURES

Tecoma Primary School OSHC acknowledges the need to ensure accurate and relevant information relating to the specific needs of each child is available and uses effective enrolment procedures to obtain such information and to impart appropriate information to parents/guardians.

- Tecoma Primary School OSHC is dedicated to providing families with:
 - › Enrolment for their child/ren
 - › Support in the event of needing additional or emergency care for their child
 - › Privacy and confidentiality.
- The enrolment record will include the information prescribed in compliance with Regulation 160 of the Education and Care Services National Regulations (2011).

- The enrolment record will include authorisations prescribed in compliance with Regulation 161 of the Education and Care Services National Regulations (2011).
- The enrolment record will include health information in compliance with Regulation 162 and of the Education and Care Services National Regulations (2011) for all other jurisdictions.
- At enrolment, parents/guardians are encouraged to provide any further information about their child that will support continuity of care between home and the service.
- It is a legal requirement that a full copy of any court order or parenting order that exists be kept with the service's records. The enrolment record must contain details of both parents. (R 160)

Enrolling your Child at Tecoma Primary OSHC:

Children may attend OSHC on a permanent or casual basis. Any new families wishing to access the program, can submit an expression of interest via the School Website.

www.tecomaps.vic.edu.au

You will find the Blue Enrol button under the "programs" section. By clicking this button, you will have access to an online form. Once the form is submitted, you will receive notification, and you will need to fill in an online enrolment form. This form must be filled in completely prior to any bookings made.

If a place is not immediately available at the service, the family may be put on a waiting list. When a place becomes available, the parent/guardian will be contacted by the Nominated Supervisor, and enrolment may proceed.

Bookings:

Bookings and cancellations are necessary to ensure the safety of the children and the smooth administration of the program. It is the responsibility of the parent/guardian to ensure their online bookings are correct.

Cancellations for after school care must be made by 8.30am on the day of care and 5.30pm the night before for before school care.

Bookings and cancellations must be made through your My Xplor Home App, which will be sent to you once your enrolment is approved.

If the booking is made last minute, and your child is unaware of the booking, please also call the school office so your child can be notified that they are going to After School Care.

Supporting custody arrangements:

Services maintain records of custodial and access arrangements for children attending the service in compliance with Regulation 160 of the Education and Care Services National Regulations (2011).

- Tecoma Primary School OSHC ensures that Educators are provided with information about custodial issues and ensures that Educators are supported to implement procedures for supporting custody arrangements.
- Tecoma Primary School OSHC requires that each parent/guardian provides, upon enrolment and/or change of circumstances, an upload a copy of any legal documents including but not limited to Family Court Orders, Parenting Orders, family violence-related orders, child protection orders and bail orders in compliance with Regulation 160 of the Education and Care Services National Regulations (2011). We cannot accept court/parenting orders where portions are removed, omitted, or blacked out.
- Enrolling family members are responsible for informing the Nominated Supervisor of custody and access arrangements on enrolment and must advise immediately of any subsequent changes to these arrangements.
- The Responsible person is responsible for alerting all educators of any custody arrangements concerning children in their care.
- No child will be permitted to leave the service with anyone other than those authorised on the child's Enrolment Form, or by written authorisation from the custodial parent/guardian, in accordance with the Delivery and Collection Of Children Policy.

Requirements for all additional needs:

Tecoma Primary School OSHC requires a minimum of 4 weeks notice if you intend to enrol your child into Before and After School Care, and they have been diagnosed with any additional needs. This allows adequate time to apply for additional funding, recruit additional staff and be best prepared to support your child. A meeting between the Responsible Person and the child's parent/guardian may be required.

ORIENTATION PROCEDURES

Tecoma Primary School OSHC understands the importance of an orientation process that provides clear guidelines to help families and children to settle into the service successfully. We are committed to providing children with support and comfort to settle into the service and establish new friendships and relationships and advocacy for children's wellbeing and protection.

- An educator will show your child around the service, explain boundaries and expectations to them, endeavour to engage them in an activity or find them a friend or buddy to help settle them in.
- Parents are more than welcome to enter with their child to look around and ask any questions of the educators.
- Educators may discuss the child's day with the family member when they come to collect the child.

FEES

The current fee schedule per child is: (cost before CCS)

Before school care - 7:00am to 8:45am - \$11.00

After school care - 3:30pm to 6:00pm - \$15.00

Late Collection: Children collected after 6:00pm will incur additional charges of \$5.00 for the first 5 minutes, then \$10.00 for every five minutes thereafter. **Children need to be picked up by 6pm as the service is in breach of the Licensing Agreement the service has signed with the Department of Education.**

Late notification fee: If you fail to notify the program of a cancellation by the required time, you will be charged for the session. (see bookings policy)

Fees must be paid fortnightly through your My Xplor app.

If fees are not paid by the correct time, care maybe suspended.

If you are experiencing financial hardship, please speak to the nominated Supervisor or the School Principal to discuss a payment plan.

COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.