

Education and Care Services National Regulations

| Regulation | Description |
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| 168. 2 (k) | Established enrolment and orientation process for families |
| 181 | Confidentiality of records kept by approved provider |
| National Quality Standards for Children’s Education and Care Services | |
| Quality Area QA 1 | Description Educational Programs and Practices |
| 1.1.5 | Every child is supported to participate in the program |
| 1.2.1 | Each child’s learning and development is assessed as part of an ongoing cycle of planning, documentation and evaluation |
| Quality Area QA 2 | Description Children’s Health and Safety |
| 2.1.1 | Each child’s health needs are supported |
| QA 6 | Collaborative Relationships with families and communities |
| 6.1.1 | There is an effective enrolment and orientation process for families |
| 6.3.3 | Access to inclusion and support assistance is facilitated |
| QA 7 | Leadership and Service Management |
| 7.3.1 | Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. |
| 7.3.2 | Administrative systems are established and maintained to ensure the effective operation of the service. |

Related Policies and Procedures

Immunisation

ELC refusal of authorisation for a child to leave the service

CE Complaints Policy

CE Kindergarten Induction Policy

Purpose

This policy provides guidelines for the Enrolment and Orientation of new students to Catholic Education (CE) Early Learning Centres (ELC). CE ELCs offer a Catholic play-based learning opportunity for children of all different ethnicities, abilities, religions and genders so long as:

- the family agrees to support the philosophy, values and beliefs of the ELC;
- the centre can meet the needs of the student; and
- there is adequate space and resources available to accommodate the student

Through the CE ELC enrolment process staff are able to establish vital paths of communication with perspective families. The enrolment process also allows both families and CE ELC Staff members to communicate their expectations for the duration of the student’s attendance at the CE ELC.

Definitions

Enrolment:

the process of registering a child as a student.

Orientation:

an introductory stage for new students and their families in which they are introduced and welcomed to the school community.

Childcare Benefit (CCB):

a federal government allowance for 15-24 hours of child care (per child, per week). This assistance is generally available to most families, depending upon eligibility.

Childcare Rebate (CCR):

an additional allowance available to families who meet the CCB requirements, as well as the *Work, Training, Study Test* (or are exempt for this for any reason). The CCR can cover up to 50% of all out of pocket childcare expenses, up to \$7,500 each financial year.

Job, Education and Training Child Care Fee Assistance (JET):

an additional allowance available for individuals who are currently seeking employment, or pursuing further education and training to improve their employment prospects. When combined with the CCB and CCR, JET assistance covers a majority of child care costs.

Special Childcare Benefit (SCCB):

The SCCB is available in extreme situations to certain families when:

- A student is identified as being at risk of serious neglect or abuse; or
- A family is experiencing temporary hardship.

SCCB may be granted for a period of up to 13 weeks. As there are strict requirements and quotas for ELCs regarding granting SCCB status to enquiring families, all applications for SCCB are assessed by the CE Office.

Children with Special Needs

are considered to be any child which requires additional assistance, modifications or supervision due to:

- Learning difficulties;
- Behavioural difficulties;
- Developmental delay or acceleration;
- Sensory, physical or intellectual impairment;
- Social or emotional difficulties;
- Limited English language comprehension;
- Chronic or severe medical illnesses or severe allergic reactions.

Student Enrolment, Induction and Orientation

Enrolment

All CE ELCs are required to comply with the policies, principles, procedures and priorities outlined in the CE Enrolment for Catholic Systemic Schools Policy, and the [Catholic Education Archdiocese of Canberra and Goulburn ACT Enrolment Information Pack](#). CE ELCs must also comply with all relevant state and federal legislations and requirements when assessing ELC applicants.

If false or misleading statements are made, or if relevant information is withheld at any time in the enrolment process, the Director reserves the right to suspend the enrolment at any time until the needs of the child have been established, required documentation has been received, and any necessary modifications can be arranged. It is the parent/carer's responsibility to ensure that the ELC is informed in writing of any changes to the information detailed on the enrolment form. Should there be any changes to custodial arrangements, it is the parent/carer's obligation to ensure that a copy is promptly provided to the ELC. All ELC enrolment records are stored securely according to the CE Privacy Policy.

Children with Special Requirements

Children of all needs and abilities are welcomed at CE ELCs if the ELC in question is able to meet the child's needs. The ELC may request additional information at time of enrolment to assess how the ELC can best meet the needs of the student, and plan for any necessary modifications. This information may include:

- current reports and/or assessments relating to a school setting
- when a diagnose medical condition, medical certificates or letters from a medical professional detailing the nature of the illness, allergy, or impairment including any recommended adjustments;
- documentation or other information regarding any educational testing carried out by CE staff or other accredited professionals
- details regarding any past or current agency support

Parents/carers of children with special needs are required to provide complete and accurate information about the additional needs of their child at time of enrolment.

Fees for ELC Attendance

As CE ELCs are entirely financially self-sufficient, all ELC fees have been developed to meet all financial requirements for the centres. These fees are reviewed each year to assess feasibility to meet the requirements of the ELC, as well as affordability for families.

There are a number of government financial assistance programs available to assist families to meet these costs. Most families will be able to seek one or more of the following financial assistance programs:

- *Child Care Benefit (CCB)* are available for families who
 - Use approved or registered child care
 - Are responsible for paying the child care fees for their child/ren
 - Have fully immunised their child/ren according to the suggested immunisation schedule, have implemented a catch up schedule to catch up on missed immunisations, or are exempt from this requirement

- Meet the net income test

- *Child Care Rebate (CCR)*
The *Child Care Rebate* is also available to families who meet the CCB requirements, as well as the *Work, Training, Study Test* (or are exempt for this for any reason). The CCR can cover up to 50% of all childcare expenses up to \$7,500 each financial year. The government rebates are not income tested, and families who can prove that both parents (or one parent for sole parent households) were involved in work, study or training at some point during the week, at which time the child/ren attended childcare.

- The *Special Child Care Benefit (SCCB)* is also available for families when:
 - The student is identified as being at risk of serious neglect or abuse; or
 - A family is experiencing temporary hardship.
 If the SCCB is approved for an individual, the family may be eligible to receive financial assistance for up to 100% of their child care costs for up to 13 weeks. As only 18% of enrolments in any ELC may be classified as a SCCB, and there are a number of conditions and restrictions associated with SCCB, all applications are required to be lodged via CE prior to approval.

- *Job, Education and Training Child Care Fee Assistance* is also available for individuals who are currently seeking employment, or pursuing further education and training to improve their employment prospects. When combined with the CCB, JET assistance covers a majority of child care costs.

As families are still charged for student attendance when the child is absent, families may also be eligible to receive a reimbursement for any absences from childcare from the government (up to 42 days per child, per financial year). As families lose their CCB and CCR entitlements if their child is absent more than 42 days in a single financial year from any childcare service they are registered to receive benefits for (unless special circumstances exist), it is the parent/carer's responsibility to monitor their child's absences. A child is considered to be absent if they miss *any session* in a day, for which they are enrolled. If a parent/carer wishes to withdraw a student from the ELC, they are required to provide two weeks of notice in writing.

Orientation

All CE ELCs are responsible for developing their own individualised induction and orientation strategies to familiarise and welcome new students and families to the ELC School Community.

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| Approved by: | Service Area Leadership Team |
| Issuing Group | School Services |
| Implementation Date: | September 2015 |
| Policy last updated: | |
| CEO Contact Officer: | Head, School Services |
| TRIM Record Number: | R313315 |