# Purpose

This policy will outline:

* The criteria for enrolment at **St. Kevin’s Out of Hours School Care**
* The process to be followed when enrolling a child, and the basis on which places within the programs will be allocated.

# Policy statement

## Values

**St. Kevin’s Out of Hours School Care** is committed to:

* Equal access for all children
* Meeting the needs of the local community
* Complying with the Education and Care Services National Regulations under the Education and Care Services National Law (ECSNR)
* Complying with the DEEWR requirements relating to the enrolment of children under the “Child Care Management System” (CCMS)
* Maintaining confidentiality in relation to the details on enrolment forms.

## Scope

This policy applies to the committee, staff and parents/guardians who wish to have their child/ren enrolled, or have child/ren already enrolled, at the **St. Kevin’s Out of Hours School Care.**

## Background and legislation

The Education and Care Services National Regulations under the Education and Care Services National Law (ECSNR) require licensed services to have available information about admission requirements and enrolment procedures. It is intended that all eligible children will have access to OHSC; however, a shortage of places in some areas can cause problems and limit choices for parents. Where there is a higher demand than places available, a priority of access must be determined by CCMS and by the committee to allocate the places.

The criteria used by centres to determine the allocation of places vary from centre to centre, but they are generally based on a centre’s philosophy, values and beliefs.

Relevant legislation may include but is not limited to:

* *Children’s Services Act 1996*
* Children’s Service’s Regulations 2009 (CSR)
* Education and Care Services National Regulations 2011 (ECSNR)
* *Disability Discrimination Act 1992 (Cwlth)*
* *Equal Opportunity Act 1995 (Vic.)*
* *Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)*
* *Sex Discrimination Act 1984 (Cwlth).*

## Definitions

**Children with additional needs**: Children whose development or physical condition needs specialist support, or children who may need additional support due to language, cultural or economic circumstances (refer to Inclusion and equity policy).

**Department of Education and Early Childhood Development (DEECD)**:The state government department responsible for the funding, licensing and regulation of children’s services in Victoria.

**Eligible child**: Child who meets the criteria outlined in the *Victorian Kindergarten policy, procedures and funding criteria.*

**Enrolment application form**: A form to apply for a place at the centre.

**Enrolment form**:A form that collects details regarding individual children. This is completed after a place has been offered by the centre and accepted by the applicant.

**Fees**: The amount charged to attend a program at the centre.

**Guardian**: Person/s who have been granted lawful authority by a court order for child/ren. The definition of ‘guardian’ under the Children’s Services Act 1996 also means a person who has custody or control of the child but does not include a person providing children’s services to a child.

**Lawful authority**: A power, duty responsibility or authority conferred in relation to a child at common law or under an Act or by an order of a court.

**Siblings**: Sisters and brothers by whole or half blood, adoptions or by marriage, including de facto or to whom foster care is provided by a parent (including an adoptive parent) or guardian of the first mentioned child.

**Vacancy**: A place in a program that becomes free as a result of a child leaving the centre or is available because all places are not filled.

**Vacant funded place**: A government-funded place at the centre from which a child has withdrawn.

## Sources and related centre policies

### Sources

* DEECD, Children’s Services Guide
* DEECD, Victorian Kindergarten policy, procedures and funding criteria

### Centre policies

* Communication
* Complaints and grievances
* Fees
* Inclusion and equity
* Privacy

# Procedures

**The committee is responsible for:**

* Determining the criteria for priority of access to centre programs based on funding requirements and the centre’s philosophy
* Developing procedures that will ensure all eligible families are aware of and able to access St Kevin’s out of hours school care program, including advertising, and considering any barriers that may exist
* Providing a locked secure file for the storage of completed enrolment forms (refer to Privacy policy)
* Complying with the Inclusion and equity policy
* Providing opportunities (in consultation with staff) for interested families to attend the centre during operational hours to view the program
* Ensuring that enrolment forms comply with the requirements of ECSNR R160-162.

**The enrolment secretary (or the delegated person) is responsible for the day-to-day implementation of this policy, which includes:**

* Providing enrolment application forms (see [Attachment 2](#Attachment52),’ Sample enrolment application form’)
* Collating enrolments
* Maintaining a waiting list
* Offering places and providing relevant paperwork (i.e. handbook, fees schedule, relevant policies) to families in accordance with this policy
* Providing a monthly report to the committee/board regarding the status of enrolments and any difficulties encountered
* Storing completed enrolment application forms, as soon as is practicable, in a lockable file as per regulations
* Complying with the Privacy policy of the centre

**The staff are responsible for:**

* Reviewing enrolment applications to identify children with additional needs (refer to the Inclusion and equity policy for procedures to follow)
* Responding to enrolment enquiries on a day-to-day basis and referring people to the enrolment secretary as required
* Responding to parent/guardian enquiries regarding their child’s readiness for the program in which they are considering enrolling their child
* Complying with the centre’s Privacy policy in relation to the collection and management of children’s enrolment information
* Ensuring that enrolment forms are completed before the child commences attending the program.

**Parents are responsible for:**

* Completing enrolment forms prior to their child’s attendance at the centre
* Ensuring that all required information is provided to the service
* Updating information by notifying the centre of any changes.

# Evaluation

In order to assess whether the policy has achieved the values and purposes, the 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 parents’/guardians’ survey
* Take into account feedback on the policy from the enrolment secretary or designated person and staff
* Monitor complaints and incidents regarding the enrolment of children
* Review the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service.

# Attachments

* [Attachment 1](#Attachment51): General enrolment procedures
* [Attachment 2](#Attachment52): Sample enrolment application form

# Authorisation

This policy was adopted by the **St. Kevin’s Out of Hours School Care** committee at a committee meeting on **June 2018**

# Review date: June 2020

St Kevin’s Out of Hours School Care

General enrolment procedures (in handbook)

1. Application for a place

* Enrolment applications will be accepted any time after the child has commenced at school.
* Enrolment application forms are available from the centre and an example of one is attached to this policy.
* A separate application form must be completed for each child, and for each proposed year of attendance at the centre.
* To facilitate the inclusion (refer to Inclusion and equity policy) of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child.
* Completed enrolment application forms are to be forwarded to the enrolment secretary, or designated person, at the centre.
* Access to completed enrolment application forms will be restricted to the enrolment secretary (or delegated person), staff, president and secretary, unless otherwise specified by the committee.
* Applications will be entered in the waiting list using the eligibility and access criteria.
* As we are an incorporated association, the constitution states that anyone attending St Kevin’s Out of Hours School care becomes a member of the association
* Enrolment information will be entered into the database required for providing child care rebates. (i.e. into the “Child Care Management System” (CCMS)
* Membership of the association includes parents/guardians of children who are on the waiting list. Relevant details will be provided to the secretary to enter on the membership register of **St Kevin’s OHSC**.
* Space at each session will depend on the staff to children ratios on the given day.
* Families are encouraged to enrol for the service at the start of the school year in case there is an emergency need to attend after school

2. Enrolment Date & Allocation within groups

* Enrolments will be taken from the 1st November of the year prior to the new school year and throughout the school year.
* Enrolment dates will be published in the school newsletter and with the school’s prep enrolment information
* Children will be allocated into each group up until the maximum number of children allowed with the staff to child ratio.
* Permanent bookings ensure a permanent space is held for your child/ren
* Casual bookings are not guaranteed and will depend on availability within the specified ratios

3. Offer of places

* Places will be allocated to applicants in accordance with the eligibility and access criteria of the centre and the “Child Care Management System”.
* Applicants who are successful will be notified, in writing, of a confirmed place.
* Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify the committee in writing as soon as possible.
* Subsequent offers will be made prior to the beginning of the school year.
* An enrolment form and other relevant information will be provided with your letter of success.

Note: Places will not be allocated to children until any substantial debt owed by the family to the centre is paid, or a payment plan is agreed to between the family and the centre. (Refer to the Fees policy.)

Attachment 2 - Sample - Enrolment application form

