

YMCA Geelong- Orientation and Enrolment Policy- Children's Services



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Policy Number	Date Approved	Date Last Amended	Status
YG 148-O	04/04/2014	16/03/2017	APPROVED

1. ORIENTATION AND ENROLMENT POLICY - CHILDREN'S SERVICES

2. INTRODUCTION

YMCA Geelong Children's Services ensure that a thorough and comprehensive orientation and enrolment process is provided to all new and existing children and their families. The enrolment and orientation policy ensures a safe, welcoming and engaging environment is provided from the outset. By facilitating the initial and ongoing gathering of information, the service is able to be responsive to individual needs while supporting the child in their new environment. The Orientation and Enrolment Policy ensures services meet their obligations under the Education and Care National Regulations (2011) as well as the broader National Quality Framework.

3. POLICY

In order to achieve a comprehensive orientation and enrolment process, the Person with Management and Control and the Nominated Supervisor will ensure;

- A full and completed enrolment form including Direct Debit Form (if applicable) is obtained for each child attending the service each year.
- In the case of Holiday Programs, a completed online wait list request to be completed as well as enrolment. Details are able to be updated by families as required.
- Copies of the following documents are obtained prior to the child's first day at the service;
 - immunization record or immunization exemption certificate
 - health record
 - Legal parenting/custody orders or other legal orders (where applicable)
 - health care card (where applicable)
 - Risk Management plans- medical management plan (anaphylaxis, asthma, allergy or other health related issue, where applicable) and
 - Behaviour Guidance strategies (where applicable)
- An enrolment place is not confirmed until all relevant information is obtained during the enrolment process. A child cannot attend a booked session without all documents being provided and completed in full.
- Enrolments are not transferable between YMCA services.
- Families are provided access to Family Assistance Office information to register for financial assistance including Child Care Benefit, Child Care Rebate and JET funding.

- Implement the Australian Government’s Priority of Access Guidelines where applicable at all times
- The service Parent Handbook is available at all times on YMCA Geelong website www.geelong.ymca.org.au and a copy provided upon request.
- Families are requested to pay fees in advance via direct debiting except in cases of NDIS funding.

3.1 Annual Re-enrolment Process (Gymnastics-based)

- A re-enrolment process will take place at the end of each calendar year for the following year. Re-enrolment is based on a place being available on the days required, the relevant account being paid and up to date and the provision of all required documentation as requested by the Nominated Supervisor or person conducting the re-enrolment process.

3.2 Family Responsibilities

- It is the parent/guardian/account holders responsibility to;
 - Provide all information relating to the child is current and provide updated information when requested by the service or whenever details provided on the enrolment form are no longer current
 - Inform the service in writing of the cancellation of care or of any requests to change days/sessions adhering to the applicable notice period
 - Ensure all details are updated when required with the Family Assistance Office
 - Read and understand the relevant service Family Handbook prior to attending the service for the first time

3.3 Orientation

It is the Nominated Supervisors (School Holiday Program) responsibility to ensure an effective orientation occurs for all new children. Re-enrolling children may require an orientation where appropriate from year to year. Orientation at a YMCA service must ensure the following;

- The orientation takes in to account the child’s age, cultural background, interests, skills and abilities
- It is conducted in accordance with the practice principles in the relevant learning framework,
- Actively supports the family and child’s introduction to the service, their sense of belonging, community and positively facilitate the beginnings of new relationships
- Respond to and respect the individual needs and rights of the family and child and collaborates with the family to support their orientation and service experience
- Reflect the overall service philosophy and YMCA values

In the case of Early Learning, the following additional requirements apply;

- All new children are invited to visit and stay at the children’s service with their parent/guardian prior to starting to enable familiarity with the service Educators, program, routine and activities.

- The orientation plan will be a written document developed for all new children to the service and where children may move from room to room.
- An orientation plan will be developed between the children’s service staff and the parent/guardian and is open for ongoing review throughout the orientation process.
- Orientation is conducted on an individual basis or in groups depending on the requirement of the orientation.

4. DEFINITIONS

Jobs, Education and Training (JET) Child Care Fee Assistance-

Child care fee assistance for eligible parents undertaking activities such as job search, work, study, training, or undertaking rehabilitation to enter, or re-enter, the workforce as part of an Employment Pathway Plan or Participation Plan.

5. SCOPE

The scope of this policy applies to all approved Children’s Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care..

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	<p>YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (ie policy compliance).</p> <p>Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All Educators are responsible for the daily implementation of the policy when directly supervising children.</p>
Community Program Co-ordinator	<p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> <p>Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children’s Services Educators on the appropriate implementation and use of policy.</p>
CEO	Approve the Policy

7. MONITORING, EVALUATION AND REVIEW

The Orientation and Enrolment Policy will be reviewed three year from the date of initial approval.

The ongoing monitoring and compliance to this policy will be overseen by Community Program Co-ordinator and the Senior Management Team. Each program will complete an annual self-assessment against this policy and the legislated standards from which it was drawn. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by the Children's Services Taskforce using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [National Priority of Access Guidelines](#)
7. [United Nations Convention on the Rights of the Child](#)
8. [Early Childhood Australia Code of Ethics](#)
9. [Shared Visions Factsheet Making Newcomers Welcome](#)
10. [National Quality Standard Guide 5: Relationships with Children](#)
11. [National Quality Standard Guide 6: Partnerships with Families](#)
12. [YMCA Policies-](#)
 - Payment of Fees Policy
 - Medical Conditions Policy
 - Acceptance and Refusal of Authorisations

Approved by: Chief Executive Officer

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Policy Owner: Kimberley Maher, Community Programs Co-ordinator

Contact Details policy owner: Ph: 5221 8344 E: kimberley.maher@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	16/03/2017	Kimberley Maher	<p>Updated section 3 to state: <i>In the case of Holiday Programs, a completed online wait list request to be completed as well as enrolment. Details are able to be updated by families as required.</i></p> <p>Section 3: Child's birth certificate no longer required to be sited</p> <p>Updated Section 3 to state: <i>Families are requested to pay fees in advance via direct debiting except in cases of NDIS funding.</i></p> <p>Section 3.1. is specific to Gymnastics-based programs</p> <p>Section 3.3. is specific to the school holiday program</p>

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc.