**Child Care**

**Enrolment Policy and Procedure**

**Scope**

This policy applies to all children and families who have already or wish to enrol their child at Tongala Community Activities Centre Inc Child Care, and also our staff, the TCAC Coordinator, volunteers, students, tutors and Committee of Management members.

**Values**

TCACC is committed to:

* Equal access for all children.
* Compliance with the Children’s Services Regulations 2009.
* Meeting the needs of the local community.
* Maintaining confidentiality in relation to the details on the enrolment forms.
* Ensuring children in our care are safe and comfortable.

**Purpose**

To outline for staff and both current and future users of the service:

* The criteria for enrolment at the centre.
* The process to be followed when enrolling a child.
* The procedures and requirements for renewal of childcare for current children at the start of each year.

**This Policy applies to**

The staff, parents and guardians who wish to have their children enrolled at the centre, or have children already enrolled.

**Enrolment Procedure**

* Enrolment applications for children to attend the service from parents, guardians and carers will be accepted any time.
* Childcare is available to children aged 0 – six years.
* Enrolment applications are available from either TCAC or TCAC Child Care.
* A separate application form must be completed for each child and for each proposed year of attendance at the service.
* To facilitate the inclusion of all children, enrolment applications should clearly identify any additional or specific needs of the child.
* Completed enrolment applications are to be delivered to the person responsible for the enrolment process at the centre, or the TCAC Coordinator.
* A copy of the child’s immunisation status must be included with the enrolment application.
* Parents are required to provide each child’s Health Care Record for staff to sight prior to the child commencing child care.
* Access to completed enrolment applications will be restricted to the person responsible for the enrolment process, the TCAC Coordinator, Approved Provider, Nominated Supervisor and educators at the centre.
* If there are no suitable vacancies, the child/children’s details will be placed on a waiting list.
* Parents, guardians and carers who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the person responsible for managing the enrolment process or the TCAC Coordinator as soon as possible.

NOTE: Places will not be allocated to children until any substantial debt owed to the centre by the family is paid, or a payment plan is agreed to between the family and the service.

***Responsible Officer – TCAC Coordinator***

***Date of approval – 11/02/2019***

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