**Vermont Primary School OSHC**

**Enrolment Policy**

**QUALITY AREA 2: Children’s Health and Safety**

Vermont 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.

**The laws and other provisions affecting this policy include:**

* Education and Care Services National Law Act, 2010 and Regulations 2011
* Duty of Care
* NQS Area: 1.1.5; 2.1.1; 2.2.1; 2.3.4; 4.1.1; 4.2.1; 6.1; 6.2.1; 6.3.2, 6.3.3;; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.4, 7.3.5.
* Policies:
* 2.4 – Arrivals and Departures of Children,
* 2.11 – Including Children with Special/Additional Needs,
* 2.13 – Use of Photographic and Video Images of Children,
* 3.5 – Excursions,
* 3.8 – Extra-curricular Activities,
* 4.6 – Medication,
* 4.8 – Sun Safety,
* 4.10 – Anaphylaxis Management,
* 8.15 - Children of Employees,
* 9.1 – Access

**Procedures**

* The enrolment process will commence with an initial meeting between parents/guardians, child/ren and the Coordinator, where the families will be provided with a service enrolment pack, including but not limited to:
* Child enrolment form;
* Family handbook;
* List of current educators, including photos;
* Service rules and behavior expectations.
* Enrolment at this Service for children over pre-school age (but not yet started Foundation) is not available from the beginning of the calendar year in which they will attend school. Once they commence school then they will gain admission. Families may need to provide documentation relating to proof of age prior to enrolment being accepted.
* Strictly for the purposes of enabling the Service to fulfill its Duty of Care responsibilities to the child and comply with these policies and procedures, the following information in relation to children is requested from all parents/guardians through the service enrolment form:
* Personal details (name, address, and date of birth);
* Name, home and work address and phone numbers of parent/guardian;
* Name, address, phone number and relationship to child of persons (authorised nominee) who may be contacted for emergency collection;
* Parental/guardianship and/or residential details (if any), including copies of relevant court orders;
* Relevant health, medical and immunization details;
* Name, address and phone number of the child’s doctor;
* Any special physical, emotional, dietary, religious, cultural or other needs or considerations relating to the child;
* Authorisation for the service Coordinator (or nominated educator) to:
* Provide emergency medical treatment;
* Apply/assist to apply SPF+30 sunscreen;
* Take and/or display children’s photographs;
* The enrolment form shall also include the written consent of the parent/guardian signing the form to the use of the information by the Service in keeping with the Information Handling Policy (Privacy and Confidentiality), (see Policy 10.8) and the other Policies and Procedures of the Service from time to time.
* Vermont Primary School OSHC service cannot provide its services to a child, and may refuse to do so, if the parent/guardian refuses to give any or all of the above information, as the Service will not be able to discharge its Duty of Care and other responsibilities to the child without this information.
* Vermont Primary School OSHC service will, on a regular basis, request families to update children’s enrolment forms to ensure all parent/guardian and emergency contact information is current.
* Enrolment in the four Vacation Care Programs can only be accessed by children who attend Vermont Primary School.
* All information obtained through the enrolment procedures will be kept in strictest confidence and used only for the purposes for which it is obtained (see also Policy Information Handling [Privacy and Confidentiality]).

**REVIEW DATE**: May 2020.