



Waiting List, Enrolment and Orientation Procedures

Waiting List

1. All families wishing to place their child on our waitlist for future enrolment must complete a waitlist form. This can be completing an online waitlist form via our website or a paper copy. This includes staff wanting a place for their child at Maryland Care & Early Education Centre. Once the waiting list form has been submitted a letter of acknowledgement will be sent referring the family to the website for further information.

2. Maryland Care & Early Education Centre follows the Government's Priority of access when enrolling children into the service. This priority is linked to the Government funded child care benefit (CCB) and Child care rebate (CCR).

Australian Government Priority of Access Guidelines:

- *First Priority: a child at risk of serious abuse or neglect;*
- *Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999';*
- *Third Priority: Any other child.*

Within these main categories priority should also be given to the following children:

- *Children in Aboriginal and Torres Strait Islander families;*
- *Children in families which include a disabled person;*
- *Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$43,727 for 2015-2016, or who or whose partner are on income support;*
- *Children in families from a non-English speaking background;*
- *Children in socially isolated families; and*
- *Children of single parents.*

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- *Are notified when your child first entered care that your service follows this policy*
- *Are given at least 14 days notice of the need for your child to vacate.*

3. Having satisfied the requirements of Commonwealth Priority of Access Guidelines, places will be allocated utilising the following Maryland Care and Early Education Centre Priority of Access guidelines:

Priority 1 – Staff members who satisfy the work/training/study requirements according to the Australian Government priority of access guidelines in order of earliest date placed on the waitlist

Priority 2 - Siblings of children already enrolled in Maryland Care & Early Education Centre and children who have had siblings who have attended the centre who satisfy work/training/study requirements according to the Australian Government priority of access guidelines in order of earliest date placed on the waitlist

Priority 3 –Children of parents who satisfy the work/training/study requirements according to the Australian Government priority of access guidelines in order of earliest date placed on the waitlist

Priority 4 - All other children in order of earliest date placed in the waiting list

4. A copy of this policy will be given to families upon placing their child on the waitlist and to staff upon employment.

Enrolment and Orientation

When a position becomes available

If a position becomes available the Nominated Supervisor or delegated person will go to the waitlist and considering access guidelines may offer the next person on the waiting list a position. The family will be contacted via either phone or email with the details of days available and fees payable and requested to either accept or decline the position by a nominated date. After this date has passed and family hasn't contacted the service the position will be offered to the next person on the waiting list.

Enrolment

Upon the acceptance of a position the Nominated supervisor or delegated person will create an enrolment pack for the family. This pack will include:

- A welcome letter outlining fees and charges payable
- Information regarding the orientation process
- An enrolment form that includes authorisation forms
- Forms for families to detail information about their child for educators
- Directions to our website to download an information book containing policies as required under regulation 168
- Information regarding the room the child is to be a member of
- Feedback form regarding the orientation process
- Information regarding National Quality Framework, National Quality Standards & the Early Years Learning Framework
- Information regarding Childcare Benefit (CCB) and Child Care Rebate (CCR)

- Fee information and Ezi Debit form
- Bi cultural educator request forms

Prior to the enrolment pack being created for each family consideration will be given to the language and cultural needs of the family.

The Nominated Supervisor will complete a Family Orientation Checklist with each family and offer an Orientation Feedback Survey for each family to complete.

Orientation

In consultation with the child's family an orientation program will be discussed and planned to provide the best possible start for the child at the service. There is no set plan for orientation; rather we are flexible to cater for the needs of each individual family. We do encourage families to visit with their child at least once for about an hour before starting care & early education with us.

During an orientation visit families will be introduced to educators and opportunity given to discuss their child's interests, any areas of concern, individual needs, dietary requirements etc. You will also be told about different methods of communication, sign in sheets that must be filled out on arrival and departure each day and any other information relevant to you and your child. Families are required to stay with their child during orientation visits.

Before the child begins his/her first day the following will need to be returned to the centre:

- Enrolment form with current contact information
- Copy of your child's birth certificate, passport or other identification and immunisation details
- CRN numbers for yourself and your child (for Childcare Benefit purposes)
- Payment of the security deposit and enrolment fee
- Information on children's additional needs (including medical conditions, health & developmental concerns)

This information will be kept on the service premises in accordance with service policies and the Education and Care Services National Regulations 2011.

Exiting the Service

When a family gives 2 weeks' notice to cease care completely, an exit survey will be offered to each family to complete for feedback on that families experience at the centre.

Last reviewed: August 2015

Next Review: August 2016