Outside School Hours Care Policy
Enrolment

Purpose

Wangala Primary School Outside School Hours Care is committed to consistent and clear enrolment procedures to ensure no family is disadvantaged in accessing the Wangala Primary School Outside School Hours Care service. The service will keep an enrolment form for each child that includes the information listed below. (R160-162) Wangala Primary School Outside School Hours Care ensures that Educators are provided with strategies to support families in introducing children to the Service, time to develop close professional relationships with families, and support from referral agencies where appropriate.

Enrolment Procedures

Wangala Primary School Outside School Hours Care 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/carers.

- Wangala Primary School Outside School Hours Care is dedicated to providing families with:
    - Enrolment for their child/ren;
    - Support in the event of needing additional or emergency care for their child;
    - Privacy and confidentiality.
- The enrolment record will include information prescribed in compliance with d Regulation 160 of the Education and Care Services National Regulations (2011).
- The enrolment record will include authorisations prescribed in compliance with Regulation 161 of the Education and Care Services National Regulations (2011).
- The enrolment record will include health information in compliance with Regulation 162, and of the Education and Care Services National Regulations (2011) for all other jurisdictions.
- Supported from the Service Coordinator is provided to complete the enrolment process if required.
- If the Families first language is not English, the Family may be supported during enrolment through translation services.
- At enrolment parents/carers are encouraged to provide any further information about their child that will support continuity of care between home and the service.
- Enrolment Records will be updated annually by parent/carer or more frequently if or when a families circumstances change.
- A fully completed enrolment and indemnity form must be filled out before a child can attend the service.
- It is a legal requirement that a copy of any court order or parenting order, that exists be kept with the service's records. The enrolment record must contain details of both parents (if known). (R 160)
- Access to this information is available only to relevant Team Members, the enrolling parent/carer, and authorised Government Officers in accordance with the Wangala Primary School Outside School Hours Care Record Keeping policy. This information will also be shared with Emergency Services staff in the case of an emergency.
- Bookings are accepted according to Priority of Access guidelines as set by the order that bookings are received.

Supporting Custody Arrangements

Services maintain records of custodial and access arrangements for children attending the service in compliance with Regulation 160 of the Education and Care Services National Regulations (2011). Wangala Primary School Outside School Hours Care ensures that Educators are provided with information about custodial issues and ensures that Educators are supported to implement procedures for supporting custody arrangements.

- Wangala Primary School Outside School Hours Care requires that each parent/carer provides, upon enrolment and/or change of circumstances a copy of any legal documents including but not limited to Family Court Orders, family violence-related orders, child protection orders and bail orders in compliance with Regulation 160 of the Education and Care Services National Regulations (2011).
- Enrolling family members are responsible for informing the Service Coordinator, School Principal or Assistant Principal of custody and access arrangements on enrolment and must advise immediately of any subsequent changes to these arrangements.
- All legal documentation relating to custody and access are held and maintained according to Record Keeping Policy.
- The Service Coordinator is responsible for alerting Team Members of any custody arrangements concerning children in their care.
- No child will be permitted to leave the service with anyone other than those authorised on the child's Enrolment Form, or by written authorisation from the custodial parent/carer, in accordance with the policy on the Delivery and Collection of Children.
- If a person other than those mentioned in legal documentation relating to custody and access arrangement arrives at the service to remove a child, and is not a person who is authorised by the enrolling parent/carer on the child's Enrolment Form, the Service Coordinator will explain Wangala Primary School Outside School Hours Care legal responsibilities, and explain that by law the child's legal carer must be contacted before the child is taken from the service, and any other procedures in accordance with policy on Delivery and collection of children.

REQUIREMENTS FOR ADDITIONAL NEEDS

Wangala Primary School Outside School Hours Care requires a minimum of 4 weeks' notice if you intend to enrol your child into the Before and After School Care program and they have been diagnosed with any form of learning, behavioural or diagnosed difficulty or medical condition. This allows adequate time to apply for additional funding, recruit additional staff and best prepared to support your child.

ORIENTATION PROCESS

Wangala Primary School Outside School Hours Care understands the importance of an orientation process that provides clear guidelines to help families and children to settle into the service successfully. Wangala Primary School Outside School Hours Care is committed to providing children with support and comfort to settle into the service and establish new friendships and relationships, and advocacy for children's wellbeing and protection.

- Please inform educators that this is your child's first time attending the program.
- An educator will show your child around the service, explain boundaries and expectations to them, endeavour to engage them in an activity or find them a friend or buddy to help settle them in.

- Sometimes educators may ask children to be a special helper to them, or they may ask the children to sit with them and complete a 'Getting to know my Child' form so we can better ascertain what your child likes to do. These profiles are kept confidential and are used for current and future planning.
- Parents/carers are welcome to view these profiles if educators have completed one with your child.
- Parents/carers are more than welcome to enter with their child to look around and ask any questions of the educators. However, we ask parents to understand that often children adjust more quickly with the assistance of the educators when parents do not linger overly long.
- Educators may discuss the child's day with the family member when they come to collect the child. Families and children provide feedback about this process via surveys as Wangala Primary School Outside School Hours Care commit to the continuous improvement of our services.

REFERENCES ACECQA

National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's health and safety
Quality Area 6 – Collaborative partnerships with families and communities
Quality Area 7 – Leadership and service management
Education and Care Services National Law Act (2010), S 168, S 175
Education and Care Services National Regulations (2011), R 160, 161, 162

Review Cycle

This policy was last updated in March 2025 and is scheduled for review in March 2026.