

## ENROLMENT AND ORIENTATION



### **This policy aims to:**

Ensure all enrolments are always compliant and have the most up to date information for the participants. Ensures an adequate orientation so participants feel safe, secure and supported from their first day in the program.

### **Definitions:**

**Enrolment:** An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

**Enrolment Record:** The approved provider must ensure that an enrolment record is kept for each child enrolled at the service. The record must include:

- Full name, date of birth and address of the child
- The name, address and contact details of each known parent of the child
- Any emergency contacts
- Any authorised nominee
- Any person authorised to consent to medical treatment or administration of medication
- Any person authorised to give permission to the educator to take the child off the premises
- Any person authorised to authorise the education and care service to transport the child or arrange transportation of the child
- Details of any court orders, parenting orders or parenting plan
- Gender of the child
- Language used in the child's home
- Cultural background of the child and their parents
- Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs
- Authorisations for:
  - the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child
  - the service to take the child on regular outings
  - regular transportation of the child
  - Name, address and telephone number of the child's registered medical practitioner or medical service
  - Medicare number (if available)
  - Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis.
  - Any medical management plan, anaphylaxis medical management plan or risk minimisation plan
  - Any dietary restrictions

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- Immunisation status

**Orientation:** Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.

**OSHC@IOE will ensure that:**

### **Enrolments:**

All enrolments are completed before the participant starts the program. Enrolments will be electronic through the program Xplor.

The enrolment form will have the following information:

- Details of the participant including medical needs and cultural background
- Details of the family including authorised nominees
- Individual needs/likes and dislikes of the participant
- Any legal requirements including custody orders
- Signed authorisations from the family

All enrolments are to be accessible to staff at all times in the event of an emergency.

All enrolments are to be audited on a 12 month basis.

### **Orientation:**

All participants will have access to two orientations before commencing the program.

Orientations must have a guardian on site and are not included in the ratio for the session.

During orientation, participants will be allocated a support person who will assist with the transition to care. This support person will be who liaises with the family during the orientation and first few weeks of the program ensure all parties feel safe and welcome.

Families will be shown how to use Xplor including booking sessions, marking absences, contributing to the program and updating details.

### **Families will ensure:**

All details in the enrolment form are accurate and up to date at all times.

If there are changes to the enrolment form, the service is notified before the participant attends their next session.

All documentation including, immunisation history, birth certificate and medical information is provided at the time the enrolment form is submitted.

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That any custodial agreements are included along with correct documentation at the time the enrolment form is submitted.

### **Interchange registration process:**

Once families are enrolled in the OSHC@IOE program they will be offered the opportunity to register with IOE to access all recreational programs using their NDIS funding. After accepting the offer, OSHC@IOE will send enrolment forms to the IOE Intake Team who will contact the family. All registrations must be completed in full no later than three months after enrolling in OSHC and expressing interest.

### **References:**

Education and Care Services National Regulations 2011: 160, 161, 162

National Quality Standards: 7.1.2, 2.1.1, 6.1.1