

SWiCh Inc Child Care Centre
Monash Student Association Clayton

Policy: Enrolment

Revised April 2008

Policy Statement: SWiCh Inc abides by the Children's Service Regulations 1998. Enrolments are taken at any time throughout the year providing the space is available. Regulation staff / child ratios must be maintained at all times.

Enrolments will be accepted provided:

- every section of the enrolment form has been satisfactorily completed.
- privacy policy has been read and permission signed.
- the maximum daily attendance does not exceed the licensed capacity of the Centre.
- priority for new enrolments will be in the following order of preference; Clayton enrolled students, Monash students, MSA staff, Monash staff.
- immunisation records are to be up to date prior to enrolment and maintained thereafter
- parents are made aware of the benefits of immunisation but if a parent chooses to not immunise their child it is their right. Parents will be informed if there is any outbreak of a disease and they will have to remove their child from care until the centre has no subsequent outbreaks. The parent will be responsible for paying full fees during the time their child is away.
- children with disabilities will be enrolled subject to an initial assessment to ascertain if the centre can meet the child's needs. Additional resources and funding may be required.

Procedures

An admission form including an indemnity clause must be completed prior to the child being accepted into the program. The privacy policy permission form needs to be signed and completed.

An orientation of the parent enrolling the child will be conducted by the director or in her absence a nominated staff member. This will cover operational policies, and provide the parents with copies of:

- SWiCh Parent information booklet
- CCMS information

Enrolment orientation checklist:

- ⇒ Admission / privacy forms completed
- ⇒ Policies discussed ie. fees in advance, routines, discipline.
- ⇒ CCMS / JET childcare scheme information explained
- ⇒ Signing in and out process.
- ⇒ Clothing and toys brought to the centre discussed
- ⇒ Introduced to Early Childhood Educators
- ⇒ Tour of the centre
- ⇒ Procedure for medication / accident illness discussed
- ⇒ Immunisation requirements discussed
- ⇒ Asthma emergency plan of action completed (if applicable).
- ⇒ Chronic illness form discussed if required i.e. if a child has allergies, epilepsy etc
- ⇒ Parking area discussed
- ⇒ Letter regarding policy on food restrictions

Arrival and Departures

Upon arrival staff will greet the family, parents are to inform staff of their child's requirements for the day / food needed / sleep times etc. Parents will also inform staff of any health issues their child may have had since the last time they attended care. The sign in book located within the playroom must be filled out prior to a child being left at the centre, time parent is leaving the centre, estimated time they are due back and emergency contact number. Staff will inform parents upon return of their child's day, times slept, food eaten, nappy changes etc. Parents need to sign out on the daily attendance sheets and record their departure time.

Procedure for children not collected by the end of the day

If a parent fails to return by centre closing time two staff members will remain with the child. The parent will be contacted first; if there is no response the emergency contacts will be phoned and asked to collect the child. If after one hour the centre staff cannot contact anyone the police will be informed of the situation. A late fee of \$1.00 per minute will be charged after 5.30.

Releasing Children:

Parents must give written approval for their child to be collected by anyone other than themselves.

This

information is stored on the child's enrolment form. If a person staff do not know comes to collect a child staff are instructed to ask for some form of identification.

If a parent rings to say they are unable to collect their child but they have arranged for someone that is not listed as an emergency contact to collect, two staff must witness the phone conversation. The staff must then accurately document the instructions the parent has given then the two staff members must sign the document (forms are located in the medication books for this purpose). Identification must be shown when the person collects the child and that persons signature recorded also. The next time the parent comes to the centre they will be asked to sign the documentation. This procedure only takes place in an emergency situation when it is impossible for the parent to do otherwise.

General Grievance

Refer to the General Grievance Policy.

Custody Disputes

If an order from the family court exists in relation to custody access arrangements parents are obliged to give the centre a copy to be kept on file with the child's admission form.

If an unauthorised person attempts to collect a child/ren

1. The director or the primary nominee must be informed immediately and security alerted by ringing 333 or by picking up the red phone in the foyer.
2. Staff members will try to discourage the person from removing the child.
3. The director / assistant director or in her absence qualified childcare staff member will encourage the person to speak outside the centre.
4. Under no circumstances should the staff put themselves or the children in care at risk of being injured, whilst negotiations are taking place.
5. If negotiations fail and the staff and other children are in danger then the child must be released.
This step will only occur if the situation has turned dangerous.

If a child is taken away by an unauthorised person

The director or staff member should immediately contact -

1. security 333 or red phone requesting their help and a call to the police.
2. the child's parents / primary caregiver (if they cannot be contacted the emergency contact)
3. the director or assistant director if they are not at the centre
4. An incident report needs to be completed within the next 48 hours to forward to Human Services

Waiting Lists

Waiting lists will be kept and parents notified if a place becomes available. Parents are asked to contact the centre if they wish to be taken off the waiting list.

All persons on the waiting list will be emailed in May and October to ascertain whether they still require a place at the beginning of each semester.

Deferred Students

If a parent defers from their studies and requests that their child attends SWiCh the following conditions apply.

Care is available for one year only

Only one permanent day per week can be offered. Exceptions can be made on a casual basis if enrolments are low.

Fees will be charged at the non-student rate.