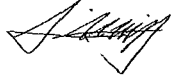
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ENROLMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to provide efficient enrolment procedure that is clear and understandable to all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Communication Policy
- 3.2. Confidentiality Policy
- 3.3. Hours of operation Policy
- 3.4. Participation and Access Policy
- 3.5. Service Access Policy

4. Responsibilities & Delegations


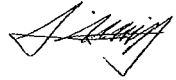
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. Family Law Act
- 5.4. Laws relating to Privacy


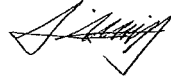
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Children/Parents must be given an "Enrolment Pack for new families", including an "all about me" form, (for the child/ren), to inform staff of the child/ren's interests, nick names etc and a Parent Handbook with all relevant centre information.
- An Enrolment Form must be fully completed for each family before the child can attend the centre.
- The Coordinator is to go through the form with the parents prior to starting care to ensure all the details have been completed.
- The Enrolment Form must contain all relevant details relating to personal, medical (including Medicare number and expiry date), dental and custodial details for each child, along with immunisation records if enrolling for the first time. Parent or guardian and emergency contacts along with any special requirements relating to that child. Parents will be required to provide at least three emergency contacts, their name, address and phone number. If possible these people should live within half an hour travel time to the centre.
- If a child is subject to an access order or agreement, the service must have a copy on record plus any subsequent alteration registered by the court (original documents must be sighted upon enrolment).
- Evidence of court orders or agreements will be considered part of the enrolment in order to minimise the likelihood of distressing situations occurring in the future.
- All Enrolment Forms are to be kept in a locked file and kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Department Officers.
- Enrolment Forms are to be updated yearly or when there are changes to the family's circumstances.
- To confirm re-enrolment in the following year, current parents are asked to fill in a new Enrolment Form at the end of each year, which updates their current circumstances and any changes to care required.
- Parents will be advised that it is their responsibility to notify staff of any changes to their current details on enrolment, through the parent information booklet. Staff to provide parents a Parent Change of Details Form.
- Depending on availability of care, children may be enrolled at any time throughout the year.
- Parents may also place their child on the waiting list for the current or upcoming year if they do not require care immediately. Care will be determined by availability and priority of access guidelines.
- Parents to be clearly informed of the opening / closing times of the centre and that individual staff have no authority to negotiate earlier drop offs or later pick ups.

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- We know you think our centre is great and the staff are fantastic but please do not:
 1. Ask staff to baby sit.
 2. Ask staff to provide your child with a ride home
 3. Arrive before the service commences.
 4. Allow your child/ren to exchange telephone or mobile phone numbers with any staff.
 5. Allow your child/ren to exchange email addresses with any staff.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

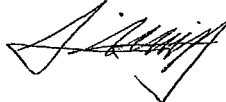
I endorse the Enrolment Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009