

Admissions, Enrolment, Orientation and Withdrawals

Applies to: All Koorana staff working in preschools and SIBs Club and families attending Koorana preschools and SIBs Club.

Purpose

- To ensure that all available preschool places are allocated to families in an equitable and reasonable manner.
- To ensure that SIBs places are allocated to families in an equitable and reasonable manner.

Version: 3

Date approved: 17/2/2017

Next review date: 17/2/2019

Approved by: CEO

Policy context: This policy relates to

Standards or other external requirements

National Quality Standards – Quality Area 6 – Standard 6.1, Element 6.1.1 [Preschool only]

<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf>

NSW Disability Services Standards

<http://www.qip.com.au/standards/national-disability-services-nds-standards/>

Legislation or other requirements

Children (Education and Care Services National Law Application) Act 2010 [Preschool only]

<http://www.legislation.nsw.gov.au/acts/2010-104.pdf>

Education and Care Services National Regulations [(2)(k) under Regulation 168] [Preschool only]

<http://www.acecqa.gov.au/national-regulations>

NSW Public Health Act (Part 5, Division 4, Sections 85-88).

<http://www.legislation.nsw.gov.au/inforce/e20f1d11-6a0d-ec9a-fe79-d31ae57c52c3/2010-127.pdf>

NSW Public Health Regulation (Part 7, Division 2, Sections 42-44A)

<http://www.legislation.nsw.gov.au/#/view/regulation/2012/311>

	<p>Disability Inclusion Act 2014 (NSW)</p> <p>http://www.legislation.nsw.gov.au/acts/2014-41.pdf</p> <p>Disability Inclusion Regulation 2014</p> <p>http://www.austlii.edu.au/au/legis/nsw/num_reg/dia2014dir20142014751l28n2014666.pdf</p> <p>National Disability Insurance Scheme Act 2013</p> <p>https://www.legislation.gov.au/Details/C2013A00020</p> <p>MDS Data Reporting (Sibs and Preschool Intervention Support Places only)</p> <p>https://www.adhc.nsw.gov.au/sp/minimum_data_set</p>
Contractual obligations	<p>Koorana's Funding Agreements</p> <ul style="list-style-type: none"> • Department of Education (Preschool) • FaCS – Ageing Disability and Home Care
Resources	<p>Universal Access to Early Childhood Education [Preschool only] https://www.education.gov.au/universal-access-early-childhood-education</p> <p>Start Strong Program Guidelines [Preschool only]</p> <p>https://www.det.nsw.edu.au/media/downloads/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/start_strong/start_strong_program_guidelines.pdf</p>

	Immunisation Enrolment Toolkit for Early Childhood Education and Care Services – NSW Health [Preschool only] http://www.health.nsw.gov.au/immunisation/Documents/Immunisation-Enrolment-Toolkit.pdf
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Documents related to this policy	
Related policies	Authorised Contact Persons/Collection of Children Fees [Preschool only]
Forms, record keeping or other organisational documents	Intake Procedures Preschool Intervention Support Process [Preschool only] Preschool Waitlist Form [Preschool only] Enrolment Pattern [Preschool only] External Waiting Lists [Preschool only] Internal Waiting Lists [Preschool only] Preschool Enrolment Form SIBs Club Enrolment Form Remove from waitlist form [Preschool only] Bond Letter [Preschool only] Preschool Day Choices Preschool Withdrawal/Change of enrolment form

Definitions
<p><i>“Koorana” means Koorana Child and Family Services Incorporated.</i></p> <p><i>“Parents” includes a legal guardian.</i></p> <p><i>“Staff” is a Koorana staff member working in the preschool or SIBs Club, e.g. Educator, Administrator, Case Manager or Key Worker. This may also include other Koorana staff such as Early Linker, Therapists, Head Office Administrators and Koorana Management when visiting or working in the preschool or SIBs Club.</i></p>

POLICY STATEMENT

Koorana is committed to providing transparent and fair processes for gaining access to preschools and SIBs Club. Furthermore, Koorana is committed to ensuring that the enrolment process is easy, welcoming and children and their parents feel comfortable. In addition to that, Koorana is committed to encouraging family involvement in preschool and SIBs Club through a thorough orientation process.

Koorana will ensure that exit or change processes are clear and easily followed. Parents may choose to exit their child from the preschool or SIBs Club at any time.

- Koorana Preschool is for children aged 3 – 6 years. Generally, children attend a Koorana preschool two or three days per week. One day positions may be considered on a case by case basis.
- Koorana SIBs Club is for children aged 7 – 12 years and will be referral based.
 - Primary target: Children from our existing clientele within Koorana.
 - Secondary target: Professional and self-referrals within the Inner West Region of SydneyThe enrolment will be capped at 15 children.

PRESCHOOL PRACTICES

Filling Preschool Vacancies (excluding Preschool Intervention Support places)

The Preschool Office Manager is responsible for maintaining:

- the External Waiting List for preschool, consisting of new children who wish to attend a Koorana preschool.
- the Internal Waiting List, consisting of children who are currently attending a Koorana preschool who wish to attend for additional days. Any parent wishing to place their child on the Internal Waiting List should be directed to the Preschool Office Manager. Any staff member becoming aware of a child wishing to enrol must ensure the Preschool Office Manager is informed.

In allocating a child to any vacancy that arises Koorana must ensure that we comply with:

- the Education and Care Services National Regulations
- Koorana's Funding Agreements, which require

that under Universal Access to Early Childhood Education and to be eligible for funding under Start Strong, a child will need to be either:

1. at least four years old on or before 31 July in that preschool year and not yet in compulsory schooling; or
 2. At least 3 years old on or before 31 July and from a low-income family (i.e. the child's family must be holders of a Health Care Card or Pensioner Concession where the child is a named dependent on the card) and/or Aboriginal family and
 3. Attending an early childhood education program for 600 hours per year.
- Priority of access (in no particular order)
 - children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
 - children who are at least 3 years old on or before 31 July and from low income and Aboriginal families
 - children with English Language needs
 - children with disabilities
 - children who are at risk of significant harm (from a child protection perspective).

In addition to the above stated points the Preschool Office Manager will follow Koorana guidelines when allocating a child to a vacancy:

- that children whose parents live or work in the Canterbury Area of Canterbury-Bankstown Council are prioritised.

The Preschool Office Manager will consult with the Preschool Leader and Service Operations Manager Inner West when placing children as needed.

Once the decision has been taken the Preschool Office Manager:

- makes a verbal offer over the phone to the parents (using interpreters as needed)
- arranges for the parents to come to the preschool to complete the required forms, bring the required documentation, and pay the deposit (if the child is from the External Waiting List)
- updates Qikkids and Penelope
- informs the Preschool Leader of the successful placement.

Referral by the Department of Family and Community Services to Koorana of a child at risk

Should a child be referred to Koorana by FACS, this can result in a child being immediately placed in a Koorana preschool outside of the standard waiting list based allocation process. In these circumstances the Preschool Leader in consultation with the Service Operations Manager Inner West is responsible for deciding on the placement.

Preschool Intervention Support

Koorana families have access to our preschool intervention support program for children with a diagnosed disability or developmental delay each day within the preschools.

Preschool intervention support is designed to support children with additional learning needs to participate fully in all aspects of the preschool through family involvement and programming support from our preschool educators.

To be considered for preschool intervention support:

- The child will need to have a diagnosed disability or developmental delay and have or be eligible for a NDIS package or PDSP Funding.
- Priority will be given to children who are current Koorana NDIS participants or who choose to become Koorana NDIS participants. Applications from non-Koorana families may be considered on a case by case basis.
- Should a family with a NDIS package accessing a preschool intervention support position cease using their NDIS package with Koorana, the family may be required to leave their preschool intervention support place in the preschool.
- Koorana will also consider whether the child is accessing another education and care service or specialised early intervention service.
- Priority of access guidelines and Koorana criteria also apply as per the general preschool allocation process.

Filling Preschool Intervention Support Vacancies

The Skill Development & Therapy Team Leader is responsible for filling any preschool intervention support vacancy that arises in collaboration with the Preschool Leader and Preschool Office Manager as well as Service Operations Manager Inner West where required. In allocating a child to the vacancy Koorana:

- implements Koorana's preschool intervention support considerations
- considers the preschool intervention support waiting list
- informs the Preschool Leader and Preschool Office Manager of the allocation.

Once the allocation decision has been taken the Preschool Office Manager:

- makes a verbal offer to the parents (using interpreters as needed)
- arranges for the parents to come to the preschool to complete the required forms, bring the required documentation, and pay the deposit, coordinating with the Preschool Leader to ensure they are available to meet the parents when they come in
- updates Qikkids and Penelope.

Orientation for the New Family

- A newly-placed child and their family are oriented to the preschool over an agreed period. The orientation includes the child and their parent(s) visiting the preschool usually on their enrolled days. The visits support the child and family adjusting to their new environment and routines, and provides an opportunity for relationships to be developed with the parents. There is no charge to parents for orientation visits.
- The Preschool Office Manager is responsible for scheduling the orientation, in consultation with the Preschool Leader. The Preschool Leader allocates the child to a focus educator.

Enrolment Procedures

Preschools are approved services under the Education and Care Services National Regulations. The approval to operate an Education and Care Service stipulates the age and total number of the children that are able to attend the preschool. These vary between preschools.

As part of the enrolment process parents are asked to:

- Complete and return the child's enrolment form prior to the child's commencement date.
- Provide a duly certified copy of a birth certificate, Australian Citizenship or passport or let the Administrator sight originals.
- Provide proof of their child's immunisation status through an Australian Immunisation History Statement or an approved 'specified exemption' in the case of a non-immunised child. Please note that children are unable to commence at the preschool without an Australian Immunisation History Statement. The "Blue Book", overseas record or records from the GP cannot be accepted. If parents fail to produce an Australian Immunisation History Statement after their child was meant to commence at preschool, parents are liable to pay fees and their child will not be allowed to attend until the Australian Immunisation History Statement is presented at preschool.
- Provide the family's Health Care Card or Pensioner Concession (if applicable).

- Make an appointment with the Preschool Office Manager to review the enrolment form.
- The enrolment process is designed to identify and address needs prior to the child's first day to ensure that staff are able to effectively settle children in at the preschool. Individual needs may include:
 - Allergies
 - Medication requirements
 - Learning Difficulties
 - Diagnosed Disabilities
 - Physical/emotional/intellectual difficulties
 - Non-English Speaking strategies
 - Any other concern the family identifies.

If the child is receiving assistance from other organisations, then permission will be sought to contact that service to discuss the child's progress, current program and any specific strategies that the preschool may need to follow. This will assist staff to begin programming for the child at the appropriate level.

Required notification Periods for withdrawing/reducing days of enrolment

Families are required to provide the Preschool with 2 weeks' notice, preferably in writing, of their intent to withdraw their child or reduce their child's enrolment at the preschool. The two weeks' notice can include the current week if it is given before the child starts their days for the current week (but not if the child has already started in that week). Non-term time cannot be included in the notice period. Full payment is required for the 2 week notice period. If a family cancels or adjusts their child's enrolment without the required 2 weeks notice, fees will be charged and are due for payment.

Please note:

- Families giving their two weeks' notice with 4 weeks or less remaining in Term 4 of the calendar year will not get their flexible deposit refunded.
- Should a family withdraw their child from preschool before the child commences, the family will not get their flexible deposit refunded as per the preschools' fees policy. Fees paid in advance will be refunded in full or partially depending on when notice of withdrawal is given as per the above stated guidelines.

Re-enrolment in the service for the following year

- Parents will be asked to specify care requirements for the following year, either if their child is returning to Preschool or going to school.

SIBS CLUB PRACTICES

Filling Vacancies

The Case Manager is responsible for:

- Maintaining the Waiting List
- Making a verbal offer over the phone to the parents

- Arranging for the parents to complete the required forms and to bring the required documentation.

Orientation for the New Family

- A newly-placed child and their family are oriented to SIBs Club over an agreed period. The orientation includes the child and their parent(s) or another professional visiting SIBs Club at least once before commencing.

Enrolment Procedures

As part of the enrolment process parents are asked to:

- Complete and return the child's enrolment form prior to the child's commencement date.
- The enrolment process is designed to identify and address these needs prior to the child's first day to ensure that staff are able to effectively settle children into SIBs Club. Individual needs may include:
 - Allergies
 - Medication requirements
 - Learning Difficulties
 - Diagnosed Disabilities
 - Physical/emotional/intellectual difficulties
 - Non English Speaking strategies
 - Any other concern the family identifies.

Required notification Periods for withdrawing

Parents are able to withdraw their child at any time during the program, preferably in writing.

Re-enrolment in the service for the following year

- Parents will be asked whether or not they wish to continue the following calendar year.