

FAMILIES – ENROLMENT

POLICY

In order to maintain accurate records and to have the information required to provide optimal care for each child, it is necessary to have a clear consistent enrolment process

PROCEDURE

1. On enrolment by a parent needing child care, an information package is provided containing the following information:
 - Parent Handbook
 - Fee Information
 - Enrolment form
 - Child Information form
 - Shareholder form
 - Information to register for Child Care Subsidy
2. An appointment between the Coordination Unit and parent/guardian is held to ascertain priority of access, family needs and verification of all details on application forms. This initial interview may be done by telephone if necessary.
3. Registration for Child Care Subsidy is the responsibility of the parent/guardian. To register, the parent/guardian must contact the Family Assistance Office (Centrelink) within 4 (four) weeks of care commencing.
4. The Coordination Unit selects an appropriate Educator and contacts them with an "offer of care" and details of the care required, age of child, times of delivery/pickup.
5. The name and phone number of the available Educator (no address) is given to the parent/guardian who must make an appointment with the Educator to visit the home. A placement interview will be held between Educator and Parent.
6. If a care arrangement is to be entered into, the parent/guardian must contact Family Day Care Coordination Unit confirming care details and sign all relevant documentation.
7. For permanent bookings, the Educator will complete a **Booking Agreement** (Appendix 5) which will be signed by both the Parent/Guardian and Educator, and a copy forwarded to the Co-ordination Unit. A new Booking Agreement will need to be completed if the care arrangement is changed.
8. In instances where more than one Educator is offered, the same procedure applies with the parent visiting all Educators and making a selection.
8. Relevant information is forwarded to the Educator with all family/child information. The original is filed in the Family Day Care file.
9. Parent/guardian must be made aware of their responsibility to advise Family Day Care staff of any alterations to their family information or booked hours (*see 'Administration – Enrolment Procedure'*)

Source: Mt Alexander FDC handbook
FDC National Standards Guide
DEEWR CCMS Childcare Service Handbook

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