



East Adelaide School Out of School Hours Care

Enrolment and Orientation Policy.

East Adelaide School
Out of School Hours Care
Last Review: 2023
Next Review: 2026

1. Background

All children have the right to be treated equitably in our society. An environment where children are treated equitably relies on adults that accept and respect similarities and differences in children's families' and each other's culture, gender, sexuality, ability and beliefs.

In Approved OSHC services, enrolments will be accepted according to the Australian Government 'Priority of Access' guidelines.

2. Definitions

DfE – Department for Education

3. Relationships to Other Policy/Regulation

Education and Care Services National Regulations (2011 SI 653) (Regulation)	161 – Authorisations to be kept in enrolment record 162 – Health information to be kept in enrolment record 168 – Education and care settings must have policies and procedures 177 – Prescribed enrolments and other documents to be kept by nominated supervisor
National Quality Standard	6.1 – Supportive Relationships with Families 7.1 – Governance supports the operation of a quality service
Other policies/service documentation	Administration of First Aid Governance and management Confidentiality Policy Family Handbook
Other Legislation/Guidelines	Australian Government Handbook



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4. Policy Statement on Enrolment and Orientation

East Adelaide OSHC will incorporate an orientation process for both children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families.
- Provide essential operational information.
- Form the foundation for a successfully and caring partnership between home and the OSHC service.
- An enrolment form must be completed for each family and, where necessary, a health support plan and personal care plan provided for the individual child. Family handbook is available on school website for them to access information anytime.

4.1. General

- An online FullyBooked account MUST be completed by parents/guardians before a child can attend the Out of School Hours Care Centre. A FullyBooked account can be created via the Family Portal on the East Adelaide School website. All sections on the enrolment form must be completed before bookings can be accepted through the portal.
- It is essential to make a booking before your child/ren attend OSHC.
- Families can manage bookings through the Fully Booked family portal on the school website. Please ensure you let the service know if your child is unwell or will not be attending a particular session.
- Support is provided to families who do not speak fluent English to complete the enrolment – translation may be required in some areas.
- Waiting list information is included:
- Families must take responsibility for advising the service when any of the following changes occur:
 - 1) Name
 - 2) Contact Information such as phone, mobile phone or email.
 - 3) Emergency contacts that service has been given.
 - 4) The collection authorisation for the service.
 - 5) Responsibility for the account.
- Services may have conditions for operating on school pupil-free days (eg. a specific number of children may be required to ensure the viability of the service). Families will need to make alternative arrangements if care is not available.

4.1 Access to the service

- Access and enrolments will be subject to the Priority of Access Guidelines (Child Care Service Handbook).
- Equal opportunity principles will be observed in relation to access to the service for children and families.
- The conditions for access to the service by children of employees will need to be stated.
- Placement is to be organised through the director in accordance with service policy.
- Teaching staff and committee members must pay the standard fee when their child attends the service. OSHC staff will pay the relevant 'fees for OSHC employees' policy.



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- Access to the service will be denied in the case of children being suspended or excluded from the service. Exclusion will occur only after all other avenues of communication have been exhausted and when
 - A child puts one of more children at risk through inappropriate/dangerous behaviour (see interactions with children policy.
 - A child has an infectious disease (see Infectious Diseases and Infestation Policy)
 - A child's needs are such that specific staff training or venue adaptation may be required – in such instances the child should be able to access the service when appropriately qualified educators are identified and the necessary physical support requirements can be met.

4.3 Orientation:

When new children arrive, take time to get to get to know them. You may begin this process by having them give some written information (e.g. 'about me sheet'). This information can be the start of developing a child's profile. Consider taking some of the following actions:

- Check out all the information on the enrolment form.
- Spend time explaining how the session will work and what they may or may not do. 'Buddying' a new child with someone who has used OSHC for some time is useful.
- Explain boundaries/expectations/message time
- Explain 'OSHC rules' and how they fit in with school rules.
- Introduce them to other educators as soon as possible.
- Frequently take time to ask them how they are settling in.

For Families

- Educators will keep you informed about progress through an electronic communication platform.

For Educators

- Which new children will need to be collected from and taken to classrooms?
- What is the process when a child who is booked in does not arrive?
- Explain the daily routines to new children (eg coming to OSHC from class, roll call, play and activities, food and afternoon tea procedures including handwashing and toilets)
- Identify a 'child buddy' for a new child.
- Outline what happens on excursions (when applicable)
- Outline the first aid/accident procedures.
- Outline the emergency procedures.
- Take to children about what to do if they feel unsafe or anxious.

5. References

1. DfE, Health Support Planning in Education and Children's Services
2. Australian Government – Australian Child Care Service Handbook at www.acequa.gov.au
OSHCQA Factsheet #8 National Childcare Accreditation Council at www.acequa.gov.au