


Registration, Enrolment and Orientation Procedure - Long Day Care

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Approval by:	Manager Family and Children's Services	Responsible Officer:	Coordinator Early Years Hubs
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1. Purpose

This procedure will provide a clear set of guidelines and requirements to educators, staff and families regarding:

- The process to be followed when registering for and enrolling at Knox Children and Family Centres (KCFC) Bayswater and Wantirna South (Long Day Care)
- Procedures for the orientation of new families and children into Long Day Care and Funded Kindergarten in Long Day Care (LDC)

2. Scope

This procedure applies to the Approved Provider, Nominated Supervisors, Educators, Staff, Families and children eligible for Long Day Care, and Integrated Funded Kindergarten in Long Day Care (LDC) within Knox Children and Family Centres Bayswater and Wantirna South.

3. Responsibility

Responsibilities for the procedure are:

Person	Responsible for
Approved Provider/Nominated Supervisor	<ul style="list-style-type: none"> • Following the criteria for priority of access as outlines in this procedure. • Ensuring enrolment forms meet legislative requirements (Regulation 160, 161, 162). • Ensuring the enrolment records are stored and kept according to legislation (Regulation 183). • Ensuring enrolment forms are completed prior to the child's commencement/orientation at the service. • Arranging a meeting between parent/family, Nominated Supervisor and, where possible, classroom educator prior to the child's first day to ensure every effort is made to understand the individual needs and

Person	Responsible for
<p>Approved Provider/Nominated Supervisor cont.</p>	<p>interests of the child and family including culture, languages, nutritional preferences, sleep, medical and developmental needs.</p> <ul style="list-style-type: none"> • Reviewing the enrolment forms of all children and identifying any additional needs or considerations to promote the best possible outcomes for the child and family. From time to time there may be actions/interventions that the service may be unable to provide, this will be discussed with the family as soon as is practicable. • Promoting opportunities for participation in Team Around the Child meetings and/or Care Team meetings with the family and any relevant professionals relating to the care of the child. • Taking the necessary steps to engage with appropriate support services as required, with family permission. • Working with the family to build connections with relevant professionals working with the child. • Determining if additional staff training may be required. • Ensuring enrolment records are up to date. • Ensuring all children who have their enrolment confirmed have evidence that they are: <ol style="list-style-type: none"> a. Fully immunised for their age with appropriate supporting evidence. For more information refer to the Immunisation enrolment toolkit quick guide (health.vic.gov.au) b. unable to be fully immunised for medical reasons with appropriate supporting evidence, refer to Immunisation enrolment toolkit quick guide (health.vic.gov.au) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> c. Fall under the 16-week grace period which applies to vulnerable or disadvantaged families Immunisation enrolment toolkit quick guide (health.vic.gov.au) • Familiarising themselves and use the templates and guidelines in the Immunisation enrolment toolkit quick guide (health.vic.gov.au) when accepting enrolments. • Understanding of overseas immunisation and those showing homeopathic immunisations or a statutory declaration from parents are not acceptable for enrolment. • Supporting families to comply with immunisation requirements. • Managing enrolment documentation in accordance with legislation. • Following the Equity, Inclusion and Diversity Procedure. • Following Priority of Access. • Following the Medical Conditions Procedure.

Person	Responsible for
<p>Educators</p>	<ul style="list-style-type: none"> • Reviewing the enrolment forms of all children to identify any additional needs or considerations. • Discuss individual child’s needs and goals in collaboration with family and notify leadership if/when additional training may be required. • Regularly seeking and considering advice provided by the family, allied health professionals and/or approved support services including but not limited to the implementation of specific interventions and/or behaviour support plans. Share this information with the service leadership team. • Collaborating with appropriate support services as required, with family permission. • Where possible participate in Team Around the Child meetings and/or Care Team meetings, involving the family and other relevant professionals. • Sharing information with families in regard to their child’s progress in settling in. • Assisting families in developing and maintaining a routine for saying goodbye to their child. • Discussing support services for children with families as required. • Developing strategies to assist new families to: <ul style="list-style-type: none"> ○ feel welcomed to the service ○ become familiar with the policy and procedures of the service ○ collaborate with educators about their family values, beliefs and culture ○ share information about their child’s, interests, likes, dislikes strengths and needs
<p>Families</p> <p>Families cont.</p>	<ul style="list-style-type: none"> • Completing registration and the enrolment forms prior to a child attending service. • Providing child’s Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR). • Providing all information required regarding their child’s medical, allergy and/or development needs as outlined in Knox Family and Children’s Services Procedures. • Allowing a minimum of 48 business hours for staff to process new information and documentation regarding medical, allergy and/or developmental needs. Where medical/allergy action plans and/or behaviour support plans are new or changing, parents may be required to keep their child at home (Child Care Subsidy absences may apply) until staff have considered and/or re-written new or updated risk

Person	Responsible for
	<p>minimisation plans, medical/allergy action plans and/or behaviour support plans.</p> <ul style="list-style-type: none"> Where possible participating in Team Around the Child meetings and/or Care Team meetings with relevant professionals in relation to care and education of the child.

4. Procedure

The Registration, Enrolment and Orientation process must meet all legislative requirements while building respectful, supportive and collaborative relationships with families and children.

The following steps must be taken to complete this procedure:

4.1 Engagement and Awareness

Council is committed to building strong relationships with other early years’ practitioners and partners to support and engage with families on the importance of early years’ education and care and to promote available support to families, carers and their children who would otherwise face barriers to enrolment. Responsible persons will support this throughout all stages of registration, enrolment and orientation in the early years hubs.

4.2 Priority of Access

4.2.1 Priority of Access - Long Day Care Services

The Commonwealth Government’s priority of access criteria applies to all early childhood education and care long day care places except for funded kindergarten places in long day care (*see points 4.2.2 for funded kindergarten priority of access guidelines*). Below is the suggested (but not mandated) long day care priority of access to support and prioritise children who are;

Priority Status	All Children – Long Day Care <i>Must meet at least one of the below criteria</i>
Priority	Children at risk of abuse or neglect, including Out-of-Home Care.
	A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Further to the Priority of Access guidelines, long day care places are allocated according to the days required, age group and stage of development of your child, days available and group dynamics.

To act in the best interests of all children and families, Council reserves the right to consider factors such as group size, group dynamics and other special circumstances when allocating places.

4.2.2 Priority of Access - Funded Kindergarten places within Long Day Care Services

- a child must be enrolled for a minimum of three (3) days per week in a long day to receive the required 15 hours of kindergarten.
- the family must nominate the Integrated Kindergarten in Long Day Care program as the child's ‘funded kindergarten year’.
- a child must be 3 or 4 years of age by April 30 in the year they attend the funded kindergarten program.

The Victorian Government has priority of access criteria that apply only to funded kindergarten places.

Approved Providers are mandated to use the below Priority 1 status when allocating places to children in kindergarten in long day care.

Priority Status	Priority of Access Criteria - Funded Kindergarten in Long Day Care
Priority 1 <i>in order</i>	1. Children at risk of abuse or neglect, including Out-of-Home Care.
	2. Aboriginal or Torres Strait Islander children
	3. Asylum seekers and refugee children
	4. Children eligible for the Kindergarten Fee Subsidy
	5. Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance to fully participate in the kindergarten program • require a combination of services that are individually planned • have an identified specific disability or developmental delay.
Priority 2	Will be given to eligible children in accordance with the above criteria who are currently enrolled in the LDC program for a minimum of three (3) days. If a priority 1 child is enrolled for less than the minimum three (3) day requirement the approved provider/nominated supervisor will work with the family to adjust their booking to access kindergarten funding.
Priority 3	Will be given to all other children who are currently enrolled in the LDC program for a minimum of three (3) days.
Priority 4	Will be given to all other children currently attending the service who are eligible for 3 or 4 year old kindergarten, but current bookings do not meet eligibility requirements i.e. currently attending only 1 or 2 days. This is part of the usual process for currently enrolled children moving rooms or changing booked days.
Priority 5	Will then be given to all other children who are registered on the waitlist to enrol in the funded Kindergarten in LDC.

4.2 Registration, Allocation and Enrolment – Long Day Care (LDC) and Funded Kindergarten in LDC

We offer long day care for all children under school age including kindergarten for 3 and 4 year-olds who attend long day care at our centres. Our kindergarten program is delivered by qualified early childhood teachers for five (5) hours a day.

From 2024, both 3 and 4 year old children will receive 15 hours per week of funded kindergarten. To ensure that your child receives 15 hours per week, they must attend Long Day Care three (3) days a week.

Your child must be 3 or 4 years old by the 30 April of the year they start kindergarten to be enrolled in a kindergarten program.

4.3 How to Register for Long Day Care and Funded Kindergarten in Long Day Care (LDC)

Families can register their child for LDC anytime using the online registration link provided on Knox City Council website.

Step 1: Link to online Registration Form [Long day care | Knox](#)

Step 2: Complete the registration form. Enter child and family details along with any required documentation, preferred days and start date.

Once you have registered we will contact you via email to advise if we can place your child on your preferred days, or whether they will be added to our waitlist.

4.4 Allocation of places for Long Day Care (LDC)

- Families will be contacted by email with an 'offer' when a place becomes available.
- Families will be provided with a link in the offer email to either accept or decline the offer.
- Families are required to respond to the offer within 48 hours. If families do not respond to the offer they will go back on the waitlist and a place will be offered to another family.
- Once the offer is accepted, the enrolment process will begin.

4.5 How to Enrol in Long Day Care (LDC)

- Families will receive an email with a link to enrol using the Knox City Council enrolment portal.
- All required information must be provided and confirmed by the service before a child can attend.

Any questions about the enrolment process can be answered by replying to emails received and/or by calling the service directly on the number provided in the email.

4.6 Allocation of Funded Kindergarten Places in Long Day Care (LDC)

- Currently enrolled families will be contacted via email in August of each year asking if they wish to nominate the integrated kindergarten in long day care as their funded kindergarten year.
- Places will be allocated and confirmed in September of the year prior to your child being eligible for 3 or 4 year old kindergarten.
- Once a place has been confirmed families will receive an email link to complete additional information in relation to accessing funded kindergarten.
- Where additional places are available families on the waitlist will be contacted via email.
- Families who are not currently enrolled in LDC will need to follow the registration process outlined in steps (4.3) before their child can be enrolled in funded kindergarten in long day care.

4.7 Orientation

Orientation for Long Day Care and Funded Kindergarten in Long Day Care is the same.

Orientations will be organised with staff and families to support the transitions for children and families. This can provide children with more opportunities to become familiar with the other children in their group, the staff and the basic routine in a comfortable and secure way.

This process also enables staff to spend more time with children and to build a partnership with families on an individual basis, getting to know them, their needs and interests. Orientations are planned to meet the needs of the child, family and service.

Usually, the first few orientations are used for parents to meet with educators and/or leadership members. This is to ensure the enrolment forms are complete and understood by all, finalise any medical action plans or preferences, discuss policies and procedures, answer any questions and clarify payment information, closure days etc. Additional orientations can be arranged as needed however the start date is not altered as a result of additional orientations.

Time is also arranged for parents to meet with the service Early Years Support Officer (EYSO) to complete billing/accounts. EYSO will also check if Child Care Subsidy is confirmed. Families are responsible for their Child Care Subsidy (CCS) entitlements. For more information about CCS please refer to [Child Care Subsidy - Services Australia](#) If CCS is not confirmed by commencement, families will incur full fees.

4.9 Registration for Sessional Kindergarten (Funded)

For information about registering your child in Funded Kindergarten (Sessional Kindergarten) including key dates, priority of access and enrolment policies please follow the link below or call 9298-8000 [Register for Council kindergarten | Knox](#)

5. Related References

5.1 Community Plan 2021-3 and Council Plan 2021-24

- Key Direction - Connection, resilience and wellbeing

5.2 Relevant Legislation and Standards

- Education and Care Services National Regulations
- Education and Care Services National Law Act, 2010
- Child, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)B
- Child Wellbeing and Safety Amendment Act 2015
- Child Wellbeing and Safety Regulations 2017
- Child Wellbeing and Safety (information sharing) Amendment Regulations 2021
- Child Safe Standards (Vic)
- Disability Discrimination Act 1992
- Occupational Health and Safety Act 2004 No Jab No Play Legislation
- The Early Years Learning Framework – Being, Becoming and Belonging, 2009
- The Victorian Early Years Learning and Development Framework

5.3 Charter of Human Rights

This policy has been assessed against and complies with the Charter of Human Rights.

5.4 Related Policies and Procedures

Staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures.

We also strongly recommend all families enrolling in Knox City Council Services read all relevant Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures

5.4.1 Related Knox City Council Policies and Procedures

- Local Government Act 1989 or Local Government Act 2020 as applicable – Conflict and Interest Provisions.

5.4.2 Related Family and Children's Services Policies & Procedures

- Funded Kindergarten Policy
- Funded Kindergarten Registration and Enrolment Procedure
- Family and Children's Services Fees and Fee Payment Policy and Procedure
- Privacy and Confidentiality Procedure
- Child Safe Policy
- Delivery and Collection of Children Procedure
- Educational Programming Procedure
- Relationships and Interactions with Children Policy and Procedure
- Equity, Inclusion and Diversity Procedure

Staff: For all related KCC Staff policies and procedures, refer to the [Quality Documents](#) menu on the Team Site

Families: For all related KCC policies and procedures, please refer to [Council's website](#)

6. Definitions

Approved Provider	Someone with management and control of the service; this can be an individual, an organisation or a company.
ACIR	Australian Childhood Immunisation Register
Educator	These are staff employed to care and educate children enrolled in the Early Years' Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor Person in Day-to-Day Charge and Educational Leader.
Early Years Service	Refers to Long Day Care, Occasional Care, Preschool and Maternal Child Health Service unless otherwise specified.
Immunisation Status Certificate	It shows a child's complete immunisation history and comes from the Australian Childhood Immunisation Register (ACIR). There are two kinds of Immunisation History Statements issued by ACIR – an online version (that can be printed) and a posted version. Both kinds are acceptable documentation.
Nominated Supervisor	This is a person designated by the service as the Nominated Supervisor.
Parent	The term 'parent' includes a child's legal guardian. It does not include a parent who is prohibited by a court order from having contact with the child
Team Around the Child Meeting (TAC)	The TAC brings together a range of different professionals and the family across the early years' service system to support an individual child and their family. The members of the TAC develop and deliver a package of practical outcome-focused support to meet the needs identified by the Team through a collaborative approach

7. Administrative Updates

From time to time, minor administrative changes are required to ensure the accuracy of this document. This can include changes to document names, related references, Council, State or Federal government departments, positions or services, or minor amendments to legislation that does not have material impact. In the event of such changes, F&CS will review the impact and provide a new version where necessary.