

ST JOSEPH'S PRESCHOOL



ST JOSEPH'S CATHOLIC SCHOOL
WEST HINDMARSH

POLICY DOCUMENT

ENROLMENT



ENROLMENT

NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	92	Medication record
	93	Administration of medication
	96	Self-administration of medication
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	157	Access for parents
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures
	173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider	
181	Confidentiality of records kept by approved provider	
183	Storage of records and other documents	

EYLF

LO1	Children feel safe, secure, and supported
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Aim

St Joseph's Preschool, Hindmarsh is a Parish Preschool in the Josephite tradition. It provides a Catholic Education for Preschool aged children. As a community the school, together with the Parish, seeks to nurture the faith development of each child and to support the children and their families in their spiritual journey.

We ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

Catholic Education South Australia (CESA) in partnership with The Department for Education and Child Development, is responsible for providing Preschool education programs in a number of Catholic schools across Adelaide. These centres provide sessional Preschool for eligible children, and where possible, unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

Related Policies

Additional Needs Policy
Administration of Authorised Medication Policy
Child Protection Policy
Excursion Policy
Food, Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy
HIV AIDS Policy
Immunisation and Disease Prevention Policy
Infectious Diseases Policy
Medical Conditions Policy
Orientation for Children Policy
Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relationships with Children Policy
Sleep, Rest, Relaxation and Clothing Policy
Unenrolled Children Policy

Who is affected by this policy?

Children
Families
Educators

Implementation

St Joseph's Hindmarsh Preschool welcomes all families, Catholic, as well as families from other faith traditions and non-religious backgrounds who are committed to upholding the ethos and values of the Preschool and School community.

Priority will also be given to children in:

- Aboriginal and Torres Strait Islander families
- families with a disabled person
- families on low incomes
- families from a non-English speaking background
- socially isolated families
- single parent families.

Enrolment Processes

The enrolment guidelines:

- A separate enrolment form for the Preschool will need to be completed.
- Entry to Preschool does not guarantee entry to the Primary school.
- Children who turn four before May 1st will be admitted into Preschool on the first day of Term 1 in that year.
- Children who turn four between May 1st and October 31st will be admitted into Preschool on the first day of Term 3.
NOTE: If parents/carers do not wish their child to be admitted into Preschool in Term 3, their child can commence Preschool in Term 1 the following year.
- Aboriginal and Torres Strait Islander children can be admitted to Preschool from the time they turn three.
- Children under the guardianship of the Minister for Education and Child Development can be admitted to Preschool from the time they turn three.

Overseas Students

The Preschool will need to obtain copies of relevant visa documentation regarding overseas student application for enrolment to ensure eligibility for enrolment and funding.

When a family has indicated their interest in enrolling their child at St Joseph's, the following will occur:

- An enrolment interview with the School Principal will be organized and a tour of the Preschool and school. During this tour, the Principal will give the family information about the service including, but not limited to, Curriculum and the *Early Years Learning Framework* (EYLF), specialised programs such as *Early Learning Languages Australia* (ELLA) and *Little Scientists*, snack and lunch routines, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the *National Quality Framework* (NQF), introduction of Preschool educators and parent communication. Families are also invited to ask any questions they may have.
- Families are given a copy of the Parent Handbook to read and are invited to ask questions on enrolment
- Discussions are held between office staff and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Any matters that are sensitive of nature, such as discussing a child's medical needs and the collection of immunisation records, Court Orders, parenting plans or parenting orders, will be discussed privately with the Principal at this time. Parents will fill out enrolment forms prior to the enrolment interview and discuss their child with us so we can accommodate their needs in the service from the first day they start with us.
- Before the child begins their first day with us, the service must have all required documentation for the child including medical plans and immunisation records. The child will not be accepted into the service without this being completed.

Other information about our service's enrolment:

- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties.

Information and Authorisations to be kept in the Enrolment Record

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

Sources

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Education and Care Services National Law and Regulations

Child Protection Act 1993

National Quality Standard

A New Tax System (Family Assistance) Act 1999

Early Years Learning Framework

Review

The policy will be reviewed by:

- Management
- Employees
- Families
- Interested Parties



Chairperson
Richard Ellerman

Dated: 12th August 2020



Principal
Maria D'Aloia

Dated: 12th August 2020

RESOURCES AND FURTHER INFORMATION

CESA Vision and Strategic Plan

<http://www.cesa.catholic.edu.au/about/what-we-believe>

<http://www.cesa.catholic.edu.au/about/our-strategy>

Charter for Parents in Catholic Schools SA

<http://www.parentfederation.catholic.edu.au/the-parent-voice/charter-for-parents>

Disability Discrimination Act (2009)

<https://www.legislation.gov.au/Details/C2009A00070>

Disability Standards (2005)

<https://www.education.gov.au/search/site/Disability>

Enrolment and Support Process for Students with Disabilities

<http://online.cesane.adl.catholic.edu.au/docushare/dsweb/View/Collection-4601>

Education of Gifted and Talented Students Policy (2015)

<https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document24818/EducationofGiftedandTalentedStudentsPolicy20141029.pdf>

Education of Gifted and Talented Students Procedure (2015)

<https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document24819/EducationofGiftedandTalentedStudentsProcedure20141029.pdf>

Equal Opportunity Act (SA) 1984


http://www.austlii.edu.au/au/legis/sa/consol_act/ea1984250/

Interstate Data Transfer Note

<http://www.scseec.edu.au/EC-Reports-and-Publications/EC-ISDTN.aspx>

Universal Declaration of Human Rights – Article 26

<http://www.un.org/en/documents/udhr/index.shtml#a126>

Enrolment Checklist		 Director	
Element 6.1.1	Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.		
Nominated Supervisor's Name		Date:	
Nominated Supervisor's Signature:			
		yes	N/A
All parts of the Enrolment Form completed and signed			
Child's Birth Certificate or equivalent provided			
Court/parenting orders, parenting plans outlining powers, duties, responsibilities in relation to the child provided			
Information about the child's family is obtained eg culture, religion, family structure (eg siblings, grandparents)			
Information about any special dietary requirements/restrictions or additional needs obtained			
Information about the child's interests and strengths obtained			
Evidence of immunisation status provided			
All authorisations and indemnities signed including authority for:			
<ul style="list-style-type: none"> • medical treatment from a medical practitioner, hospital or ambulance service • ambulance transportation 			
<ul style="list-style-type: none"> • Authorised nominees 			
<ul style="list-style-type: none"> • Emergency contacts 			
<ul style="list-style-type: none"> • Persons authorised to consent to medical treatment or administration of medication (could be same as authorised nominees/emergency contacts) 			
Relevant health information is provided including:			
<ul style="list-style-type: none"> • medical practitioner or medical service 			

<ul style="list-style-type: none"> • Medicare number 		
<ul style="list-style-type: none"> • dental practitioner or service 		
<ul style="list-style-type: none"> • healthcare needs, medical conditions, allergies, anaphylaxis or risk of anaphylaxis 		
<ul style="list-style-type: none"> • Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy or anaphylaxis 		
Parent Information Pack		
Families provided with copies of, or access to, all policies and procedures, Code of Conduct and Statement of Philosophy		
Medical Conditions Policy provided to all parents where child has a specific health care need, medical condition, allergy or other relevant medical condition		
Relevant policies and procedures discussed/explained including:		
<ul style="list-style-type: none"> • Medical conditions policy Child cannot attend without medication 		
<ul style="list-style-type: none"> • Administration of Medication Policy Medication must be in original container Over the counter medications not administered unless prescribed by a doctor with a pharmacy label with doctor's instructions Administration of medication must be authorised in writing unless emergency Procedures during medical emergency, including asthma and anaphylaxis 		
<ul style="list-style-type: none"> • Delivery and Collection of Children Policy Sign in/out procedure explained Procedure if parent running late to collect child 		
<ul style="list-style-type: none"> • Grievance Policy Location of complaint forms 		

<ul style="list-style-type: none"> • Fee Policy <p>Fees should be paid on time. Fees in arrears attract extra charges</p>		
<ul style="list-style-type: none"> • Photography Policy (authorisation signed) 		
<ul style="list-style-type: none"> • Infectious Disease Policy <p>Any child who is unwell must not attend the Service.</p> <p>Children who become unwell at the Service need to be collected.</p> <p>If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.</p>		
<ul style="list-style-type: none"> • Immunisation and Disease prevention Policy <p>Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service</p>		
<ul style="list-style-type: none"> • Sleep, Rest, Relaxation and Clothing Policy <p>Service implements safe sleeping practices as recommended by SidsandKids</p> <p>Sleep and rest practices</p> <p>Children should wear comfortable clothing that can get dirty</p> <p>All items should be labelled with child's name</p>		
<ul style="list-style-type: none"> • Behaviour Guidance (Relationships with Children Policy) <p>Parents will:</p> <ul style="list-style-type: none"> • work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators • consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child 		
<ul style="list-style-type: none"> • Health, Hygiene and Safe Food Policy <p>Service has a 'healthy' eating policy</p> <p>Service does not allow eg nuts into the service</p>		
<ul style="list-style-type: none"> • Drug Management - School Policy 		

No smoking on premises allowed including car park		
<ul style="list-style-type: none"> Parental Interaction and Involvement in the Service Policy 		
Measures taken to promote sustainability eg litterless lunches		
Method of payment for fees established		
Tour of service and introduction to educators		