

Children Services Enrolment Policy

Introduction

Enrolment in YMCA Early Learning Centre's, Outside School Hours Care and Vacation Care Services is offered to families without prejudice.

The YMCA of Canberra adheres to:

- Education and Care Services National Regulations (2011)
- Privacy Act 2014

Policy

Enrolment Objectives:

To facilitate a process that enables all applications to be processed expediently and without bias to ensure maximum utilisation of education and care placements across all YMCA services.

1. Waiting List Application

- Submission of a completed Wait List application via the YMCA Canberra website (and required supporting documentation) does not guarantee enrolment. If a placement is not immediately available, the family will remain on the Waiting List. When a place becomes available the family will be contacted by the YMCA (24 hours is given for the family to decide to accept or decline the offer). Upon acceptance, the enrolment process will proceed. We encourage a tour of the preferred Centre after submitting a Wait List application.
- Families with existing bookings must complete a booking request for additional days or change to days. Families will be contacted by the YMCA when the requested day/s become available.

2. Access Guidelines

Enrolments will be offered in the following manner;

- Consideration to prioritise children at risk
- To a child who is already enrolled at the Centre and who has requested additional days
- A sibling of a child or children enrolled at the Centre

3. Enrolment in Early Learning Centre's, Outside School Hours Care and Vacation Care

- An online Enrolment Form must be completed and submitted by each enrolling family.
- To enable an Enrolment to progress (if relevant) a copy of the child's diagnosis for a specific health care need, allergy or relevant medical condition needs to be uploaded to the Enrolment Form. Parents/Guardians are required to complete in consultation with Y Canberra staff a Y Canberra Medical, Dietary and Behavioural Conditions Form or a YMCA Behavioural Support Plan. An orientation process will be a requirement to assist and support children into the Service. Bookings will not commence without adherence to these requirements.
- All families accepted into the Early Learning Centre's, Outside School Hours Care or Vacation Care Services must agree to abide by the YMCA Canberra policies.

Y CANBERRA REGION – CHILDREN SERVICES ENROLMENT POLICY

Ref #	Owner	Internal/External	Approved	Last Amended	Status
R0010	Children Services Executive Manager	Internal	Dec 2020	Dec 2020	APPROVED

4. Enrolments for the Early Learning Centre

- Will be for permanent full time or part time weekly bookings. These bookings are ongoing.
- Casual bookings may be offered to ELC families with a current permanent full time or part time booking and are reliant upon availability. Casual bookings can be made through the QK Enrol app or by contacting your Director.
- Single day bookings at an ELC must be either a Monday or a Friday as outlined in the Family Handbook
- All changes to a ELC child's booking will be made by emailing the ELC Director. Two week's advance notification in writing is required for all reductions to days of bookings/changes to days /changes to session times/cessations
- To support families with choice around attendance at government preschools, alternate Wednesdays are available to children enrolled and attending an ACT Government Preschool (the year before school). Alternate Wednesdays are available to children who hold a permanent booking on any other day and can be booked on a first in first served basis via the QK Enrol app 2 weeks prior to the day. This is subject to availability and parents are encouraged to secure a permanent Wednesday booking if a guaranteed position is required.

5. Enrolments for Before School Care and after School Care

- Will be for permanent full time or part time weekly bookings. Casual bookings are offered to families without a current permanent or part time booking and are reliant upon availability. Families utilising casual care must have completed an online Enrolment Form and adhere to all policies and procedures regarding enrolment. Casual bookings can be made through the QK Enrol app or by contacting the Childrens Services Team
- All changes to a BSC/ASC child's booking will be made by emailing the Children's Services Team -cscanberra@ymca.org.au or by calling the Deakin Office 6242 4040. Two week's advance notification in writing is required for all reductions to days of bookings/changes to days /changes to session times / cessations
- All full time and part time bookings within Before School Care and After School Care programs are ongoing for the school year ceasing on the last day of Term 4 of the current school year. It is a Y Canberra operational requirement in accordance with compliance regulations that an Enrolment Form is to be completed each year ensuring details are up to date. Bookings are to be requested prior to the new school year with places offered in the order received.

6. Enrolments for Vacation Care

- Vacation care bookings are deemed as casual bookings and are open to all children enrolled in Primary School Years K-Year 6. Some YMCA Vacation Care Services offer care for Primary School Years Preschool -Year 6
- Families enrolling into Vacation Care must have completed an online Enrolment Form and adhere to all policies and procedures regarding enrolment (5). Casual bookings for Vacation Care can be made through the QK Enrol app or by contacting the Children Services Team.
- ELC and OSHC current bookings cannot be placed on hold, this includes holidays and illness nor swapped.
- To ensure information is current and correct, when family's circumstances change, families are required to make the appropriate changes online via QK Enrol.
- Enrolment information will be kept on file in locked filing cabinets or online in QikKids. Access to this information is available only to the relevant educator, Nominated Supervisor/Coordinator, Authorised Supervisors, parent/guardian and Authorised Government Officers. Our privacy policy is available on our website canberra.ymca.org.au

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- All families enrolling into YMCA Children Services must agree to abide by the YMCA Fee Policy – fee payments are via Direct Debit only and made 2 weeks in advance.

7. Casual bookings

- Casual bookings are reliant upon availability.

Scope

This policy applies to YMCA Children Services Management, Directors, Coordinators, educators and families.

Roles and Responsibilities

Department/Area	Role/Responsibility
Management	<p>Manage the centre enrolment and waiting list process in line with policy and priority access guidelines. Keep all records confidential and allow access to authorised persons only.</p> <p>Ensure all families complete their online enrolment through QikKids prior to commencement at the service</p>
Families	<p>Complete online enrolment before commencement at the service</p> <p>Provide required documentation for enrolment and information to assist with enrolment process when requested</p> <p>Regularly update information when changes occur to QikKids</p>

Monitoring, Evaluation and Review

This policy will be due for annually.

Supporting Documents (Links to Procedures, Legislation, Forms, Work Practices)

Related Policies

- Orientation Policy
- Fee Policy
- Privacy policy

Legislation

- Child Care Subsidy

Regulations and National Quality Framework

- National Regulations 2011- 160, 161,162 & 168 (k)
- National Quality Standards - Element 6.1

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