



# Larrakeyah Primary School OSHC

## Enrolment and Orientation Policy

### 1) Policy Statement

We celebrate the enrolment of each child at Larrakeyah OSHC. We will ensure that our enrolment and orientation process are simple and supports each child and family needs making sure we facilitate the transition to our service by creating opportunities for partnership with families.

### 2) Background

The *Education and Care Services National Regulations* require approved providers to ensure their Services have policies and procedures in place in relation to enrolment and orientation of children.

### 3) Legislative requirements

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 6: Collaborative partnerships with families and communities		
Standard 6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Element 6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
NATIONAL LAW AND NATIONAL REGULATIONS		
Section 175	Offence relating to requirement to keep enrolment and other documents	
Regulation 162	Health information to be kept in enrolment record	
Regulation 168	Education and care service must have policies and procedures	
Regulation 170	Policies and procedures to be followed	
Regulation 171	Policies and procedures to be kept available	
Regulation 172	Notification of change to policies or procedures	

### 4) Principles to inform this policy.

We believe that:

- Larrakeyah OSHC welcomes children enrolled in Larrakeyah Primary School attending Transition\* to Year 6
- Respectful and supportive relationships between families and OSHC play an important role to support promoting positive outcomes for children whilst adhering to legislative requirements.
- Parents should be honest and carefully fill up the enrolment form putting as much details as they can.
- Parents should provide current information relating to the child, as well update details when the provided information is no longer current, this includes information such as children's medical conditions and immunisation status, action plans etc...

\*We understand as Transition aged children, as children have who have been enrolled or registered at school. (Education and Care Services National Regulations (2011 SI 653))



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## 5) Rights and Responsibilities

Management will ensure that:

- The enrolment form is completed accurately and, in its entirety.
- A child with medical needs does not begin at the OSHC Service unless a medical management plan is received, medication is brought to the service and medication forms are completed.
- Ensure that families have read OSHC Critical Policies and are aware that all Policies can be found in the OSHC Office.
- Educators will be made aware of a new child coming into the service, as well as any management plan will be shared before the child starts.
- Management will add the new child to See Saw and SAMS.

Families will:

- Complete all documentation required by the Service for enrolment.
- Notify the service of any specific health care needs of the child, including medical conditions, allergies, and food preferences and provide a up to date medical management plan for child if applicable.
- If necessary, according to the child's management plan, families will provide a medication (Properly labelled by pharmacy detailing the child's name, required dosage and expiration date.
- Ensure all information about the child and family is kept up to date.
- Families will communicate with OSHC regarding to child's absences, and enrolment arrangements.

## 6) Orientation

- Families will be offered to come and visit the service before their child's first visit.
- Families will be encouraged to ask any questions to either the Director, 2IC or educators in the service and vice versa.
- Children enrolled in Transition must attend at least one day in class before starting at OSHC.
- Ensure all new families are encouraged to share information about their child and any concerns, doubts, or anxieties they may have regarding enrolling their child at the service.
- Educators will collect Transition/Year 1 children from their classroom at the end of the school day. Children will be instructed to wait for educators to collect them. Older children will make their own way to the Service premises.
- Educators are required to ensure all students are wearing a wristband. Students are required to wear the wristbands during OSHC and returned when they are leaving the service.
- OSHC Director, 2IC or responsible person will welcome the new child into OSHC, walk around showing OSHC areas and routine in order to ensure that the child is feeling welcomed and safe.
- OSHC staff will explain to families how to sign their child in/out OSHC.

## 7) Sources:

- Australian Government Department of Education.
- [Education and Care Services National Regulations.](#)
- Policy and procedure guidelines – ACECQA
- Safe arrival of children Policy (School days)
- Dealing with medical conditions in children Policy