

# EARLY YEARS POLICY

<b>Early Years Services Enrolment</b>	Policy No:	QA 6.2
	Document No:	D15/16297
	Approved Date:	24 October 2019
	Approved By:	Manager Community Strengthening
	Review Date:	5 December 2021
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

## 1. Purpose

To ensure that enrolment processes for children commencing at Surf Coast Shire Council Early Years Services meet regulatory requirements and maintain current individual children's details.

## 2. Scope

Evidence of link to National Quality Standards: 2.6.1, 6.1.1, 7.3.5

Evidence of link to Education and Care Services National Regulations: 168 (2) (k)

## 3. Application

All children and their families accessing Surf Coast Shire Council Early Years Services

## 4. Definitions

Not applicable

## 5. Policy

Surf Coast Shire Council Early Years Services provide a fair and transparent process for allocating placements for children in Surf Coast Shire. Each service has an individual priority of access to allocate placement.

### 5.1 Priority of Access

Surf Coast Shire Council supports the Victorian State Government policy directions which articulate that children with additional needs, Aboriginal and Torres Strait Islander background, children known to Child Protection and those eligible for fee subsidy, benefit most from being involved in early childhood programs. Families that provide evidence that they have a child in one of these categories will be allocated as a priority.

#### Kindergarten Priority Groups

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy (including ESK)
- Children with additional needs
- Children requiring a second year of kindergarten, approved by the Department of Education and Training (DET).
- Siblings who have previously attended the same kindergarten
- Surf Coast Shire residents or those employed within the municipality.

#### Family Day Care Priority Groups

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- A child from a family currently enrolled in the service
- Surf Coast Shire residents or those employed within the municipality.

#### Occasional Care Priority Groups

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children

- Asylum seeker and refugee children
- Children with additional needs
- A child from a family currently enrolled in the service
- Surf Coast Shire residents or those employed within the municipality.

## 5.2 Surf Coast Shire Council Early Years Services General Procedure

Surf Coast Shire Council Early Years Services will:

- Allocate children according to the priority of access for each service
- Maintain a waiting list of families not allocated a placement. If a family chooses not to accept the position allocated the family can opt to be on a waiting list for a different session.
- Make available to families information including service philosophy and access to policies
- Ensure all documentation, including authorisations and medical action plans (if required) are completed during the enrolment process.

Parents/Guardians are required to complete the approved enrolment forms prior to the commencement of services and to provide updated details if information changes; including all relevant documentation and the Immunisation History Statement. Children will not be accepted into the service until the approved enrolment form and all relevant documentation has been completed and signed by the parent or guardian.

A current Immunisation History Statement must be provided to access all early childhood education and care services in Victoria as per the ['No Jab, No Play' law](#).

### **Maternal and Child Health:**

The Victorian Maternal and Child Health Service is available to all families residing in Victoria, with children from birth to school age. The access pathway to Surf Coast Shire Council Maternal and Child Health Services is via the notification of a birth, or self-referral for families transferring from other municipalities.

All records containing personal information about children/families are kept in secure storage according to the Surf Coast Shire Early Years Confidentiality, Management and Storage of Records Policy.

### Surf Coast Shire Privacy Statement

*Surf Coast Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will be used for the primary purpose it was collected or any related purpose for which the individual would reasonably expect Council to use or disclose the information. The information will not be disclosed to any other party unless Council is required to do so by law.*

## 6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Enrolment & Consent Form	Records	Dispose of three years after the child's last attendance	Off-Site
Family Day Care Request for Care	Records	Dispose of seven years after conclusion of engagement of FDC provider.	Off-Site
Enrolment Confirmation (Family Day Care)	Records	Dispose of seven years after conclusion of engagement of FDC provider.	Off-Site

## 7. Attachments

Not applicable

## 8. References

### Related Surf Coast Shire Council and Early Years Services Policies

- D15/16286 Early Years Access and Inclusion Policy  
D15/42541 Early Years Acceptance and Refusal of Authorisations Policy

D15/16337 Early Years Confidentiality, Management and Storage of Records Policy  
 D15/16324 Family Day Care Sub-Contract Educators Advertising Policy  
 D15/32925 Early Years Medical Conditions and Medication Policy  
 D15/16324 Family Day Care Advertising Policy

**Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms**

D16/20238 Central Application Administration Work Instruction  
 D18/92421 Early Years Immunisation – No jab, No play Work Instruction  
 D17/30062 Early Years Risk Minimisation and Communication Plan  
 D17/113459 Maternal and Child Health Bookings Work Instruction  
 D17/86148 Entering Births into CDIS Work Instruction  
 D14/28709 Family Day Care Enrolment and Orientation Work Instruction  
 D16/43697 Family Day Care Waiting List Work Instruction  
 D14/28947 Occasional Care Waiting List Process Work Instruction

[Occasional Care Application Enrolment and Consent Form 2020](#)

**Other References**

Privacy and Data Protection Act (2014)  
 Education and Care Services National Law 2010  
 Education and Care Services National Regulations 2011  
 National Quality Standards 2011  
 ACECQA National; Quality Framework Resource Kit  
 Childcare Service Handbook (Department of Education)  
 Victorian Early Years Learning and Development Framework  
 Early Year Learning Framework for Australia  
 My Time, Our Place  
 Maternal and Child Health Service Guidelines 2019

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<b>Approval Date:</b>	01/04/2014	<b>Approved by:</b>	General Manager, Culture and Community
<b>Amendment/Review 1:</b>	01/06/2015	<b>Approved by:</b>	Manager Aged & Family
<b>Amendment/Review 2:</b>	24/04/2018	<b>Approved by:</b>	Manager Aged & Family
<b>Amendment/Review 3:</b>	28/11/2019	<b>Approved by:</b>	Manager Community Strengthening
<b>Amendment/Review 4:</b>	05/06/2020	<b>Approved by:</b>	Manager Community Strengthening

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