**Enrolment procedure**

**Purpose**

This procedure describes how parents and carers can apply to enrol their child into a Toowoomba Catholic Kindergarten and/or Care service (TCKC) and how each application is to be considered and managed.

**To whom it applies**

To all TCKC services operating as a kindergarten or Outside School Hours Care service.

**Related policies and legislation**

Education and Care Services National Law Act 2010 (Qld)

Education and Care Services National Regulations 2011

Queensland Kindergarten Funding Scheme: Funding Requirements 2017

Delayed Entry and Exit Enrolment Procedure for Approved Queensland Kindergarten Programs

Anti-Discrimination Act (Qld) 1991

Disability Discrimination Act (Cth) 1992

Disability Standard for Education (Cth) 2005

**Procedure**

**Applying to enrol and receiving an offer (supported by Appendix 1 – Enrolment flowchart)**

1. Applications for TCKC services can be made anytime throughout the year.
2. Children can be enrolled in any or all components of Outside School Hours Care (OSHC) including Before School Care, After School Care and/or Vacation Care.

1. Children must have turned three years of age prior to the commencement of the calendar year to be considered for enrolment in a kindergarten service.
2. The Xplor Home application will be used in all TCKC services.
3. Xplor Home application is online and parents/carers enquiring about enrolment in a TCKC service are to be encouraged to apply online.
4. If required, a paper copy of the Request for booking form and Enrolment form can be made available to parents/carers.
5. Parents/carers applying to enrol their child in TCKC services will
6. make contact via the website, email, phone or at a service
7. be provided with Xplor Home or hard copy
8. complete an online application or waitlist form for each child to be enrolled
9. meet with the Kindergarten Director or OSHC Coordinator (as well as the Senior Manager: Toowoomba Kindergartens and Care if required) if the child has any additional requirements to access the standard program to determine the suitability of the service for the child

**Please note:** This meeting must occur prior to a formal Letter of Offer to ensure adjustments required for the service to support a child with additional needs and health and safety considerations that require action can be fulfilled. Adjustments required need to be endorsed by the parents/carers, Kindergarten Director or OSHC Coordinator and the Senior Manager: Kindergartens and Care.

1. receive a Letter of Offer from TCKC when a place becomes available
2. confirm their acceptance of the offer or confirmation email and pay a non-refundable enrolment fee
3. receive communication from TCKC once acceptance of the offer and payment is receipted to complete an enrolment form in Xplor Home (or via an electronic or hard copy if requested)
4. submit the completed enrolment form to TCKC

**Please note:** All enrolment information must be collected prior to commencement as required elements by National Regulations 160 – 162 and if this information is not then it could result in compliance action by the regulator for inaccurate or incomplete records. The enrolment information includes

1. emergency contact details
2. persons authorised to collect children (authorised nominee)
3. medication information including current immunisation information and Medicare number
4. dietary information
5. care needs or routines of the child
6. cultural connections and family traditions
7. Customer Reference Number (CRN) details for the Child Care Subsidy (CCS) if applicable
8. copies of relevant parental orders/court orders.
9. receive a confirmation of enrolment from TCKC
10. be contacted by the Kindergarten Director/OSHC Coordinator to confirm a start date and session times.
11. Children in TCKC kindergarten and OSHC services will not be automatically enrolled into the associated school. Parents/carers are to contact the school principal to discuss enrolling their children in the school.

**Fees and subsidies**

1. Kindergarten-age children enrolled in additional days to the designated 600 hours per year and pre-kindergarten children do not receive government funding for these days.
2. Families eligible for Child Care Subsidy when attending our OSHC services are to visit this website

[Child Care Subsidy - Services Australia](https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy)

1. CCS payments are made via the gateway in our third party software Xplor system

**Privacy**

1. At times, the service will be required to share personal and sensitive information with others for administrative and educational purposes. This information will be shared with confidentiality and with consideration to the privacy of the children. The information will be shared, depending on the situation, with government departments, the Queensland Catholic Education Commission, TCKC office, schools, medical specialists and the parish.

**Priority access to kindergarten services**

1. Priority will be given to children who are the eligible kindergarten age ie children who are at least four years old by June 30 in the year they participate in the program.
2. Evidence of the child’s date of birth must be provided prior to enrolment.
3. Additional places may be offered to current kindergarten families if they require extra days.
4. Priority will be given to kindergarten-age children to extend their 600 hours, if places are available.
5. Younger children may attend the service if vacancies exist once 14-15 have been applied.

1. A daily fee will be required to accommodate for the loss of full government funding for children accessing hours beyond the 600 hours or in the younger cohort.
2. Delayed entry to or delayed exit from a TCKC approved kindergarten program may be initiated by either the parent/carer or kindergarten teacher.
3. Enrolment decisions should be informed by a child’s developmental abilities, prior experiences and social emotional capabilities.
4. When a child is approved to access delayed entry to or delayed exit from a kindergarten program, the service will be eligible to claim the relevant subsidies.
5. Kindergarten families who cancel their booking (including any days in addition to the designated 600 hours) will provide two weeks’ notice to the service. All associated fees for the two-week period are to be paid before leaving the service.
6. Children with additional needs for Kindergarten or OSHC
   1. The TCKC service will endeavor to support children who require additional support.
   2. Parents/carers are encouraged to work collaboratively with the Kindergarten Director or OSHC Coordinator to support their child’s needs so that appropriate and practicable provisions are established prior to their commencement.
   3. Adjusted hours to align with the designated government funding for disability support may be a required.

**Days of attendance**

1. At enrolment, parents/carers will be required to nominate the days and sessions their child will be attending.
2. OSHC enrolled children are able to attend all or one of the components including Before School Care, After School Care and/or Vacation Care.
3. OSHC enrolled children can be enrolled as a permanent or casual booking.
4. Permanent bookings for OSHC enrolled children will remain in place for the nominated period or until written cancellation is received by the service.

1. Prep children may attend Vacation Care from 1 January of the year they commence school.
2. Parents are to use QikKids or contact the service Kindergarten Director/ OSHC Coordinator to cancel and book sessions.
3. Kindergarten children will be enrolled in the five-day fortnight approved kindergarten program.

**Orientation to services**

1. New families will be provided with all the relevant enrolment information.
2. Families will have time to discuss any needs with the teacher.
3. All staff will be introduced to new families.
4. Families and the child will be shown around the service.
5. Families will be invited to spend time with their child during the service operating hours.
6. Families will be shown the procedures for Xplor eg signing in/signing out/enrolment.
7. Families will engage in the volunteer induction if applicable
8. Families will be shown where they can access relevant information about service procedures.
9. New children will be introduced and welcomed to the group.
10. Staff will closely monitor new children to ensure they are settling into the program.

Appendix 1 - Enrolment flowchart



**Version control and change history**

**Effective date**

1/01/2020

**Review date**

Click or tap to enter a date.