

The Approved Provider or Nominated Supervisor are responsible for the placement of children within our Service. The individual needs of children will be given careful consideration to ensure that our Service is equipped to meet these needs.

Parents/guardians are required to complete an enrolment application prior to placement being offered and register for childcare subsidy with Services Australia (formerly Centrelink) to determine if the parent or guardian is eligible for the subsidy.

The enrolment application outlines the information required by our Service to meet the Education & Care Services National Law Act & National Regulations 2010. All information on the enrolment form is required to be completed to ensure a smooth transition for children into our service. There are additional requirements for children applying to access the Funded Kindergarten Program – see enrolment form. Enrolment forms contain relevant terms and conditions of the Service and must be signed by a parent/guardian prior to the placement commencing.

From 2 July 2018 enrolments must include a digital or hard copy Complying Written Agreement Form (CWA Form) provided by the Service signed by the parent/guardian. An enrolment must also be confirmed by the parent/guardian via Services Australia (formerly Centrelink). This is a requirement under the Government's Child Care Subsidy rules. See the following pages for more information.

The process of enrolment, placement and orientation of children is as follows:

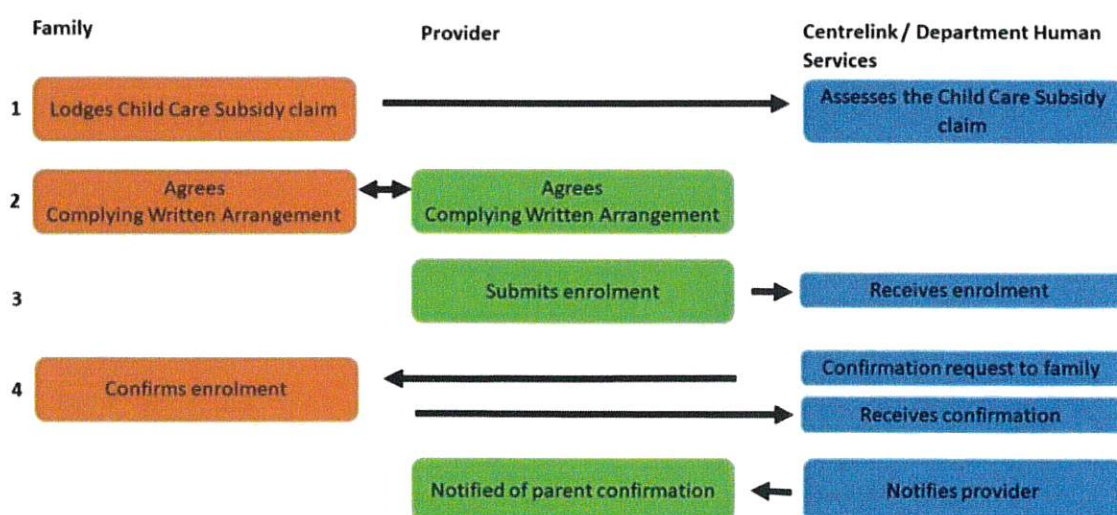
- (i) On enquiry and/or commencement of childcare or kindergarten, parents will be provided with an information pack including.
 - Welcome Letter
 - Parent information
 - Current Enrolment Forms including Child Information Sheets if available (in some circumstances where a waiting list applies current enrolment forms will not be provided until a placement becomes available)
 - Fee Schedule
 - Fee Policy
 - Direct debit arrangement form or Centrepay Form (available on commencement)
- (ii) Requests for childcare or kindergarten will be assessed to ascertain priority of access – refer Priority of Access Policy.
- (ii) If a placement becomes available a member of the Young Adventurers staff will contact the parent/guardian either personally, or by phone, to ensure that all relevant factors are considered in determining the placement. And parents will be invited to visit the service for a brief tour. At this time the parent/guardian will have five working days to accept the placement directly with the Service or the offer will expire. This is to ensure the expedient placement of children from our waiting list.
- (iii) Once a placement offer is accepted arrangements will be made for authorisation from the parent/guardian to pay two weeks fees in advance using the Services compulsory

direct debit system or another alternative fee paying arrangement such as a Centrepay agreement. If at this time the childcare subsidy is not yet in place parents/guardians will be required to pay full fee. Any childcare subsidy amounts forwarded from Services Australia (formerly Centrelink) for families will be credited to the families account.

Formal enrolment process:

- Family lodges a Child Care Subsidy claim with Services Australia/Department of Human Services
- Services Australia/Department of Human Services assesses the Child Care Subsidy claim
- The Service submits a proposed enrolment to Centrelink/Department of Human Services.
- Services Australia/Department of Human Services receive the enrolment and sends a confirmation request to the parent or guardian via the MyGov app.
- The parent or guardian agrees to the placement by confirming the enrolment details in their MyGov account or Services Australia online account.
- Services Australia/Department of Human Services receives the confirmation from parent or guardian and will notify the Service Provider.
- At commencement of placement parents claiming childcare subsidy will also be required to sign a digital or hard copy Complying Written Arrangement (CWA) form.
- The parent or guardian will be required to pay the first two weeks of childcare fees in advance to the Service prior to the child commencing their placement unless alternative arrangements have been made with the Service.
- The Service then lodges a claim with Services Australia/Department of Human Services for the families eligible childcare subsidy to be paid directly to the service following the submission of attendance data to Services Australia/Department of Human Services on a regular basis.

Enrolment process



Minor variations in the enrolment such as extra casual days can be added to an enrolment without the need for a new CWA Form however any permanent changes

to a booking such as more or less days will require a new CWA Form to be signed by both the parent or guardian and Service and submitted to Services Australia (formerly Centrelink) Department of Human Services for approval.

In some cases a parent or guardian will not be eligible for childcare subsidy payments such as when their income is above the threshold or they do not have permanent residency or if their child is not up to date with their immunisations. Parents or guardian must still contact Services Australia (formerly Centrelink) to determine their eligibility. If Services Australia (formerly Centrelink)/Department of Human Services determine a parent or guardian is not eligible for childcare subsidy payments then the Service's full fee will apply. Children who are not up to date with their immunisations and aren't on an approved catch up schedule are not able to enrol in an early childhood service – refer Immunisation Policy for more information.

Staff may request at any time for a new enrolment form be completed such as when a parent or guardian's circumstances or address/contact details change. For more information on the enrolment process see the following diagram or go to www.education.gov.au/childcare

A copy of children's enrolment forms will be provided to the educators at the Service in order to ensure a child's health care needs and emergency contact information is available to educators.

Upon enrolment, parents will be added to the Services Educa online parent communication portal where the Services Policy Book can be accessed.

Immunisation – see information over page

Cancelling care – see Cancelling Childcare or Kindergarten policy



Young Adventurers

Early Childhood Services