

APPLICATION FOR CARE - Enrolment & Orientation

RATIONALE:

Clarence Family Day Care aims to provide all enrolling families with consistent procedures for enrolment that will offer a level of information and orientation needed to successfully place their child/ren into care with an educator who meets the education and care needs of the child and their family. CFDC enrolment procedures will comply with legislative and regulatory requirements and CFDC policy and procedures.

POLICY:

When parents/guardians enrol their child/ren with Clarence Family Day Care they are given a Parent Information Booklet which outlines information about their rights and responsibilities as users of the Family Day Care service. Parents are encouraged to seek additional information at any time. An Application for Enrolment form needs to be completed and signed by the parent who intends to claim Child Care Benefit and the enrolling staff member, prior to the commencement of care. A Contract for Care (*previously, Parent/Carer Agreement*) will be completed and signed by the parent, the educator and a CFDC staff representative, once the times for care are established and agreed. Parents should indicate acceptance of their nominated educator assistant at this time, if applicable.

The Application for Care between the parent and the scheme will be confirmed upon the completion of the necessary documentation and provision of all required information. Required documentation includes (but is not limited to) an Application for Enrolment, a Contract for Care, an Educator Information Sheet and formal immunisation history records.

PROCEDURES:

1. Where possible, the scheme will provide families with referrals to a number of educators, to enable families to meet and select the educator most able to meet their needs. Parent/s and the educator jointly sign the Contract for Care, which specifies the terms and conditions of the care arrangement. A CFDC staff representative will authorise and sign the Contract for Care once the care parameters have been approved.

2. The Contract for Care, signed by the parent, educator and CFDC will be kept with the original Application for Enrolment and information about the child and the child's family will be stored in a secure place and treated as confidential information. Copies of the Application for Enrolment and the Contract for Care will be made available to the educator and the enrolling parent. The Application for Enrolment also acts as an authority for certain blanket* permissions, including the mandatory permission for emergency medical, dental, hospital and ambulance service if required. The parent will also provide the educator with written permission for excursions and transport by motor vehicle, if applicable

**A blanket permission means a permission, which is obtained only once, to allow a particular activity to take place on a number of occasions over a period of time.*

3. The co-ordination unit supplies parents with the telephone contact number to enable the parent to apply for Child Care Benefit from The Dept. of Human Services, Family Assistance Office, if needed.

4. The Co-ordination Unit offers the parent relevant information about the scheme and its policies and encourages parent participation in the service. The placement officer facilitates enrolments, placements, educator referrals and waiting lists.

5. The Application for Enrolment contains the details required by the applicable Regulations.

6. The Co-ordination Unit does not normally give parents further referrals to other educators, if there are unpaid fees for childcare previously provided.

7. If one-off or short term care is required during times that are not covered by the existing Contract for Care, additional procedures are to be followed. This does not include a short extension of the normal agreed booking or a one-off extra week day.

If the care is required for one or more overnight/weekend sessions an Authorisation to Provide Overnight Care (Needs Assessment) form must be completed and lodged with the scheme manager/nominated supervisor for approval, prior to the care taking place.

An Additional Hours Contract for Care will be completed and signed by the parent, the educator and a CFDC staff representative once the times for care are established and agreed.

Family Assistance Law requires any session of care extending beyond a 24 hour period to be approved by the scheme manager prior to the care taking place.

As a guide:-

1. **A short extension of the normal booking:-** no new requirements.
2. **An extra day of care during the week that is not part of the regular approved booking:-** no new requirements.
3. **Additional care in the daytime during the weekend:-** Notify the nominated supervisor or manager that care has been requested. Complete and lodge an Additional Care Contract (can be lodged with the applicable timesheet.)
4. **Overnight Care:-** Complete and lodge an Overnight Care (Needs Assessment) form for approval by the nominated supervisor. Complete and lodge an Additional Care Contract prior to the care taking place.
5. **24 hour care:-** Complete and lodge an Overnight Care (Needs Assessment) form for approval by the nominated supervisor. An Additional Care Contract and 24hour care form (green) are to be completed and lodged with the scheme manager. Approval by the scheme manager is required prior to care taking place.
6. **Emergency Care (with little or no notice from parent):-** Notify the nominated supervisor or manager that the care has been requested, seeking clarification of requirements.

Educators need to be aware of the limits to the child's allowable hours before agreeing to provide extra care.

Txt message or email are acceptable ways to notify nominated supervisor/manager.