



Enrolment & Orientation Procedure Policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

EPIC Holiday Camp is committed to consistent and clear enrolment procedures to ensure no family is disadvantaged in accessing the Holiday Program. The service will keep an enrolment form for each child that includes the information listed below. (R160-162)

Procedures

Enrolment can only be confirmed once an online booking has been made and we have received payment information.

- A fully completed and signed enrolment and indemnity form must be filled out before a child can attend the program.
- If a parent has sole custody of the child, it is a legal requirement that a copy of any court order that exists be kept with the program's records. The enrolment record must contain details of both parents (if known). (R 160)
- Bookings open approximately 6 weeks before the program begins. Details of the booking procedure are available via www.teamholiday.com.au
- Money is deducted on the Thursday of the week they book in via Ezidebit. If funds are dishonoured the parent will be informed and will be required to make necessary payment arrangements prior to their child attending.
- Bookings are accepted according to Priority of Access guidelines as set by the order that bookings are received.

The following information must be provided on the medical and contact form according to the Education and Care Services National Regulations:

- Child's name, address, date of birth, gender and CRN



- Name, address and phone numbers of parents/guardians/ persons the child resides with
Name and contact details for the child's second parent (if known)
- Name, address and phone numbers of any person who is an authorised nominee who can be notified of an emergency involving the child if any parent cannot be immediately contacted and then can collect the child from the service, authorise consent to medical treatment and/or the administration of medication and may authorise an educator to take a child outside of the premises.
- Any court/parenting orders or parenting plans in relation to powers, duties, responsibilities or authorities of any person in relation to custody or access to a child
- Details of any other court orders relating to the child's residence or the child's contact with a parent or another person.
- Details of any diagnosed medical conditions and medication details of the child including the required medical management plans and risk minimisation plans
- Details of the language used in the child's home
- Date of birth and CRN of parent/guardian linked to CCB
- Special considerations for the child – e.g. dietary, religious, additional needs & other
- Relevant health/medical information – including details of any medical diagnosis, allergies and if the child has been diagnosed as at risk of anaphylaxis
- Name, address and telephone number of the child's registered medical practitioner
- The child's Medicare number
- Immunisation status of the child
- Cultural background information for the child and if applicable the parents.
- If educators have sighted the child's health record, a record of that sighting.

Also to be included is authorisations as follows:

- Authorisation signed by the parent or a person named in the enrolment record as authorised to consent to medical treatment for the child, including allowing an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation by an ambulance service.
- Authorisation under regulation 102 of the Education and Care Services National Regulations 2011, for the service to take the child on regular outings, if applicable.

Requirements For Additional Needs

EPIC Holiday Camp requires a minimum of 4 weeks notice if you intend to enrol your child into each holiday program and they have been diagnosed with any form of learning, behavioural or diagnosed difficulty. This allows us adequate time to apply for additional funding, recruit skilled staff and best prepare to support your child. A meeting (telephone or in person) between EPIC Holiday Camp and the child's parent(s) may be required.

Orientation Process



Please inform educators that this is your child's first time attending the program. An educator will show your child around the service, explain boundaries and expectations to them, endeavour to engage them in an activity or find them a friend or buddy to help settle them in. Sometimes educators may ask children to be a special helper to them, or they may ask the children to sit with them and complete a 'Getting to know my Child' form so we can better ascertain what your child likes to do. These profiles are kept confidential and are used for current and future planning.

Parents are welcome to view these profiles if staff members have completed one with your child. Please respect the boundaries of the service and understand that educators are experienced in what they do and sensitive to the needs of the children at the service.

Parents are more than welcome to enter with their child to look around and ask any questions of the educators. However, we ask parents to understand that often children adjust more quickly with the assistance of the educators when anxious parents do not linger overly long. Each service provides a contact number for the EPIC Holiday Camp Head Office, who is able to connect the parent to the responsible person at any time. Parents are encouraged to call at any stage throughout the day to ask for a report on their child. Staff members are happy to assist.

Families and children provide feedback about this process via surveys as EPIC Holiday Camp commitments continuous improvements.

References:

ACECQA National Quality Framework Resource Kit (2012)

Quality Area 2 – Children's health and safety

Quality Area 6 – Collaborative partnerships with families and communities

Quality Area 7 – Leadership and service management

Education and Care Services National Law Act (2010), S 168, S 175

Education and Care Services National Regulations (2011), R 160, 161, 162

Version control Date: 25 August 2016

To be reviewed: December 2016

Enrolment and Orientation Policy No. PO-0010

Enrolment and Orientation Procedures No.PR-0010