



ENROLMENT AND ORIENTATION OF CHILDREN PROCEDURE FDC

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3.0	EM ECEC	07/07/2025	July 2025



VERSION CONTROL

Version	Revision	Date Effective	Owner
v1.0	First release	01/09/2012	EM SD
v2.0	Reviewed	01/06/2019	EM SD
v3.0	<p>Owner updated to EM ECEC</p> <p>Document number updated. ECEC-FDC-05-06-PROD (formerly SD-FDC-05-06-PROD)</p> <p>Definitions expanded to include CCS, reasonable adjustment, orientation, and regulatory references</p> <p>Reviewed and adjusted for centralised payment project.</p> <p>Access and equity language now includes specific reference to making reasonable adjustments and protecting children's rights.</p> <p>Formatted into clearer sections including Role Responsibilities, Principles, and Initial Enquiry.</p> <p>Legal and Policy Alignment adds DDA 1992, EEO Act WA, and maps to specific National Regulations (e.g., 160–162, 168, 177–178).</p> <p>Maintains the requirement to retain records for at least three years; improves privacy and access protections.</p>	07/07/2025	EM ECEC

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1. PURPOSE

This policy sets out how families enrol with the Y WA Family Day Care (FDC) Service and how FDC Educators orientate each family and the child’s transition into FDC. The policy ensures that the Y WA FDC enrolment practices comply with national regulations, including immunisation requirements, privacy and recordkeeping, and the need for tailored support. It supports Educators and families seeking education and care from a Y WA FDC Service to understand their responsibilities and ensures a consistent, fair, and accessible experience for all.

2. SCOPE

This procedure applies to all Y WA FDC services, including FDC Educators, staff, and families engaging with the enrolment process.

3. DEFINITIONS

Term	Definition
Child Care Subsidy (CCS)	A financial assistance program provided by the Australian Government to help eligible families with the cost of approved childcare. The subsidy is income-tested and paid directly to approved childcare services to reduce the fees charged to families.
Enrolment	The formal process of registering a child for care by the completion of an approved enrolment form, including providing legal and medical information, immunisation status, and the creation of records.

Term	Definition
Health information	Information requested on the enrolment form. This information must be completed prior to child commencing education and care.
Regulations	The Regulations Education and Care Services National Regulations 2012.
Reasonable adjustment	Adjustments made to support a person with disability unless it causes unjustifiable hardship. In accordance with the Disability Discrimination Act, an adjustment is considered reasonable if it balances the interests of all parties affected. This includes the person with disability, service providers, employers, and other users of a service or environment. (AHRC).
Regular excursion	An outing that occurs regularly and has been authorised by the parent on the Y WA FDC Enrolment Form. A walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.
Special excursion	Outings that are not part of the regular, routine activities of an education and care service.
Parent	A person with parental responsibility, including biological/adoptive parents, legal guardians, foster or kinship carers. A foster carer or other person who has daily care responsibilities for the child including a relative or kinship carer who has assumed responsibility for the child's welfare, appointed by a court.

Term	Definition
Orientation	A tailored transition process discussing children and family's needs and requirements, service information including the care environment, routines and expectations. It includes ensuring families understand relevant procedures, fees, and their responsibilities before the child commences care.
Authorised nominee	A person authorised by the parent to collect the child or give consent on their behalf.
Y WA	Approved provider: The legal entity (YMCA Family Day Care Service) that holds provider approval under the Education and Care Services National Law to operate the Family Day Care Service

4. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Educator	<p>The Educator must:</p> <ul style="list-style-type: none"> • Confirm availability and communicate with families. • Provide families with service information prior to care commencing. • Tailor the orientation and settling process to each child's needs. • Explain the fee schedule and CCS responsibilities. <p>Confirm families have applied for CCS and understand their reporting obligations.</p>

Role	Responsibilities
	<ul style="list-style-type: none"> • Discuss booking availability and family care requirements. • Offer vacancies, ensuring child to Educator ratio is maintained at all times. • Accept enrolments for Before and After School Care or Vacation Care only during appropriate school term or holiday periods. • Implement a trial period if necessary, communicating any terms or conditions to the enrolling family. • Maintain secure, confidential storage of enrolment records. Retaining child enrolment records for three years post-attendance. • Keep forms confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Regulatory bodies.
Parent	<ul style="list-style-type: none"> • As part of the orientation procedure meet with the Educator to discuss care requirements and availability, and • participate in an interview or tour as required by the Educator's service model. • Apply for CCS via MyGov. • Complete the Y WA Family Day Care online Enrolment Form in full, ensuring all mandatory fields and relevant additional information are accurately provided. <ul style="list-style-type: none"> ◦ Disclose any familial relationship between the child being enrolled and the Family Day Care Educator.

Role	Responsibilities
	<ul style="list-style-type: none"> ◦ Confirm whether or not the enrolling parent is a registered Family Day Care Educator • Provide all required attachments, including. <ul style="list-style-type: none"> ◦ Immunisation History Statement (IHS), ◦ medical and health information including relevant Action Plans and ◦ any court orders or parenting orders applicable. • Ensure authorisations and enrolment conditions are signed. • Respond to service communications listing action required, including <ul style="list-style-type: none"> ◦ approving CCS enrolment via MyGov, ◦ setting a guardian PIN, and ◦ consenting to Storypark profile. • Participate in a trial period (if applicable) and follow trial period terms. • Keep enrolment records up to date; these will be reviewed annually. Inform the service and Educator Immediately in writing of any changes to enrolment status. • Follow CCS attendance and reporting procedures, including signing the child in and out of care. • Review and sign attendance records weekly via digital timesheet provided by the Educator; confirm absences are marked accordingly.

Role	Responsibilities
Y WA FDC Service	<ul style="list-style-type: none"> • Ensure the enrolment form is fully completed for each child prior to the commencement of care, including all required immunisation details, legal documentation, and authorisations. • Process enrolment form via Harmony Web; set up CCS enrolment, bookings, parent and authorised contact PIN's, and child's Storypark profile. • Send a personalised confirmation email to the family, and copied to the FDC Educator, to confirm that the child's enrolment has been finalised and outlining the next steps. • Maintain secure, confidential storage of enrolment records. Retaining child enrolment records for three years post-attendance • Keep forms confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and /or State Regulatory bodies.

5. PRINCIPLES

1. We value respectful and supportive relationships with our families as the basis of a smooth transition and quality outcomes for children in the service.
2. We actively seek the input of all those associated with the service in our decision-making processes. For families, this begins at enrolment and orientation.
3. Our educational program takes into consideration each child's knowledge, strengths, ideas, culture, abilities and interests. We view

enrolment and orientation as an important opportunity to begin to gather this information from the child and their family.

4. We provide an enrolment process that is easy to understand, protects the confidentiality of children and families, and includes secure methods for recording and storing personal information.
5. Each child that is provided with care is enrolled with the Y WA FDC Service and has a completed enrolment form prior to attendance at the FDC residence or approved venue.
6. Language support is provided when a parent is having difficulty completing the form. An enrolment interview should be conducted and if necessary organised in the parent's first language.
7. Foster access for any child irrespective of cultural background, religion, gender, disability, parents' marital status, health status or income, while meeting the specific needs of the local community.
8. The provider will make reasonable adjustments to support the inclusion of children with additional needs, in consultation with all relevant stakeholders.

6 INITIAL ENQUIRY AND MATCHING

- 6.1 Families may enquire about care directly via an Educator or through the Service website. Service staff provide families with a list of local Educators.
- 6.2 Educators manage their own availability and may maintain their own enquiry list.
- 6.3 We provide an accessible and supportive enrolment process that accommodates the diverse needs of families, offering assistance where required.

7 SUPPORTING DOCUMENTS

Document ID	Document Title
	Fees Policy
	Y WA Family Day Care Enrolment Form
SD-FDC-05-08-PROD	Diversity and Inclusion Procedure
	Y WA Family Day Care Enrolment Information
	Y WA Privacy and Records Management Policy
	Handbooks

8 LEGISLATION AND STANDARDS

Document Title
Education and Care Services National Law (WA)
Education and Care Services National Regulations, 2012
National Quality Standards
Childcare provider handbook: dese.gov.au/child-carepackage/ccp-resourcesproviders/child-care-providerhandbook
Equal Opportunity Act 1984 (WA)
Disability Discrimination Act 1992 (Cth)

9 CONSIDERATIONS

Section/regulation	Description
EEO WA Part IIA	Discrimination on the Ground of Impairment
WA Ed and Care Services National Regs (2012) WA	
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 88	Infectious diseases
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 99	Children leaving the education and care service premises
Regulation 102	Authorisation for excursions
Regulation 102D	Authorisation for service to transport children
Regulation 157	Access for parents
Regulation 160	Child enrolment records to be kept by approved provider and FDC Educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures Regulation
Regulation 169	Additional policies and procedures – family day care service Regulation
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

Section/regulation	Description
Regulation 177	Regulation 169 Additional policies and procedures – family day care service
Regulation 178	Prescribed enrolment and other documents to be kept by family day care Educator
Regulation 179	Family day care Educator to provide documents on leaving service
Regulation 181	Confidentiality of records kept by approved provider
Regulation 182	Confidentiality of records kept by family day care Educator
Regulation 183	Storage of records and other documents
Section 175 National Law	Offence relating to requirement to keep enrolment and other documents Regulation 85 Incident, injury, trauma and illness policies and procedures
Section 6 DDA	Indirect Disability Discrimination also includes reasonable adjustments:

10 FEEDBACK

Direct feedback on this procedure to the EM ECEC