

10.1 ENROLMENTS

Policy

Mackay Family Day Care Scheme is committed to providing flexible, quality care and developing strong partnerships with families.

Procedures

1. Parents/Guardians may contact Mackay Family Day Care Scheme or make direct contact with an educator to enquire about availability of care.
2. If initial contact is made with the educator, the educator will arrange an interview at a time suitable to both parties.
3. If initial contact is made with the scheme, co-ordinators will consider the needs of the family in line with current educator vacancies. The family will either be placed on the waiting list or put in contact with a suitable educator. A copy of the parent information booklet will be emailed to the family.
4. When a family is put in contact with an educator, they should contact the educator to arrange a suitable time for an interview.
5. If care is to commence, the parent/guardian must complete an online enrolment, including providing copies of any documents required such as medical action plans.
6. All enrolments must be received by the office at least 48 hours prior to care commencing.
7. Educators must provide families with a fee schedule prior to care commencing.
8. If, by the end of a child's first week in care the enrolment fee has not been received by the scheme, the amount of the fee will be deducted from any monies owing to the educator and the educator will be responsible for collecting the fee from the family.
9. Parents/Guardians are able to pay the Mackay Family Day Care Scheme enrolment fee to their educator or by direct debit to the scheme, the scheme will provide them with a receipt.
10. Educators and co-ordination unit staff can access copies of enrolment forms in Harmony. At all times the information they contain will be treated as confidential by the Mackay Family Day Care Scheme staff and educators.
11. The first four weeks of care for a child is considered a "trial period" and no notice of termination of care is required during this period by either the educator or the family.

Date Implemented	Review Date	Date Updated	Source
2009 April	2010 October 2012 April 2013 October 2016 July 2018 January 2020 January 2022 February	2015 January 2018 July 2020 March 2020 August	<ul style="list-style-type: none">• Education and Care Services National Law Act 2010• Education and Care Services National Regulations 2011