

## 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, make direct contact with an educator or register on our waitlist when looking for 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, families will be directed to our website to submit a waitlist registration form.
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 2 business days prior to care commencing.
7. Educators must provide families with a fee schedule prior to care commencing.
8. Once an enrolment form is received by the scheme, an invoice for the enrolment fee will be issued to the parent/guardian.
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. Enrolment fees paid to an educator will be forwarded to the scheme who 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 2021 September 2022 February 2023 October	2015 January  2018 July 2020 March 2020 August 2022 April	<ul style="list-style-type: none"><li>• Education and Care Services National Law Act 2010</li><li>• Education and Care Services National Regulations 2011</li></ul>