Enrolment Policy

Enrolment and Orientation is an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Service. Such partnerships enable the Service and families to work towards the common goal of promoting consistent quality outcomes for individual children and the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.3	Community and engagement	The service builds relationships and engages with its community.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
S. 165A	Offence relating to children leaving the education and care service premises unauthorised
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases

90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
96	Self-administration of medication
97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
178	Prescribed enrolment and other documents to be kept by family day care educator
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.Department of Education.gov.au/resources-child-care-providers/resources/child-care-provider-handbook

RELATED POLICIES

Additional Needs Policy	Immunisation Policy
Acceptance and Refusal Authorisation Policy	Payment of Fees Policy
CCS Governance Policy	Privacy and Confidentiality Policy
Code of Conduct Policy	Record Keeping and Retention Policy
Dealing with Complaints Policy	Sun Safe Policy
Delivery of children to and collection from Excursion/Incursion Policy	Withdrawal of a Child Policy
Incident, Injury, Trauma and Illness Policy	Transportation Policy
Interactions with Children, Families and Staff Policy	Withdrawal of a Child Policy
	Work, Health and Safety Policy

Medical Conditions Policy	Safe Use of Digital Technologies and Online Environments Policy

PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

This policy applies to children, families, management and visitors of the Service.

ENROLMENT

According to the Child Care Provider Handbook (May 2023) '*enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy... An enrolment links the child, the individual claiming the subsidy and the childcare service.*' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).
Our Service accepts enrolments of children aged between 6 weeks - 12 years of age.
Enrolments will be accepted providing:

a) The maximum daily attendance does not exceed the licensed capacity of the Service
b) A vacancy is available both for the booking required and the agreed number of children is in accordance with the licensing requirements
c) The adult to child ratio is maintained in each room

PRIORITY OF ACCESS GUIDELINES

The Department of Family and Community Services and Indigenous Affairs have set priority of access guidelines for all children's services eligible for Child Care Subsidy. Every Child Care Subsidy Approved Childcare Service is required to abide by the guidelines which families will be informed of during the enrolment process.

The Priority Lists are used when there is a waiting list for the Service or when a number of families are applying for a limited number of vacant places. When families apply to join the list, they are asked a series of questions to determine their particular circumstances. A scoring system is applied based on their responses. This determines their child's place on the waiting list. As places become available, they are offered to those highest on the list as stated in the guidelines above.

Families are required to always pay two-weeks in advance to secure their position. Failure to pay the upfront fees will lead to the child not being accepted. Two weeks' notice of withdrawal needs to be provided in writing.

Children with disabilities will be enrolled, if in the opinion of management, the Service can meet the child's needs. Additional resources and funding may be required.

The *Priority of Access* levels, which the Service must follow when filling vacancies, include:

1. A child at risk of serious abuse of neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the Family Assistance Legislation Amendment (Child Care) Act 2010.
3. Any other child.

Within these three categories priority is also given to:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families, which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian

Upon enrolment families will be informed of their priority and directed that if the Service has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child reduced their days or leave in order to make a place for a higher priority child.

ENROLMENT

When a family has indicated their interest in enrolling their child in our Service, the following will occur:

  - Families will be invited to come on a tour of the Service – *Questions to ask when touring* – tip sheet will be sent to families prior to Centre Tour
  - Families will be provided with a range of information about the Service as highlighted in the Centre Tour checklist
  - Families are invited to ask questions and seek any further information they require
- Families are given a copy of the *Family Handbook*
- Families will be provided with vacancies, a start date and a suitable time for the child to be orientated to the Service including *Why is Orientation Important tip sheet*
- Families are informed of the Priority of Access guidelines and have their position assessed as to how they place within this system. Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any corresponding documents in relation to court orders, medical needs or plans, immunisations (Medicare) etc. prior to Enrolment together with completed *Enrolment Form*.
- If a family or child uses English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time

so that educators can learn the words. Educators will furthermore use visuals to assist the child to understand.

- Families will be invited to bring their child into the Service at a time that is convenient to familiarise themselves with the environment and educators.
- It is a legal requirement that prior to the child starting at the Service we have all corresponding documents including enrolment form, medical plans, birth certificate or passport, immunisation status and record (Medicare), Child Subsidy Arrangement Form and any court orders have been sighted and are photocopied and included in the child's file.
- medical management plans (if relevant) completed by the child's general practitioner.
- Children must meet the immunisation requirements to be eligible for Family Tax Benefit (FTB) Part A and Child Care Subsidy (CCS). Some exemptions apply; however families are advised that vaccination conscientious objection is not a valid exemption.
- It is a requirement of Family Assistance Law that immunisation information is continuous. Families are reminded mid-way through the year to provide any immunisation updates to the Service.
- Families are required to provide current Australian Childhood Immunisation Register (ACIR) History Statement which shows that the child is up to date with their scheduled immunisations. The ACIR is a national register administered by Medicare that records details of vaccinations given to children.
- Unborn children may be placed on the waiting list to avoid the unfair allocation of places that would occur if children could only be placed onto the list once born. If an unborn child is placed on the waiting list, then it is the responsibility of the family to inform Management of the name and date of birth of the child within three months after the expected birth date. If this information is not provided then the child and family details will be removed from the list.
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the Enrolment form.

National and state legislation in relation to immunisation for childcare

- (WA services) Effective 22 July 2019, only children who have an AIR immunisation history statement no more than two months old, or a valid immunisation certificate issued or declared by the Chief Health Officer can be enrolled in a child care service, community kindergarten or school. [read more here]

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number
2. Each parent's occupation
3. The full name, residential address and contact telephone number of a person or persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee)
4. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Service (authorised nominee)
5. Full name of the child
6. Child's date of birth
7. Child's birth certificate or passport [to be sighted to verify child's enrolment details]
8. Child's residency status

9. Child's address
10. Gender of the child
11. Cultural background of the child
12. Provision of care – if care will be a routine and/or casual etc.
13. Session start and end times
14. Complying Written Agreement including fee information
15. Immunisation History Statement
16. Any court orders or parenting agreements regarding the child
17. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language
18. Any special requirements of the family, including for example cultural or religious requirements
19. The individual needs of a child with a disability or with other additional needs
20. A statement/authorisation indicating the name and address and contact details of any person who is authorised to consent to the administration of medication to the child
21. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
    - medical treatment for the child from a registered practitioner, hospital or ambulance service
    - transportation of the child by an ambulance service
22. Child's Medicare number (if available)
23. Specific healthcare needs of the child, including allergies and intolerances
24. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
25. Details of any dietary restrictions for the child
26. The name, address and telephone number of the child's doctor
27. Authorisation for regular occurring transportation and regular outings/excursions
28. CRN for child and claimant

ORIENTATION OF THE SERVICE

During the orientation of the Service, families will:

- be provided with the enrolment form to be completed or shown how to complete this through an online platform
- have Child Care Subsidy explained to families and assistance may be offered to assist with the application process
- be provided with an outline of the Service policies which will include key policies such as: *Payment of fees, Sun Safe, Incident, Injury, Trauma and Illness, Control of infectious diseases, Sick Child and Administration of Medication*
- shown the signing in/out process for attendance
- advised of appropriate clothing for children to wear to the Service, including shoes, hats and sunscreen
- informed about policies regarding children bringing in toys from home
- introduced to their child's educators
- taken on a tour around the Service
- invited to visit the service at different times during the day

- provided with suggestions for developing and maintaining a routine for saying goodbye to their child
- asked to share information on any medical management plan or specific healthcare needs of their child (if applicable)
- informed of the daily report and how parents can view this or informed about the online platform/App the Service may use
- introduced to the room routine and Service program, including portfolios and the observation cycle
- informed about Service communication strategies including meetings, interviews, newsletters, emails, etc.
- given the opportunity to set goals for their child
- confirm preferred method of communication.
- the enrolment is lodged through Xplor or PEP with Department of Education
- the enrolment notice is lodged within 7 days
    - from the end of the week in which the provider and family made an arrangement
    - the provider or service being approved or
    - the end of a suspension
- enrolment notices must include details as outlined with the Childcare Providers Handbook, p. 30
- enrolment notices and arrangements are updated if details have changed or if the enrolment ends

ENROLMENT PACK

Families will be provided with an Enrolment Pack which consists of:

- Family Handbook (sent via email)
- Link to Policies and Procedures (sent via email)
- Why is Orientation Important – tip sheet
- Debit Success information
- Any other information such as (ECA Code of Ethics brochure, Centre Philosophy, useful contacts etc.)

CENTRE TOUR

During the Centre Tour, families will be:

- Provided with an outline of the Service policies which will include fees payment, sun safety, illness and accident and medical conditions, sick children policy and other important policies and procedures
- Shown the signing in/out process
- Spoken to about appropriate clothing worn to the Service, including shoes, sun smart clothing
- Introduced to child's Educators
- Able to discuss Medical Management Plans and allergies, dietary requirements, medical conditions and other (if applicable) and discuss and complete Risk Minimisation Plans prior to Enrolment
- Advised about the daily reports/journals/photos and how families can view this through Xplore
- Introduced to the room routine and program. This included portfolios and the observation cycle.
- Informed about Service communication – online portals, meetings, interviews, newsletters, emails etc.
- Informed about Sun Safety and wearing hats and sunscreen
- Able to specify preferred method of communication

NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law, National Regulations and Family Assistance Law are met
- educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure
- families are aware of this *Enrolment Policy*
- Enrolment form is completed accurately and, in its entirety including all signatures
- document evidence such as birth certificate or passport is sighted to verify that the child's enrolment details are true and correct
- Educator/Educator Assistants are aware of the new child who will be in the room, highlighting any medical conditions, requirements, interests, needs and strengths, routines
- a child with medical needs does not begin at the service unless a medical management plan is received and medication is brought to the service each day
- the child's Medical Management Plan is recorded, and this information is shared/distributed to educators
- Action Plans are completed in full (if relevant)
- Administration of Medication forms are completed (if relevant)
- Immunisation records (Medicare) and birth certificate have been sighted and photocopied
- Child has been added to the Observation cycle and Kindyhub
- Enrolment lodged with DEPARTMENT OF EDUCATION
- File for Child's information created
- And all other as described in the Enrolment Checklist

FAMILIES WILL:

- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on enrolment form
- confirm enrolment notices and sign CWAs
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date.

CHILDCARE SUBSIDY:

  - Families will need to complete the 'Child Care Subsidy Assessment' Task online through the myGov website.
  - Combined annual family income
  - Activity test – the activity level of both parents
  - Service type – type of child care service and whether the child attends school
- Documentation may be required such as Australian driver licence, Australian passport, foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate
- Families are provided with a Customer Reference Number (CRN)
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
- Families will contribute to their childcare fees and pay the Service the difference between the fee charged and the subsidy amount- generally called the 'gap fee'

- Families may also be eligible for Additional Child Care Subsidy depending upon their circumstance.
    - Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction
    - Families will contribute to their child care fees and pay to the Service the difference between the fee charged and the subsidy amount

COMPLYING WRITTEN ARRANGEMENT

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement* (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
    - the names and contact details of the provider and the individual(s)
    - the date the arrangement starts
    - the name and date of birth of the child (or children)
    - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur
    - the usual start and end times for these sessions of care
    - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
    - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.
- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.

ADDITIONAL CHILDCARE SUBSIDY PROCEDURE

Our Service will ensure all ACCS applications are managed in line with the Guide to Additional Child Care Subsidy (child wellbeing) and CCS Handbook

- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect
- Once a child has been identified as 'at risk' the Service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing)
- If the Service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6-week period
- The Service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate
- If further ACCS (Child Wellbeing) is required following the initial 6-week certificate the service may apply for a Determination for a period of up to 13 weeks

- Following an application for an ACCS 6-week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency
- Following an application for an ACCS 12-week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less then 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'
- If the child continues to be 'at risk; after the initial 13-week determination, then the provider needs to lodge a subsequent determination application.

ENROLMENT AND RECORD KEEPING

- Our Record Keeping Policy outlines the information and authorisations that we will include in all Child Enrolment Records

CHILD'S FIRST DAY

- The child and their family will be welcomed into their room
- They will be greeted by one of the educators who will show them where to sign in and out, discuss what is happening in the room, and show where the child's locker is located.
- Families are welcomed to contact the service at any time

ENDING AN ENROLMENT

- Families are required to provide management with Four weeks written notice when withdrawing their child from the Service. The letter must state:
    - the date they are writing the withdrawal notice
    - the child's last day of attendance.
- Written withdrawal notification can be emailed or handed to management
- This letter will be placed into the child's file and archived once they have left the Service
- All records related to a child's enrolment must be kept securely until the end of 3 years after the last day of the child's attendance
- Management will add an end date into the Service software program to ensure compliance with the Family Assistance Law
- Fees will be charged up to the end of the Four weeks from the date at which notice was received in writing, whether or not the child has attended the Service during those two weeks
- A final account is to be processed by administration and noted on the withdrawal form. The final account is to be issued immediately to the family advising of the balance (payment is due or no payment due as applicable)
- A copy of the final account and withdrawal form is to be kept in child's file
- Families must ensure the account is paid prior to final attendance
- If payment has not been received, the debt recovery process is to start immediately
- If the child does not attend during their two weeks of notice, Child Care Subsidy (CCS) will not be paid after their last day of attendance (including if the child does not attend on their last day) and full fees will be applicable (This is a policy of the Family Assistance Law in relation to Child Care Subsidy)
- If at any time during the child's enrolment it is felt that it is necessary to discuss the viability of the placement due to a concern regarding the duty of care to the child or other children in our care, the

Service will immediately contact the parent/authorised person/s to discuss all options. This may include the termination of the child's position.

EMPLOYEES WITH CHILDREN AT THE SERVICE

Employees are welcome to enrol their child at the Service, however, if an employee is terminated from their position, the Service reserves the right to terminate the child's position due to conflict of interest.

WITHDRAWAL PRIOR TO COMMENCEMENT OF CARE

- If a family has accepted the offer of a placement, then decides to withdraw from the Service before the agreed commencement date, the written notice period applies. If less than the written notice period is given prior to the agreed commencement date, full payment of the two weeks holding deposit/bond is payable to the Service and is non-refundable.

14 WEEK RULE (CCS)

- An enrolment will end for Child Care Subsidy purposes, if a child does not attend a session of care at our Service for 14 continuous weeks. This is a rule set by CCS and the Department of Education. For further information see the CCS Handbook.

TERMINATION OF CHILD'S ENROLMENT

Our Service has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Service. We reserve the right to terminate a child's enrolment if at any time a Service policy has been breached.
This may include:

- failure to comply with the enrolment contract
- disparaging, hurtful, or unsafe behaviour of a child that continues even with parent collaboration and/or support agency involvement in modifying the behaviour
- non-payment of childcare or late fees and/or recurring late payment of fees
- continuing to pick up the child past the required licensed time after consistent documented warnings
- inability to meet the child's individual needs without family support and commitment to ensure their child receives the best possible support within our Service
- deliberate impertinence towards the approved provider or staff- *Code of Conduct policy*
- if a parent knowingly brings their child ill to the Service
- consistent child-rearing style differences between the parent and provider
- false information given by a parent either verbally or in writing
- bullying and/or harassing educators, children or families enrolled at the Service- *Code of Conduct Policy*
- failure to provide AIR Immunisation History Statement or AIR Immunisation Medical Exemption form or AIR Immunisation History Form (catch up schedule).

Management or the nominated supervisor will advise families in writing that their child's enrolment will be terminated following all attempts to rectify any non-compliance.

- Two weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at risk. In this case, an immediate termination of enrolment may apply.

- Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment. The initial Bond payment made on enrolment will not be refunded until any outstanding fees are paid.

BEHAVIOUR GUIDANCE

There are times when children's behaviour requires guidance, which will always be undertaken according to the Service's policies and procedures. Every effort will be made to deal with the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour. If the child's behaviour continues to be disruptive and harmful and the safety of other children and staff is compromised, we reserve the right to ask you to withdraw your child from the Service.

SOURCE:

Australian Children's Education & Care Quality Authority. (2025). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
Australian Children's Education & Care Quality Authority. (2022). The Disability Discrimination Act: What do Children's Education and Care Services Need to Know?
Australian Government Department of Education.(2025) Child Care Provider handbook
Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing)
Australian Government Services Australia. How to get Immunisation history statements.
Department of Human Services (Centrelink). Child Care Subsidy
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).
Government of Western Australia. Department of Health. (2025). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.
National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay

Western Australian Legislation Education and Care Services National Law (WA) Act 2012 (only applicable to WA Services)

Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012

REVIEW:

LAST REVIEW	MODIFICATIONS	NEXT REVIEW
December 2017	• Modifications made to comply with National Quality Standard and notice of change to child care rebate and benefits	March 2018
May 2018	• Modifications made to update information relating to Child Care Subsidy changes	March 2019
September 2018	• Additional information added in regards to child care subsidy requirements	September 2019
May 2019	• Change to the layout of the document • Removed of the sources that are irrelevant and added more sources • Irrelevant information removed	May 2020

March 2020	• Sources checked for currency. • Changes to the layout of the document • Information that is outlined in the Enrolment form (removed) • Enrolment Pack – information about lunch boxes ideas (removed) • Some changes to our processes – some sections updated, and some sentences removed/added e.g. child's first day	March 2021
March 2021	• minor editing changes • sources checked for currency	March 2022
March 2022	• Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(August 2021) • Additional information re: immunisation requirements for each state/territory. Services to delete information that is not relevant to their service. • Additional section added: Families will… • Checked and updated links used within policy • Updated Related Policies	March 2023
March 2023	• Added that evidence such as birth certificate/passport will be sighted to verify child's enrolment details • Child Care Centre Desktop related resouces added • regular policy maintenance • link to Western Australian Education and Care Services National Regulations added in 'Sources' • hyperlinks checked and repaired as required • update of name change from DEPARTMENT OF EDUCATION to Department of Education • links within policy updated from DEPARTMENT OF EDUCATION.gov.au to education.gov.au • Additional information re: immunisation requirements for each state/territory. Services to delete information that is not relevant to their service. • Family Law inclusions • Additional section related to CWA and ACCS • additional information included about enrolment, CCS application process, Activity Test, Complying Written Arrangement (CWA), and immunisation requirements	March 2024
March 2024	• Annual policy review • Update of related legislation • Child Care Centre Desktop related resources added	March 2025
Dec 2024	• Added information from Withdrawal of Child Policy/Termination of Enrolment Policy into *Enrolment Policy* • hyperlinks checked and repaired as required • minor formatting edits within text	March 2025
March 2025	• annual review • No changes	March 2026
March 2026	• Annual review • Source checked and amended accordingly • Notice period updated to 4 weeks.	March 2027