



# Enrolment Nominated Supervisor

## NQS Element 7.1.2 Management systems

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Enrolment Form

Child's DOB and CRN provided	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Parents' DOB and CRN provided	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Copy of child's birth certificate provided (or document proving identity child/parents eg passport)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Complying Written Arrangement completed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Enrolment Notice through Provider Entry Point	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Information is provided about

• child's family eg culture, immediate and extended family	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• any special dietary requirements/restrictions	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• child's interests, strengths and (additional) needs	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• language eg special words including those from home language	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### All medical information is provided

Child's doctor and medical service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Child's dentist and dental service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medicare number	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Any specific health care needs, medical conditions, allergies, (risk of) anaphylaxis	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medical management plan if answer to above question is yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medical risk minimisation and communication plans prepared	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Evidence of immunisation status (which meets requirements in Immunisation Policy)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Notation made on enrolment form if child's health record sighted	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### All authorisations are provided:

• medical treatment from a doctor, hospital or ambulance service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• transport by ambulance	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• regular excursions	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• people who may collect child from service (authorised nominees)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• people who can be contacted in an emergency	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• people who can authorise medical treatment or administration of medication	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• people who can authorise taking child outside service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• people who can authorise transport for child (if relevant)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• application of sunscreen, nappy cream, insect repellent etc (optional)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Copies of any Court Orders, Parenting Orders or Parenting Plans provided	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All sections of the Enrolment Form completed and signed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Information documents

Following provided to and discussed with families			
• Parent Information Pack/Handbook	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• All policies and procedures (copies or advice on how to access)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• Code of Conduct	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• Philosophy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• <b>CCTV Policy provided to families</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• Medical Conditions Policy provided to all families where child has a specific health care need or medical condition	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

<b>Particular policies and procedures discussed including:</b>			
Additional Needs Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Educators happy to assist in locating appropriate services and community support for children and families</li> </ul>			
Administration of Medication Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Medication must be in original container</li> <li><b>Pain relief medication eg Panadol only administered if prescribed by doctor</b></li> <li>Administration of medication must be authorised in writing unless emergency</li> <li>Procedures during medical emergency, including asthma and anaphylaxis</li> </ul>			
Behaviour Guidance Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Parents will:			
<ul style="list-style-type: none"> <li>work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators</li> <li>consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child</li> </ul>			
The Nominated Supervisor may:			
<ul style="list-style-type: none"> <li>suspend or terminate a child's enrolment if they believe the child's behaviour poses an unacceptable risk to the welfare and safety of other children or educators</li> </ul>			
Child Protection Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Child Risk Management Strategy and families' obligations to report known/suspected cases of abuse and neglect</li> </ul>			
Complaints/Grievance Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>there's a complaints procedure to address any issues/concerns that cannot be immediately addressed (include complaint form in parent pack)</li> <li>Location of complaint forms at service</li> </ul>			
Code of Conduct (Families and Visitors) Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Child's place may be terminated for breaches of Code of Conduct</li> </ul>			
Delivery and Collection of Children Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Sign in/out procedure</li> <li>Procedure if parent running late to collect child</li> </ul>			
Education, Curriculum and Learning Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Using My Time Our Places Learning Framework</li> <li>Learning Outcomes</li> </ul>			
Emergency Management and Evacuation Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Details of Emergency Management Plan and Emergency response Procedures</li> </ul>			
Environmental Sustainability Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Measures taken to promote sustainability eg litterless lunches</li> </ul>			
Food, Nutrition and Beverage Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>eg Service has a 'healthy' eating policy</li> </ul>			
Fees Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Fees in arrears attract extra charges</li> <li>Late fees apply if children are not collected by <b>&lt;insert time&gt;</b>. After <b>&lt;insert time&gt;</b> police will be contacted to make arrangements for child's care</li> <li>Termination of enrolment requires <b>2 weeks' written notice</b>. If notice is not provided <b>2 weeks</b> fees are payable</li> <li>Casual booking requirements</li> </ul>			
Infectious Disease Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Sick children must stay home</li> <li>Children who become unwell at the Service need to be collected ASAP</li> </ul>			



<ul style="list-style-type: none"> <li>If service suspects child has infectious disease, child may be excluded until a medical certificate says they're not contagious</li> </ul>			
Immunisation and Disease Prevention Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Any child that's not fully immunised may be excluded if there is a vaccine preventable disease at the service</li> </ul>			
Medical conditions policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Child cannot attend without their medication</li> <li>Medical Management Plan to be provided by Doctor, Medical Risk Minimisation and Communication Plans prepared by Service in consultation with family</li> </ul>			
<b>Nut Awareness Policy</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<b>Service does not allow nuts or nut products onto premises</b>			
Partnerships with Families Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Family input procedures eg "what did you do on the weekend" sheets			
Way in which service communicates with families			
Photography Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Families can only take photos of their own child unless another family consents</li> </ul>			
Privacy and Confidentiality Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>what personal information service collects, why it's needed, if it's required/ authorised by Law and how it may be shared</li> </ul>			
Sleep, Rest, Relaxation and Clothing Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Rest and relaxation practices</li> <li>Sunsmart clothing</li> <li>Children should wear comfortable clothing that can get dirty</li> <li>All items should be labelled with child's name</li> </ul>			
Sun Safety Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Sun safety measures including hat and sunscreen</li> </ul>			
Tobacco, Drug and Alcohol Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>No smoking allowed including car park</li> </ul>			
Water Safety Policy eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
<ul style="list-style-type: none"> <li>Advise families of any relevant water safety practices at Service</li> </ul>			
<b>Admin Requirements</b>			
Bond and administration fee paid	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Direct Debit form completed/method of fee payment established	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Child enrolled for child care subsidy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Tour of service and introduction to educators	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Advise emergency contacts and authorised nominees we have some of their personal information. Explain the advice in the Privacy Notice see Privacy Policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Family taken to parent library/noticeboard	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Family shown where child's belongings kept and location of any daily communications	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Created parent communication pocket/pigeonhole etc	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medical management plans including allergy details displayed (in kitchen, and in classroom unless parents do not approve public display)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Room/Group Leader advised of new enrolment and given enrolment information	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Child's birthday recorded for celebrations	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Interview between Room/Group Leader and parents to discuss parents' goals and aspirations booked for <insert date>	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



## Actions required