**Enrolment documentation and procedures – ECKA Services – 2024**

The following documents must be signed by the parent/guardian before the child can attend kindergarten. Each document should be ready for the scheduled commencement interview, to be held at the beginning of the year, with a ‘Sign Here’ tag on each form where signature is required. (Ensuring all forms are signed on the day of the interview saves staff time in following up parents who have not returned forms as it is a Regulatory and /or Funding requirement for all these documents to be signed and on file before a child can attend the program). Face to face orientation will also give you the opportunity to collect documentation to complete enrolment. Please ensue if you choose this option that it always remains confidential.

* Printed Confidential enrolment form
* Acknowledgement of Funded Year
* Photograph and Video permission form
* Arrival and Departure procedure form
* Routine outings permission form (if Applicable at your service)

**Checklist before interview with family (can be completed in Term 4)**

1. Confidential Enrolment Form – go through all sections to ensure that all necessary information has been provided and reminder has been given to family for any documentation to be provided by them at interview (eg; immunisation statement, medical management plan, court orders) Please ensure the SOFE data has been entered for BOTH parents. Getting the SOFE data correct impacts the SRF funding allocated to services.

NB/ for children who will need a Medical Management plan (and associated Risk minimisation and Communication Plan, a meeting may be arranged in term 4 to go through the child’s needs and complete this documentation ready for Term 1)

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| **Initial checklist – highlight which documents you will need from this family as you work through the Enrolment form** |
| Immunisation Statement (or Grace period assessment form) |
| Court orders (if applicable) |
| School exemption form (if the child is turning 6yo before the end of the kinder year) |
| Medical Management Plan (up to date and signed by a Doctor) (This includes and not limited to; Anaphylaxis, diabetes, allergies, asthma, epilepsy, any other medical conditions.) |
| Risk Minimisation Plan |
| Communication Plan |
| Other? |

1. Upload to Story Park the Acknowledgement of Funded year, Photo permission form, Arrival and Departure form, and routine excursions form and inform families that they will be signing these forms at interview at the beginning of the year or returning them at orientation. Invite families to please read the document before attending the interview or orientation, and have any questions about the permissions ready to discuss.

**At interview or Orientation session**

Have a folder or file for each child with the forms requiring parent signature (use sign here stickers to assist in smooth process with families)

* Printed enrolment form
* Acknowledgement of Funded year
* Photograph and Video permission form
* Arrival and Departure procedure form
* Routine outings permission form

As each form is signed, remove ‘Sign here’ form so you know it has been signed, ensuring confidentiality always. **Checklist proforma Attached.**

**Enrolment/interview checklist.**

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| **Child’s Name:** | **Documents Provided – Yes or N/A** |
| Confidential Enrolment form – Signed  Ensure all data is completed including SFOE data |  |
| Immunisation Statement (or Grace period assessment) |  |
| Court orders (if applicable) |  |
| School exemption form (if the child is turning 6yo before the end of the school year) |  |
| Medical Management Plan |  |
| Risk Minimisation Plan |  |
| Communication Plan |  |
| Health Care Card (HCC)/Pension Card/DVA – required for SRF funding  NB – if indicated “No” please verbally confirm with parents |  |
| Acknowledgment of Funded year |  |
| Photograph and Video form |  |
| Arrival and Departure Procedure form |  |
| Routine Outings form (if applicable) |  |
| Other forms specific to service / child? (if applicable) |  |

File all signed documents with the child’s records, including any provided medical management plans and completed risk management and communication plans; the child’s immunisation statement (or grace period assessment form); school exemption form if the child is turning 6yo before the end of the year; and any court orders if applicable.

**If any of these documents are missing or not signed by the parent or guardian the child cannot commence kindergarten.**