

ENROLMENT POLICY AND PROCEDURE



Policy Statement:

Strong enrolment practises ensure that we have the required information to provide a safe environment for young people and staff.

All relevant information to operate the programmes safely and specific to each child is recorded and disseminated through tablets.

Parents/caregivers are responsible for ensuring that all enrolment information is up to date at all times.

Procedures:

- Enrolment to Y Oscar / Before school and Holiday programmes is online through the YMCA HB website, all required information is to be submitted through this portal.
- Relevant documentation is to be completed by a parent/caregiver. It is the responsibility of person completing the documentation to ensure it is true and correct. Failure to provide ALL relevant details can put child's safety and wellbeing at risk.
- Parents/caregivers will be asked specific questions around consent and photographs as well as other important information relating to transport and authorised individuals' to pick up young people (minimum of two). Y HB must be informed of any contact arrangements and/or safety needs. No transport, photographs, medicine or participation in the programme can occur without the appropriate consents.
- If any medical conditions, behavioural details or special needs are indicated on the enrolment form then parents/caregivers will be required to provide additional information relating to this and appropriate strategies for the management of these needs. This information will be gathered on the required documentation.
- The Supervisor will ensure relevant emergency; medical and contact details are easily available to staff. If a parent/caregiver is not authorised or permitted to collect a child, the reason must be significant, and evidence provided to Y HB- for example, custody or access limitations under a protection order.
- Closing dates may apply to certain activities, programmes, and services re bookings, it is recommended parents look out for these to avoid disappointment.
- Parents/ caregivers are to inform the Y HB if any enrolment details change or new information on their young person/s is to be added. This can also be completed online by the parent/caregiver.
- Online enrolment forms record days of the week and the times that the child/ren is enrolled
- Accurate Sign In / Out registers will be kept current at all times.
- Y HB supervisors are required to review all new enrolments and any supporting documentation and/or relevant information. If further support or resources are required, then Y HB will do their best to ensure any health and wellbeing needs are being met working alongside parents/caregivers
- Y HB has the right at any time to decline an enrolment if criteria is not met or if a safe and positive environment cannot be provided for a young person and/or staff member of the Y HB. If enrolments are not completed in full and or bookings not made in advance, Y HB may not be able to provide Oscar/Before school or Holiday programme provision until rectified.

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- Enrolment and other supporting information will be collected, maintained, stored, and destroyed as per Privacy Act Principles.
- Policies and Procedures are available to parents at every site and can be made available in a physical or electronic copy upon request.