

Enrolment Nominated Supervisor OSHC

NQS 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	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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
application of sunscreen, 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	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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
CCTV Policy provided to families	<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

Particular policies and procedures discussed including:

Additional Needs Policy Educators happy to assist in locating appropriate services and community support for children and families	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Administration of Medication Policy eg <ul style="list-style-type: none"> Medication must be in original container Over the counter medications are only administered if prescribed by doctor Administration of medication must be authorised in writing unless emergency Procedures during medical emergency, including asthma and anaphylaxis	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Behaviour Guidance Policy eg Parents will: <ul style="list-style-type: none"> work in partnership with educators to minimise risk where the child's behaviour is a danger to children and educators consent in writing where educators believe liaising with relevant professionals will support the learning and development of their child The Nominated Supervisor may: 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	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Code of Conduct (Families and Visitors) Policy Child's place may be terminated for breaches of Code of Conduct	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Delivery and Collection of Children Policy eg <ul style="list-style-type: none"> Sign in/out procedure Procedure if parent running late to collect child	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Education, Curriculum and Learning Policy <ul style="list-style-type: none"> Using My Time Our Place Learning Framework Learning Outcomes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Emergency Management and Evacuation Policy Details of Emergency Management Plan and Emergency response Procedures	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Environmental Sustainability Policy eg Measures taken to promote sustainability	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Food, Nutrition and Beverage Policy eg Service has a 'healthy' eating policy	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Grievance Policy eg <ul style="list-style-type: none"> there's a complaints procedure to address any issues/concerns that cannot be immediately addressed (include complaint form in parent pack) Location of complaint forms at service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fee Policy eg <ul style="list-style-type: none"> Fees in arrears attract extra charges Late fees apply if children are not collected by <insert time>. After <insert time> police will be contacted to make arrangements for child's care Termination of enrolment requires 2 weeks' written notice. If notice is not provided 2 weeks fees are payable.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Infectious Disease Policy eg <ul style="list-style-type: none"> Sick children must stay home Children who become unwell at the Service need to be collected ASAP If service suspects child has infectious disease, child may be excluded until a medical certificate says they're not contagious	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Immunisation and Disease Prevention Policy eg Any child that's not fully immunised may be excluded if there is a vaccine preventable disease at the service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medical conditions policy eg Child cannot attend without their medication	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Nut Awareness Policy Service does not allow nuts or nut products onto premises	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Partnerships with Families Policy eg Family input procedures eg "what did you do on the weekend" sheets	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Way in which service communicates with families			
Photography Policy eg Families can only take photos of their own child unless another family consents	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Privacy and Confidentiality Policy eg what personal information service collects, why it's needed, if it's required/ authorised by Law and how it may be shared	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Rest, Relaxation and Clothing Policy eg <ul style="list-style-type: none"> • Rest and relaxation practices • Sunsmart clothing • Children should wear comfortable clothing that can get dirty All items should be labelled with child's name	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sun Safety Policy Sun safety measures including hat and sunscreen	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Tobacco, Drug and Alcohol Policy eg No smoking allowed including car park	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Admin Requirements			
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 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 room celebrations	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Interview between Room 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
Immunisation and Disease Prevention Policy eg Any child that's not fully immunised may be excluded if there is a vaccine preventable disease at the service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medical conditions policy eg Child cannot attend without their medication	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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 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

