

## Rationale

*Enrolment, Orientation and Transition into SDN Services Policy* lays the foundation for the relationship between SDN and children and their families. It is an important time to exchange the information that families and SDN need to support the transition into SDN and to make sure everyone’s responsibilities are clear.

## Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

This policy applies to all SDN services.

## Key Terms

### Enrolment

Confirmation of acceptance into an SDN service.

### Orientation

The introductory stage for a new child and family commencing at a service.

## Policy

Enrolment, orientation and transition into SDN services will be planned and implemented in consultation with families, ensuring that their individual needs are met and that they begin to familiarise themselves with the service.

Enrolment, orientation and transition into SDN services will be in line with the *SDN’s Pathways Approach*.

Appropriate and tailored individual support will be provided to enable a successful enrolment and orientation process.

Relevant information will be exchanged and required documentation, including authorisations, will be completed during the enrolment and orientation process.

## Enrolment Record

A fully completed *Enrolment Record* will be required for all children enrolling in a service. Families will be asked to update their details and emergency contact information at least annually.

The *Enrolment Record* will include information and documentation required by the *Education and Care Services National Law* and *Education, Care Services National Regulations and Family Assistance Law*. This will also include the child's immunisation details (please refer to the *Immunisation of Children in SDN Children's Education and Care Centres Policy*).

## Related SDN Documents

### Policies

- GI-HLP-1.09: Privacy and Protection of Information
- SD-HLP-2.01: Priority of Access to SDN Services
- SD-OP-2.08: Acceptance and Refusal of Authorisations
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.14: Children with Medical Conditions
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- SD-OP-2.25: Immunisation of Children in SDN Children's Education and Care Centres
- LGL-HLP-8.03: Records Management

### Procedures

- SD-PRO-2.07-01: Enrolment, Orientation and Transition into SDN Services
- SD- PRO-2.08-01: Acceptance and Refusal of Authorisations
- SD- PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.14-01: Children with Medical Conditions
- SD-PRO-2.14-02: Administration of Medication
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness

### Form/Template

- SD-FRM-2.07-01-01: SDN Children's Education and Care Centre Enrolment Record
- SD-FRM-2.07-01-02: Child and Family Programs Enquiry Form

## Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010, section 175
- Education and Care Services National Regulations, regulations 90, 91, 160 to 162, 168(2)(k)

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- Schedule 1: National Quality Standard, elements 2.1.1, 2.1.4, 2.3.4 and 7.3.5
- Disability Inclusion Act 2014 (NSW)
- National Disability Insurance Scheme Act 2013
- National Standards for Disability Services
- NDIS Practice Standards and Quality Indicators

### Other References/Related Documents

- Department of Education - <http://education.gov.au/>
- [http://www.health.nsw.gov.au/immunisation/pages/childcare\\_qa.aspx](http://www.health.nsw.gov.au/immunisation/pages/childcare_qa.aspx)
- Medical Management Plan
- Anaphylaxis Management Plan

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