



TERMINATION OF ENROLMENT POLICY

Management and staff are dedicated to developing a respectful and effective partnership between the family and the Langwarrin Community Centre. This partnership supports children's inclusion, access, engagement and participation in the Children's Programs. Management implements systems to manage risks whilst promoting the health, safety and wellbeing of all children and staff within the Children's Programs. There may be some circumstances where this is compromised due to non-compliance of our policies, and therefore the appropriate course of action could lead to the termination of a child's enrolment.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
155	Interaction with children
168	Education and care service must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Prescribed enrolment documents to be kept by the Approved Provider
183	Storage of records and other documents



RELATED POLICIES

Additional Needs Policy	Inclusion Support Management Plan
Behaviour Guidance Policy	Payment of Fees Policy
Enrolment Policy	Withdrawal of a Child Policy
Code of Conduct Policy	Work, Health and Safety Policy

PURPOSE

'All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.' Quality Area 2, ACECQA.

We have the legal duty to ensure the health, safety and wellbeing of children, management, educators, families, volunteers and visitors at the Langwarrin Community Centre. To promote respectful and effective partnerships with families, we ensure that parents participate in a comprehensive induction and orientation to the Langwarrin Community Centre including detailing our terms of enrolment, as per our legal agreement, which advises families on the Langwarrin Community Centres' right to terminate a child's enrolment if a Centre policy has been breached.

SCOPE

This policy applies to families, Approved Provider, Nominated Supervisor, staff, educators and management of the Langwarrin Community Centre.

IMPLEMENTATION

THE APPROVED PROVIDER/Management/Nominated Supervisor/Responsible Person will:

- work in partnership with families to promote inclusion of all children within the Children's Programs
- use positive language, and a range of communication strategies with children and families to ensure positive relationships
- Incident forms are completed by Educators and presented to families at the end of the session for them to sign. Children can also sign if able to.
- discuss concerns or issues of non-compliance with supervisors/management.
- document all communication and meetings (informal and formal) with families and outside professional support



- access external professional support where possible to ensure child's inclusion in the Children's program
- document proposed strategies and practices suggested to resolve any issue
- develop individual educational plans for children as required (refer to *Behaviour Guidance Policy; Additional Needs Policy, Inclusion Support Management Plan*)
- implement State and Federal Government requirements for vaccination requirements for enrolment of children
- remind families of our *Code of Conduct Policy*
- document evidence of non-compliance, events, behaviour, grievances and observations
- ensure minutes are collected and signed by all parties present at meetings to ensure a true and accurate record of the meeting

BEHAVIOUR GUIDANCE

There are times when children's behaviour requires guidance, which will always be undertaken according to the Langwarrin Community Centre's policies and procedures. Every effort will be made to deal with the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour. If the child's behaviour continues to be disruptive and harmful, and the safety of other children and staff is compromised, we reserve the right to ask you to withdraw your child from the Langwarrin Community Centre Children's Programs.

LANGWARRIN COMMUNITY CENTRE POLICIES AND PROCEDURES

The Langwarrin Community Centre has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Langwarrin Community Centre. We reserve the right to terminate a child's enrolment if at any time a Centre policy has been breached.

This may include:

- failure to comply with the enrolment contract
- disparaging, hurtful, or unsafe behaviour of a child that continues even with parent collaboration and/or support agency involvement in modifying the behaviour
- behaviour that puts the health, safety and/or well-being of the child, other children or staff at risk.
- non-payment of childcare or late fees and/or recurring late payment of fees



- continuing to pick up the child past the required licensed time after consistent documented warnings
- inability to meet the child's individual needs without family support and commitment to ensure their child receives the best possible support within our Children's Programs
- deliberate impertinence towards the approved provider or staff - *Code of Conduct policy*
- if a parent knowingly brings their child ill to the Langwarrin Community Centre
- consistent child-rearing style differences between the parent and provider
- false information given by a parent either verbally or in writing
- bullying and/or harassing educators, children or families enrolled at the Langwarrin Community Centre - *Code of Conduct Policy*
- failure to provide AIR Immunisation History Statement or AIR Immunisation Medical Exemption form or AIR Immunisation History Form (catch up schedule)

TERMINATION NOTIFICATION

Management or the Nominated Supervisor will advise families in writing that their child's enrolment will be terminated following all attempts to rectify any non-compliance.

Two weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at risk. In this case, an immediate termination of enrolment may apply.

Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment.

TERMINATION ADVISED BY FAMILY

Families are advised upon enrolment of the withdrawal of enrolment conditions. Families are required to provide seven days written notice of termination of enrolment. Families will abide by the conditions set within the *Withdrawal of a Child Policy*.

CINTINUOUS IMPROVEMENT/REFLECTION

Our *Termination of Enrolment Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.



SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australia Children's Education & Care Quality Authority. (2018). *Guide to the National Quality Framework*.

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law Regulations. (2017).

NSW Government. Anti-Discrimination Act 1977. No 48.

<https://www.legislation.nsw.gov.au/#/view/act/1977/48/full>

Revised National Quality Standard. (2018).

Work Health and Safety Act 2011 <https://www.legislation.gov.au/Details/C2017C00305>

[Western Australian Education and Care Services National Regulations](#).

REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	Oct 2023
POLICY REVIEWED	Oct 2023	NEXT REVIEW DATE	Oct 2024
MODIFICATIONS	<ul style="list-style-type: none"> Incident forms added Termination based on health, safety and wellbeing of all parties 		
VERSION	V2 10.23		
APPROVED BY			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		REVIEW DATE
POLICY REVIEWED BY:	Jo Kiley	Manager	December 2022
POLICY REVIEWED	DECEMBER 2022	NEXT REVIEW DATE	DECEMBER 2023
MODIFICATIONS	<ul style="list-style-type: none"> Policy Maintenance – no major changes to policy Continuous improvement/reflection section added Childcare Centre Desktop Related Resources section added Link to Western Australian Education and Care Services National regulations added in “sources” 		
APPROVED BY			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		REVIEW DATE

