

TERMINATION OF ENROLMENT POLICY

Management and staff are dedicated to developing a respectful two-way partnership between the family and service. However, management recognises that there may be some circumstances where the appropriate course of action is the cancellation 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. |

PURPOSE

To ensure that each child and family have a comprehensive induction to the service as per our legal agreement, which advises families on the services' right to terminate a child's enrolment if a service policy has been breached.

SCOPE

This policy applies to families and management of the service.

IMPLEMENTATION

BEHAVIOUR MANAGEMENT

There are times when children's behaviour requires guidance, which will always be undertaken according to the service'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, we reserve the right to ask you to withdraw your child from the service, in order to keep other children and staff safe.

SERVICE POLICIES

Our service has a range of policies and procedures to ensure the safety, welfare, and wellbeing of children, staff, families, and visitors of the service. We reserve the right to terminate a children's enrolment if at any time a service 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.
- 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.
- Inability to meet the child's needs without additional staff.
- Deliberate impertinence towards the approved provider or staff.
- If a parent knowingly brings their child ill to the service.
- 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 service.

SOURCES:

Australian Children's Education & Care Quality Authority

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

ECA Code of Ethics

Guide to the National Quality Standard

Lady Gowrie, <http://www.gowrie-sydney.com.au> Updated March 2010

Anti-Discrimination Act 1977 (NSW Government)

Revised National Quality Standard

REVIEW

| POLICY REVIEWED | NOVEMBER 2018 | NEXT REVIEW DATE | NOVEMBER 2019 |
|-----------------|---|------------------|---------------|
| MODIFICATIONS | <ul style="list-style-type: none"> • Introductory ‘blurb’ added – revised and taken from ‘implementation’ section. • Deleted ‘Employees with children at service’ – placed in ‘Withdrawal of a child policy’. • Deleted references to withdrawing a child for reasons other than non-compliance or behaviour management issues. • Grammar, punctuation and spelling edited. • Wording ‘corrected’ to reflect correct terminology and sentences reworded. • Sources/references alphabetised. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
| APRIL 2016 | New Format created and policy created | NOVEMBER 2017 | |
| AUGUST 2017 | Minor changes made to policy | AUGUST 2018 | |
| OCTOBER 2017 | Updated the references to comply with the revised National Quality Standard | AUGUST 2018 | |