

# The Kinder Garden



## Termination of Enrolment Policy

### Aim

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

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011  
Children and Young Person (Care and Protection) Act 1998

### Who is affected by this policy?

Children  
Parents  
Educators  
Management

### Implementation

Management and Staff are determined to develop 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.

#### Behaviour Management

There are times when children's behaviour requires guidance, working in collaboration with 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 the 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 or hurtful behaviour of a child that continues even with parent collaboration in stopping 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.

### **Employees with children at the Service**

Employees are welcome to enrol their child at the Service, however if an employee is terminated from their position, the Service reserves the right to terminate the child's position due to conflict of interest.

### **Withdrawing a Child from the Service**

Families are required to give four weeks written notice to cease their child's enrolment. Once the written notice has been given to the Nominated Supervisor the bond is then transferred into the last four weeks of childcare fees to cover the notice period. If less than the required written notice period is given, the bond is kept as part-payment in lieu of the notice period and families are required to pay the remaining balance.

Children are required to attend the notice period, or they will forfeit their Centrelink incentives and will be required to pay the full fee.

### **Withdrawal from Care: (Prior to the agreed commencement date)**

If a family has accepted the offer of a placement, then decides to withdraw from care before the agreed commencement date, the written notice period applies. If less than the written notice period is given prior to the agreed commencement date, full payment of the bond is payable to the Service and is nonrefundable.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### **Sources**

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standard 2011  
ECA Code of Ethics  
Lady Gowrie, <http://www.gowrie-sydney.com.au> Updated March, 2010  
Anti-Discrimination Act 1977. NSW Government

### **Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** July, 2018

**Date for next review:** July, 2019