

# UNENROLLED CHILDREN POLICY

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## 1 Aim

To ensure that educators and the service are only responsible for children who are enrolled at our service to meet our legal requirements and child/staff ratios.

## 2 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Child Wellbeing Policy (CHI-ADM-POL-009)

Enrolment and Booking Policy (CHI-ADM-POL-022)

Excursion Policy (CHI-ADM-POL-024)

Family Law and Access Policy (CHI-ADM-POL-025)

Orientation for Children Policy (CHI-ADM-POL-041)

Relationships with Children Policy (CHI-ADM-POL-050)

Staffing Arrangements Policy (CHI-ADM-POL-055)

## 3 Who is affected by this Policy?

Children, Educators, Families and Management

## 4 Implementation

- 4.1 No child who is not enrolled at our service can be left on the premises in the care of our educators. High school aged students who are attending our services for the purposes of work experience, professional experience or practicum experiences are an exception to this requirement.
- 4.2 On occasion, children who are not enrolled at our service may be present at the service. An example of this is when families come to pick up an enrolled child and they bring their other children with them. We welcome families spending time our services and for siblings to be part of our service. However, it is important that all children in our environments are safe. Children who are not enrolled at the service are the responsibility of the adult that brought them to the service.
- 4.3 We ask families to ensure that any unenrolled child is accompanied by them at all times.
- 4.4 Should a child who is not enrolled at the service attend an excursion with the service, they may only attend if they are accompanied by their parent and the adult to child ratio is not compromised for enrolled children.
- 4.5 Any child that is enrolled at the service on a temporary basis will be included in the educator/child ratios and will undertake an enrolment process with us.

## 5 Sources

Education and Care Services National Regulations  
National Quality Standard

## 6 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

## 7 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Feb 2014	Dec 2016	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required. The review period changed to 2 years.
4	Jul 2018	Jul 2020	K.Grose – Children’s Services Manager	Added clause to ensure families feel welcome in the service.
5	November 2019	July 2020	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
6	July 2020	July 2022	K.Grose – Children’s Services Manager	Added clause to be clear that unenrolled children cannot be left in the care of our educators.