TERMINATION OF ENROLMENT PROCEDURE

Related Policy – Termination of Enrolment Policy [Childcare Policies / Quality Area 2]

This procedure outlines the process of termination of enrolment within our Service. Termination of enrolment is predominately due to family choice, however, termination by Managers may also occur due to:

- Non-payment of fees for child care service
- Abusive behaviour and/or verbal threats towards staff, children or parents
- Non-compliance with Service policies
- Child's consistent inappropriate behaviour
- Lack of partnership and communication with families
- Family member committing an illegal act at the Service
- Bullying and harassing staff, children or other parents
- Wilfully or negligently making false and misleading statements that relate to the enrolment of a child at the Service
- Failure to provide up to date immunisation records

When circumstances arise that may case termination of enrolment the following steps will be taken:

1. Educators and Management will have a formal meeting to discuss the situation that may possibly lead to the termination of enrolment
2. Educators and Management will gather all evidence, including documentation of events, behaviour management plans, grievances, observations etc.
3. The Manager of the Service will arrange a meeting with the family to discuss the situation in an attempt to work towards a positive resolution
4. Confidential dated records will be made, detailing discussions, concerns raised, strategies and actions to be implemented
5. The 'minutes' must be signed by all parties present at the end of the meeting as a true and accurate recording of the meeting which will be filed into the child's record
6. Management will make all attempts toward a resolution within a specified timeframe
7. If, after all efforts have been exhausted, Management may decide that there is no other alternative and terminate the enrolment of the family. Management will provide families with a notice of termination of enrolment in writing, which will be effective immediately