



Termination of enrolment policy

Date Reviewed:

June 2, 2021

Regulation:

Standards:

5, 7

Note: The cancellation of the enrolment with Woden Valley Child Care Centre (WVCCC) is not a decision that is taken lightly, and happens only in exceptional circumstances.

WVCCC may require that a parent/guardian remove their child/ren from care under the following circumstances:

The child/ren

- The child/ren does/do not adapt to their environment within a reasonable time period;
- The child/ren is/are at risk of causing serious injury to themselves or other children; and/or
- WVCCC is unable to accommodate for the child/ren's special needs (e.g. alterations to the building etc.)

Note: WVCCC has a mandate to integrate children, and its staff must make every possible effort to do so before cancelling an enrolment.

If all the tools and strategies of the intervention plan do not result in an improvement within a reasonable time period, and if the situation presents a clear danger to the health and wellbeing of other children and/or the staff, the Director will decide if the enrolment should be cancelled and if the child should stop attending WVCCC.

Parents/guardians will be given a reasonable time period (usually two weeks) to provide time to source alternative childcare arrangements. If the child or parent/guardian present an immediate danger to others, WVCCC will request that the child be removed immediately.

The parent/guardian

WVCCC may demand that a parent/guardian remove their child from care under the following circumstances:

- The parent/guardian does not make an effort to pick up their child when the child is sick, or bring their child to WVCCC knowing full well that the child is sick;
- The parent/guardian regularly makes late payments or doesn't pay at all (refer to **Enrolment, orientation and fee policy**);
- The child suddenly stops attending child care, and does not return to WVCCC within four weeks and parent/guardians cannot be reached;
- Refusal to respect the WVCCC rules, policies and procedures;

- Acts contrary to the values and interests of WVCCC (e.g. defaming WVCCC either verbally or in writing, refer to **Families code of conduct**);
- Physical or verbal violence towards a member of the staff, a child, other parents/guardians or any other person on site (immediate termination); and/or
- The parent/guardian does not collaborate with WVCCC on establishing and implementing strategies towards improving the child's behaviour.

Before termination of any enrolment, parents/guardians will first be expected to attend a meeting with the Director, a letter of concern and action plan will be issued for every non-compliance situation, with the expectation that WVCCC and parents/guardians will work in collaboration to put strategies for improvement in place.

If there has been no improvement or modification of the unacceptable behavior, a second warning letter will be sent, followed by a final notice cancelling the child's registration with WVCCC.

Related policies and procedures

- **Interaction with children policy**
 - **Behaviour guidance procedure**
 - **Behaviour guidance plan**
 - **Enrolment, orientation and fee policy**
 - **Families code of conduct**
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