



ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Warrandyte Kindergarten
- the process to be followed when enrolling a child at Warrandyte Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Warrandyte Kindergarten
- processes to ensure compliance with legislative and Department of Education and Training (DET) funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Warrandyte Kindergarten is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Warrandyte Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act*

2008 to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Disability Discrimination Act 1992 (Cth)*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183*
- *Equal Opportunity Act 2010 (Vic)*
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
 - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - Element 6.1.1: There is an effective enrolment and orientation process for families
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (Vic)*
- *Sex Discrimination Act 1984 (Cth)*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded (four-year-old) kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded (four-year-old) kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment application form: A form to apply for a place at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

Fee: A charge for a place within a program at the service.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:* www.acecqa.gov.au/
- *Guide to the National Quality Standard:* www.acecqa.gov.au/
- *Priority for allocating places in child care services:* <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training):* www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services 2015:* www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- Acceptance and Refusal of Authorisations Policy
- Complaints and Grievances Policy
- Dealing with Infectious Disease Policy
- Fees Policy
- Inclusion and Equity Policy
- Privacy and Confidentiality Policy

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Warrandyte Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the Inclusion and Equity Policy
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period

- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures

- share information about their family beliefs, values and culture
- share their understanding of their child's strengths, interests, abilities and needs
- discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this Enrolment and Orientation Policy
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Warrandyte Kindergarten on 19 November 2018.

REVIEW DATE: NOVEMBER 2019

ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the funded four-year-old kindergarten program

The following children are eligible for attendance in the funded (four-year-old) kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at:
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at:
www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx

2. Priority of access criteria for the funded (four-year-old) kindergarten program

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and Inclusion and Equity Policy to determine the priority of access. Children will be prioritised on the following basis:

High priority children	Process used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> • attending a three-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, or is • referred by: <ul style="list-style-type: none"> – Child Protection – Child and Family Services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) – Maternal and Child Health nurse, or – Out-of-Home Care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, Warrandyte Kindergarten will respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.
Asylum seeker and refugee children	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.
Children eligible for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets). Evidence must be provided at the time of application.
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<p>The child:</p> <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> ○ the National Disability Insurance Scheme ○ Early Childhood Intervention Service ○ Preschool Field Officer, or ○ Maternal and Child Health nurse. <p>Evidence must be provided (where applicable) at the time of application.</p>

Other Children

After offering positions to high priority children (see previous table), Warrandyte Kindergarten will then offer places based on the following priorities.

Priority One

- Children who have received funding for a second year of kindergarten (as per the previous table).
- Children who were eligible to attend Warrandyte Kindergarten in the previous year but deferred from the service prior to the April data collection or withdrew during the previous year.

Priority Two

- Children who attended the three-year-old program at Warrandyte Kindergarten. If the number of children attending Warrandyte Kindergarten's three-year-old program, and are wishing to attend the four-year-old program, exceeds the number of places available, offers will be made based on a randomly generated distribution process.

Priority Three

Priority Three only applies to those applications that were received prior to 30 April in the year that offers are sent.

- Children whose siblings have previously attended Warrandyte Kindergarten in the three- and/or four-year-old program, and are currently resident in the Warrandyte, North Warrandyte & South Warrandyte district. Proof of residency is required to be submitted with the application form in order to apply this prioritisation.

Priority Four

Priority Four only applies to those applications that were received prior to 30 April in the year that offers are sent.

- Residents of the Warrandyte, North Warrandyte & South Warrandyte district who have not had siblings previously attend Warrandyte Kindergarten. Proof of residency is required to be submitted with the application form in order to apply this prioritisation.
- Children whose siblings previously attended Warrandyte Kindergarten in either the three- and/or four-year-old groups but are not resident in the Warrandyte, North Warrandyte & South Warrandyte district.

Priority Five

- All other applicants will be offered a place subject to availability.

If a child receives an offer for three-year-old kindergarten, but declines this offer, but wishes to remain on the waiting list for four-year-old kindergarten, the child will be placed on the waiting list based on the above prioritisation.

Applications within each of the above categories will be placed on the waiting list in date order, within each specific category.

If there is more than one application falling within a specific priority area and received on the same date, then these applications will be placed on the waiting list based on a randomly generated distribution process.

3. Eligibility and access criteria for the three-year-old kindergarten program

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement.

Children may require a second year of three-year-old kindergarten for developmental reasons, as recommended by the three-year-old kindergarten teacher and approved by the Approved Provider. In these circumstances, the child will receive a reserved place for the following year and will not need to submit an enrolment application form to attend a second year of three-year-old kindergarten.

Parents/guardians who wish their child to attend a second year of three-year-old kindergarten due to parental choice must submit another enrolment application form. Places will be allocated to these children once all eligible children on the waiting list have been offered a place. There is no guarantee that these children will be offered a place.

Children who turn three years of age between January and April in the year that they attend the three-year-old program will not be able to attend kindergarten until their third birthday.

Parents/guardians must pay Term One fees even if their child is ineligible to attend until their third birthday. This is to hold their child's place in the program.

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and Inclusion and Equity Policy to determine the priority of access. Children will be prioritised on the following basis:

Priority One

- Children currently attending Warrandyte Kindergarten, and who the teacher has recommended attend an additional year in the three-year-old program. These children will not need to re-submit an enrolment application form.
- Children who were eligible to attend Warrandyte Kindergarten in the previous year but deferred from the service prior to the April data collection or withdrew during the previous year.

Priority Two

Priority Two only applies to those applications that were received prior to 30 April in the year that offers are sent.

- Children whose siblings have previously attended Warrandyte Kindergarten in either the three-year-old or four-year-old group, and are currently resident in the Warrandyte, North Warrandyte & South Warrandyte district. Proof of residency is required to be submitted with the application form in order to apply this prioritisation.

Priority Three

Priority Three only applies to those applications that were received prior to 30 April in the year that offers are sent.

- Residents of the Warrandyte, North Warrandyte & South Warrandyte district who have not had siblings previously attend Warrandyte Kindergarten. Proof of residency is required to be submitted with the application form in order to apply this prioritisation.
- Children whose siblings previously attended Warrandyte Kindergarten in either the three- and/or four-year-old groups but are not resident in the Warrandyte, North Warrandyte & South Warrandyte district.

Priority Four

- All other applicants will be offered a place subject to availability.

Applications within each of the above categories will be placed on the waiting list in date order, within each specific category.

If there is more than one application falling within a specific priority area and received on the same date, then these applications will be placed on the waiting list based on a randomly generated distribution process.

4. Allocation within groups

Where the service provides more than one funded (four-year-old) kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

If one group is over-subscribed, places will be allocated by ballot.

Allocation of groups is ultimately at the discretion of the Committee of Management, and some families may be requested to change groups if there is over-demand for one group over another. Consideration will be given to:

- needs of individual children
- needs of the group
- parental wishes and work commitments.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

- Enrolment applications will be accepted any time after the child has turned two years of age.
- No applications will be accepted prior to your child turning two years of age.
- Enrolment application forms are available from the service and are provided to parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- All applications must be accompanied by an enrolment application fee in line with Warrandyte Kindergarten's Fees Policy of \$25. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable. This fee may be paid by cash, cheque or bank deposit.
- A copy of the child's birth certificate and Immunisation Status Certificate must be submitted with the application.
- If residing within the Warrandyte, North Warrandyte or South Warrandyte district, proof of residency must also be submitted with your application form. This may include a driver's licence, rental agreement or other document showing current residential address.
- Applications will not be processed until the enrolment application fee and all other required information has been received.
- A completed enrolment application form, a copy of your child's birth certificate, a copy of your child's Immunisation History Statement or Immunisation Status Certificate, proof of residency (if applicable) and payment (or proof of payment) are to be forwarded to Warrandyte Kindergarten, 10 Taroona Avenue, Warrandyte VIC 3113 or emailed to warrandyte.kin@kindergarten.vic.gov.au.
- Applications will be entered on the waiting list using the eligibility criteria in this policy.
- A separate application form must be completed for each child.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to Inclusion and Equity Policy).
- Children may require a second year of three-year-old kindergarten for developmental reasons, as recommended by the three-year-old kindergarten teacher and approved by the Approved Provider. In these circumstances, the child will receive a reserved place for the following year and will not need to submit an enrolment application form to attend a second year of three-year-old kindergarten.
- Parents/guardians who wish their child to attend a second year of three-year-old kindergarten due to parental choice must submit another enrolment application form. Places will be allocated to these children once all eligible children on the waiting list have been offered a place. There is no guarantee that these children will be offered a place.
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria in this policy.

2. Closing dates for applications

The closing date for enrolment applications is 30 April.

3. Late applications

Applications received after the closing date will be placed at the end of the waiting list based on the date that the application is received. The selection criteria will not apply. If more than one

application is received on the same date (after 30 April), these applications will be placed on the waiting list based on a randomly generated distribution process.

4. Offer of places

- Tentative places will be offered in writing via email and/or post to applicants in accordance with the eligibility and priority of access criteria of Warrandyte Kindergarten. Confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Warrandyte Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search ‘Immunisation enrolment toolkit’)
 - The Key Dates work form (search ‘Key Dates work form’)
 - Hard copies of the immunisation resources (search ‘immunisation resources order form’)
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status Certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Warrandyte Kindergarten as being eligible for a 16-week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program and the funded (four-year-old) kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- Term One fees must be paid in accordance with the Warrandyte Kindergarten’s Fees Policy to hold the place for the following year.
- An enrolment form and other relevant information will be provided by Warrandyte Kindergarten to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).



Warrandyte Kindergarten

Enrolment Application Form

ATTACHMENT 3

Applications for enrolments are accepted in the calendar month your child reaches two years of age.

A completed enrolment application form, a copy of your child's birth certificate, a copy of your child's Immunisation History Statement, proof of residency (if applicable), a copy of any concession card (if relevant) and payment (or proof of payment) for the non-refundable application fee of \$25 should be forwarded to Warrandyte Kindergarten, 10 Taroona Avenue, Warrandyte, Vic, 3113 or emailed to admin.warrandyte@kindergarten.vic.gov.au. Payments may be made to Warrandyte & District Pre-School BSB: 633 000 Account Number: 121118061.

Details of Child

Surname: _____ Given Names: _____

Address: _____

Postcode: _____ Date of Birth: _____ Sex: Male Female

Does your child have any special needs/requirements? _____

Is your child up to date with vaccinations for their age? No Yes Please provide an Immunisation History Statement.

Is your child on a concession card? No Yes If yes, please provide a copy.

Is your child of Australian Aboriginal or Torres Strait Islander origin? (tick only one box)

Yes, Torres Strait Islander Yes, both Aboriginal and Torres Strait Islander

Yes, Aboriginal No, not Aboriginal nor Torres Strait Islander

How did you hear about us? Word of Mouth Facebook Brochure Passing By
 Warrandyte Diary Internet Search Engine Advertisement in School Newsletter Other
(please specify) _____

Details of Parents/Guardians

Parent's Name: _____ Mob: _____

Parent's Name: _____ Mob: _____

Home Phone No: _____ Email: _____

Placement Details You may apply for the 3-Year-Old Program and the 4-Year-Old Program on the same form.

3-Year-Old Kindergarten: Child must be aged three by 30 April in the year of attendance to enrol, but cannot attend until they turn three years of age. Fees must be paid to hold their place.

Year of attendance requested: _____

4-Year-Old Kindergarten: Child must be aged four by 30 April in year of attendance.

Year of attendance requested: _____

Have any **siblings** attended this kindergarten? Yes No If yes, please provide details:

Name(s): _____ Year(s): _____

Signature of Parent/Guardian

Please read overleaf for details of the enrolment policy, placement priorities and session times for 3- and 4-year-old groups before signing.

Parent Signature: _____ Date: _____



KINDERGARTEN SESSION TIMES 2019

The Warrandyte Kindergarten Committee of Management reviews the program schedule each year and as such is subject to change. The timetable for 2019 appears below:

Monday	Tuesday	Wednesday	Thursday	Friday
8.15am - 11.15am 3YO Kinder		8.15am – 1.15pm 4YO Kinder	9am – 2pm 4YO Kinder	
11.45am - 4.45pm 4YO Kinder		1.45pm – 4.45pm 3YO Kinder		

4-year-old program (15 hours per week)

3-year-old rotational program (6 hours per week)

Three-Year-Old Placement Priority

Places will be offered in the following order (**must be aged three by 30 April in the year of attendance**):

- Children who have been recommended by the three-year-old teacher as requiring a second year of three-year-old kindergarten.
- Children who were eligible to attend Warrandyte Kindergarten in the previous year but deferred from the service prior to the April data collection, or withdrew in the previous year.
- Children whose siblings have previously attended Warrandyte Kindergarten and are currently resident in the Warrandyte, North Warrandyte & South Warrandyte district.
- Residents of the Warrandyte, North Warrandyte & South Warrandyte district who have not had siblings previously attend Warrandyte Kindergarten.
- Children whose siblings previously attended Warrandyte Kindergarten but are not resident in the Warrandyte, North Warrandyte & South Warrandyte district.
- All other applicants.

Four-Year-Old Placement Priority

Places will be offered in the following order (**must be aged four by April 30 in year of attendance**):

- High priority children (refer *The Kindergarten Guide* from the Department of Education and Training)
- Children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide*.
- Children who were eligible to attend Warrandyte Kindergarten in the previous year but deferred from the service prior to the April data collection, or withdrew in the previous year.
- Children who attended the three-year-old program at Warrandyte Kindergarten, regardless of their residential address.
- Children whose siblings previously attended Warrandyte Kindergarten and are currently resident in the Warrandyte, North Warrandyte & South Warrandyte district.
- Residents of the Warrandyte, North Warrandyte & South Warrandyte district who have not had siblings previously attend Warrandyte Kindergarten.
- Children whose siblings previously attended Warrandyte Kindergarten but are not resident in the Warrandyte, North Warrandyte & South Warrandyte district.
- All other applicants.

ENROLMENTS MUST BE RECEIVED BY 30 APRIL OF THE YEAR PRIOR TO ATTENDING IN ORDER FOR THE ABOVE PRIORITY CRITERIA TO APPLY. ENROLMENTS RECEIVED AFTER 30 APRIL WILL BE PROCESSED IN DATE ORDER, BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE KINDERGARTEN, AND WILL NOT RECEIVE ANY PRIORITISATION.

PLEASE NOTE:

The Government's No Jab, No Play law requires all children to be age-appropriately immunised before enrolment can be confirmed. Parents/guardians offered tentative places will be asked to provide immunisation documentation to Warrandyte Kindergarten that shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16-week grace period.

Further information is available on the State Government's Better Health Channel at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play.

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

Warrandyte Kindergarten
10 Taroona Avenue
Warrandyte VIC 3113

[Insert date]

Dear [insert name]

Re: Enrolment at Warrandyte Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Warrandyte Kindergarten in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16-week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with Warrandyte Kindergarten's Enrolment and Orientation policy.

Yours sincerely

Warrandyte Kindergarten