

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

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

POLICY STATEMENT

1. VALUES

Barry Rd Pre School 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 Barry Rd Pre School.

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*, including 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 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 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 Barry Rd Pre School, 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
- 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 8 – 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: Enrolment procedures for 4Yr Old Funded program
- Attachment 2: Eligibility and priority of access criteria
- Attachment 3: Four Yr Old Enrolment Form
- Attachment 4: Enrolment procedures for 3 Yr Old program
- Attachment 5: Three Yr Old Enrolment Application Form
- Attachment 6: Activity Group Enrolment Form
- Attachment 7: Enrolment Forms 3 Yr Old
- Attachment 8: Enrolment Forms Activity Group
- Attachment 9: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Barry Rd Pre School on 01/05/2018

Review date: 01/05/2019

ATTACHMENT 1

FOUR YEAR OLD KINDERGARTEN (FUNDED PROGRAM)

Barry Rd Pre School is part of the City of Whittlesea Central Enrolment System.

All applications for a four year old place must be lodged with the City of Whittlesea Kindergarten Enrolment Officer.

Eligibility for 4 year old funded kindergarten

Children are eligible to attend four year old kindergarten if they turn four years of age by 30 April in the year of attendance. All children are eligible for one year of four year old kindergarten in the year before they start school under the funding provided to kindergartens by the State Government.

‘No Jab, No Play’

The Public Health Amendment (No Jab No Play) Act 2015 means that early childhood education and care services cannot enrol a child unless the parent/guardian has provided documentation that shows the child:

- is fully vaccinated for their age, or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated

‘No Jab, No Play’ grace period provision:

Under the No Jab No Play law, a vulnerable and disadvantaged family can enrol a child in a kindergarten program under a grace period of 16 weeks, without having provided proof of up to date immunisation. The grace period provisions allow a family to continue to access early childhood education and care services while receiving information and assistance to get their child’s immunisations up to date and to obtain the required immunisation documentation that needs to be provided to the service.

Under the new ‘No Jab, No Play’ legislation (effective January 2016), as part of this process, the kindergarten/early childhood service must obtain evidence, in the form of an Immunisation Statement that the child is:

- Fully immunised for their age OR
- On a vaccination catch-up program OR
- Unable to be fully immunised for medical reasons

If a child’s immunisation record is not up to date, enrolment cannot be confirmed and the child cannot attend kindergarten.

An immunisation history statement can be obtained from ACIR by calling 1800 653 809, emailing acir@medicareaustralia.gov.au or by accessing on line www.medicareaustralia.gov.au/online

NOTE: For vulnerable and disadvantaged families, where a child’s immunisation is not up-to-date or the appropriate documentation has not been provided, the child may be able to be enrolled under the ‘No Jab, No Play’ grace period provisions.

Eligibility for second year placement

A child is eligible for a second year of kindergarten if the teacher assesses the child as having delays in at least two areas of development and that the child will benefit from a second year of kindergarten.

With the parent/guardian's consent, and in consultation with the parent/guardian, the teacher completes an assessment and, if needed, may seek the support of other early childhood professionals. The teacher then sends a declaration of eligibility to DET.

Deferral from Kindergarten

Deferring refers to the process where a child's original kindergarten application is postponed until the following year on the grounds that the child may not be ready for kindergarten.

An application may only be deferred prior to the kindergarten year starting.

Deferment may be a suitable option for children who are having difficulties in the kindergarten program based on their developmental level which reflects immaturity as opposed to significant delay.

This may be the case for a child whose skills and developmental level will improve with time, experience and the normal maturation process. An Early Childhood Educator can assist in informing parents/guardians about a child's development.

Application Process 4 Yr Old

Applications are accepted from the first working day in March each year, two years prior to the year of kindergarten attendance.

Applications will close temporarily on 30 June in the year prior to attendance kindergarten in preparation for sending placement offers.

Applications received after 30 June will be accepted and processed later in the year.

Kindergarten offers are made according to the date they are received with priority given to at risk/vulnerable children. Families living, working, studying or accessing any type of child care within the City of Whittlesea are eligible to apply.

Parents of children born in the months of January to April, have the choice of which year to enrol their child, including the year the child is eligible or the following year.

How To Register Your Application:

Step 1: To register an application, you need to complete a Four Year Old Kindergarten Application Form.

These forms can be obtained from:

- Kindergartens
- Maternal and Child Health Centres
- Council Offices, 25 Ferres Blvd, South Morang
- Shop MM9, 1st Floor Westfield Plenty Valley, 415 McDonalds Road, Mill Park
- Whittlesea Community Connections, Pacific Epping
- www.whittlesea.vic.gov.au

Application forms can be submitted:

- In person:** Council Offices, 25 Ferres Blvd, South Morang
Business Hours 8:30am – 5:00pm (Mon – Fri)
- By Mail:** Kindergarten Enrolment Officer
City of Whittlesea Locked Bag 1
Bundoora MDC 3083
- By Email:** keo@whittlesea.vic.gov.au (for credit card payments only or Health Care/Concession Card Applications)
- By Fax:** 9409 9822 (for credit card payments only or Health Care/Concession Card Applications)

Confirmation of Placement

Kindergarten placement offers will be made via mail, starting in July the year before your child attends. These offers are made based on the date of application with consideration of priority of access children.

Council's Kindergarten Enrolment Officer will confirm your child's kindergarten placement in writing.

If applications for a specific kindergarten are oversubscribed, either the second preference or third preference are offered.

Note: Places will not be allocated to children until any substantial debt 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*).

Application Changes:

Change of preferences, address or contact details

It is most important that you notify Council in writing of any kindergarten preference changes, change of address or contact phone number as soon as possible. This can be done using an **online form** or a **Change of Information Form**.

Deferment of kindergarten application

You may defer your child's application to the following year prior to your child starting kindergarten. This can be done online or you can complete a **Deferment of Kindergarten Application** form.

To have a **Change of Information** or **Deferment of Kindergarten Application** sent to you, contact Council's Kindergarten Enrolment Officer. Alternatively you may submit an online form or download hard copy forms from:

Phone: (03)9404 8825
Email: keo@whittlesea.vic.gov.au
Download: www.whittlesea.vic.gov.au

Attachment 2

1. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded 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

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. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. 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*)

Attachment 3

Enrolment Form 4 Yr Old

Barry Rd Pre School Funded Four Year Old Program

Complete this enrolment application form and

- **provide a copy of Immunisation Certificate**
- **pay the \$350.00 Enrolment Application Deposit (EAD), which covers First Term Fees. (enrolment will not be accepted until fee has been paid)**
- **complete the fee agreement**
- **complete the group preference**
- **Committee nomination form**
- notify the service of any changes to your address or other relevant information by contacting
03 94650043

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered a place will be asked to provide immunisation documentation to Barry Rd Pre School 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 on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

This application is for my child to attend Barry Rd Pre School in 2019.

This application is for a second year of funded kindergarten ☐ Yes • ☐ No

If yes, please attach a copy of the relevant paperwork.

Child's family name: _____ as

Child's given names: _____

Date of birth: ____/____/____ ☐ Male • ☐ Female •

Parents'/guardians' names: _____

Address: _____ Postcode: _____

Telephone number:

(Home) _____

(Mob) _____

(email) _____

Attachment 4

Three Year Old Kindergarten/Activity Group(Non Funded Program)

Barry Rd Pre School processes three year old Applications directly.

A child must be **three by the 30th April the year they are attending the three year old program and they cannot begin until they are three years of age**. Please note should your child be turning three during term one; fees are still applicable for term one in order to secure your child's place. Your child cannot commence until their 3rd birthday.

Application for a Place

Enrolments will be at the centre, you may call and place your child on the enrolment list at any time.

'No Jab, No Play'

The Public Health Amendment (No Jab No Play) Act 2015 means that early childhood education and care services cannot enrol a child unless the parent/guardian has provided documentation that shows the child:

- is fully vaccinated for their age, or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated

'No Jab, No Play' grace period provision:

Under the No Jab No Play law, a vulnerable and disadvantaged family can enrol a child in a kindergarten program under a grace period of 16 weeks, without having provided proof of up to date immunisation. The grace period provisions allow a family to continue to access early childhood education and care services while receiving information and assistance to get their child's immunisations up to date and to obtain the required immunisation documentation that needs to be provided to the service.

Under the new 'No Jab, No Play' legislation (effective January 2016), as part of this process, the kindergarten/early childhood service must obtain evidence, in the form of an Immunisation Statement that the child is:

- Fully immunised for their age OR
- On a vaccination catch-up program OR
- Unable to be fully immunised for medical reasons

If a child's immunisation record is not up to date, enrolment cannot be confirmed and the child cannot attend kindergarten.

An immunisation history statement can be obtained from ACIR by calling 1800 653 809, emailing acir@medicareaustralia.gov.au or by accessing on line www.medicareaustralia.gov.au/online

NOTE: For vulnerable and disadvantaged families, where a child's immunisation is not up-to-date or the appropriate documentation has not been provided, the child may be able to be enrolled under the 'No Jab, No Play' grace period provisions.

Offer of Places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the kindergarten.
- In Term 2 of each year the first 40 eligible children on the waiting list will be offered a place in the three year old group/Activity Group to commence the following February. The parents/guardians will be notified by phone or mail and will be given 48hrs to respond if the enrolment officer has not heard from the parents/guardians in that time you will lose your position and be placed on the bottom of the waiting list and we will move on to the next enrolment.
- Once your child has been accepted into the Pre School you will be required to pay a **\$50.00 Non-refundable** enrolment fee. This fee will contribute the cost of processing the application and secure their child's place in the program.
- When a parent or guardian enrolls their child for three year old kindergarten the Enrolment Application form will need to be completed.
- Parents and children will be invited to attend on Orientation session at the kindergarten in November, you will be notified of dates at Barry Rd Pre School's Annual General Meeting.

Eligibility and access criteria for three-year-old children

- Children are eligible for attendance in the three-year-old/Activity Group program provided they have turned three prior to commencement. If your child turns three during the first term they will only be able to start once they have turned three and parents will be required to pay the full Term fees to hold their position in the group.
- If a vacancy occurs during the year, the vacancy will be filled by the first eligible child on the waiting list.
- **No new enrolments will be taken after week 5 of Term 3.**
- Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service, at Barry Rd Pre School.
- 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.

Attachment 5 Enrolment Acceptance Form 3 Yr Old Groups

BARRY RD PRE SCHOOL THREE YEAR OLD PROGRAM

Complete this enrolment application form and following Documentation and return to kinder no later than **31st May, 2018**

- \$50 enrolment application fee to **secure** your child's place, which is not refundable and covers administrative costs
- **Childs Birth Certificate** and **Immunisation Certificate** from Medicare
- You will be informed in October of further enrolment documentation to confirm your position and Group.
- Notify the service of any changes to your address or other relevant information by contacting 9465 0043.
- You will be given the option to choose either the Discoverers Group or the Explorers Group
- preferred payment by Internet Transfer

Bank Details-Barry Rd Pre School

BSB: 083-363

Acc No: 028965074 (Please include your child's name as reference)

Year child to attend the three year old program (Must be Three by 30 th April of enrolled year)				2019	2020	2021
Child's Name		Child's Surname		D.O.B	Male/Female	
Parent Name		Surname		Relationship to Child		
Home Number		Work Number		Mobile Number		
Postal Address				Post code		
Email address (Please print)						

Main language spoken at home		Second language	
Does your child have additional needs? (You are required to discuss your child's needs with the teacher when you enrol your child).	Yes/No	If yes please give details	
Is your child registered with a specific agency in relation to their special needs?			Yes/No

I, _____ the parent/guardian of the above child agree that the information I have provided, to my knowledge, is true and correct. I attach a copy of their birth certificate and Immunisation Certificate and \$50.00 non-refundable application fee. I have read and understood the information provided. I agree that if any of the above details change I will inform the kindergarten in writing, **if I cannot be contacted via the information I have given above this application will be cancelled.**

I fully understand that my child must be **three years of age by the 30th April** of the year they are attending the three year old program. I understand they **cannot begin until they are three years of age** and that the whole of term 1 fees are still applicable in order to secure my child's place.

Signature of Parent/Guardian: _____ Date: _____

Tuesday (Explorers) 2.00-4.30pm (2.5hours)	Thursday (Explorers) 8.00-11.00am (3hours)	Wednesday(Discoverers) 8.00-11.00am (3hours)	Friday (Discoverers) 2.00-4.30pm (2.5hours)
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Discoverers Group- Taught by (Qualified Teacher) Wednesday and Friday (5.5hrs per week).

Explorers Group- Taught by Diploma Trained Teacher but currently completing her Bachelor Degree

Tuesday and Thursday (5.5hrs per week).

Office Use	Date Rec'd		Time		Initials		Cash		Receipt No		Birth Cert	
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Enrolment Forms

Barry Rd Pre School Three Year Old Programs
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Complete the following forms:

- **pay the \$330.00 Enrolment Application Deposit (EAD), which covers First Term Fees. (enrolment will not be accepted until fee has been paid)**
- **complete the fee agreement**
- **Committee nomination form**
- **SMS Konnective app form**
- **notify the service of any changes to your address or other relevant information by contacting 03 9465 0043**

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered a place will be asked to provide immunisation documentation to Barry Rd Pre School 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 on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

ATTACHMENT 7

Letter for parents/guardians without acceptable immunisation documentation

Barry Rd Pre School

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Barry Rd Pre School for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Barry Rd Pre School 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 [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Barry Rd Pre School