

ENROLMENT AND ORIENTATION POLICY

MANDATORY – QUALITY AREA 6



PURPOSE

This policy will outline:

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

VALUES

Highvale Preschool 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.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, and Centre Supervisors, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Highvale Preschool.

BACKGROUND AND LEGISLATION

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.

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)
- *National Quality Standard*, including Quality Area 6: Collaborative partnerships with families and communities
- *Public Health and Wellbeing Act 2008* (Vic)

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- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

DEFINITIONS

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 Provider: Individual or organisation that has completed an application form and been approved by the regulatory authority as fit and proper to operate one or more education and care services.

Authorised Nominees: (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. Authorised nominees need to be 18 years of age or older.

Central Enrolment Scheme (CES): Enrolment central point at the council managing enrolment applications for all preschools in the municipal.

Central Registration Application Form for Preschool Enrolment: A council enrolment form to apply for a preschool place at the service.

Child Care Benefit (CCB): Changes made by government exclude families from receiving Child Care Benefits when attending preschool.

Information can be found at: <https://www.education.gov.au/transitioning-new-child-care-package>

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*).

DET: Department of Education and Training.

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 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 Officer: A person assigned to manage the enrolment process at 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.

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

Kindergarten fee deposit: A charge to secure a place that has been offered in a program at the service. This deposit is used as a maintenance contribution for the preschool. This is non-refundable. Families with more than one child at the kinder will have the additional child's deposit deducted from term one fees.

PSO: Preschool Support Officer. Employed at the council to administer Central Registration Scheme and liaise with Enrolment Officer at the service.

SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- *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/
- *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

All kindergartens in the Monash area are required to participate in the Monash Council Central Enrolments Scheme for three-four and four-five year old enrolments.

THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- determining the criteria for priority of access to programs at Highvale Preschool, 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)
- 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

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- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable or whether the child is eligible for the 16 week grace period. Contacting family if documentation is not acceptable. (Attachment 3: Letter re enrolment immunisation details)
- 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).
- Ensure Monash Council's requirement for enrolment preference be given to Monash residents and ratepayers first, followed by non-residents.
- Ensure the program and hours of attendance to be offered at the service are based on enrolments received and the financial viability of the programs to be offered. This will be determined by the committee and teachers in consultation with current and future users of the service

CENTRAL ENROLMENT SCHEME (MONASH COUNCIL) IS RESPONSIBLE FOR:

- Administration of the Central Registration Scheme
- Provide application forms and information to parents as required.
- Encourage parents to visit preschools before determining preferences.
- Applications received, date stamped and payments processed by cashier or by submission via the online enrolment portal
- Enter registrations into Central Register for Enrolments
- Send regular email reports on registration numbers to kindergartens.
- Send letter confirming receipt of registration to parents.
- Provide Alteration to kindergarten registration forms to parents as requested
- Advertise Central Register for Enrolment in Monash in June
- Sending out letters of offer and notifying preschools of accepted enrolments
- Contact/send letters to families on waiting lists of those preschools that do not have vacancies.
- Inform services of those parents on waiting lists wishing allocation to their kindergarten.
- Provide training and ongoing support

THE ENROLMENT OFFICER IS RESPONSIBLE FOR:

- Direct all applications and payments to Monash City Council at the Civic Centre, Glen Waverley or Oakleigh Service Centre
- Inform PSO of number and name of reserved places to be kept for repeating children
- Inform PSO of the number of children delaying to the following year

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- Inform PSO of the number of places to be offered
- Inform PSO of any enrolment policies that will alter the order in which places are to be offered
- Send follow up letters to families requesting deposit
- Receive replies to deposit letters , birth certificate, proof of deposit paid, immunisation statements, acknowledgement of fees
- Keep PSO informed of any changes and declined places
- Inform PSO of the names of children offered/accepting reserved places for additional needs and children returning for a second year of funded kindergarten
- Prepare and send Enrolment Forms and Orientation Packs with relevant information to families on their acceptance of a place.
- Continually advise PSO of changes to allocated list

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.

ALL 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.

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VOLUNTEERS AND STUDENTS, WHILE AT THE SERVICE, ARE RESPONSIBLE FOR FOLLOWING THIS POLICY AND ITS PROCEDURE

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: Letter re enrolment immunisation details

Attachment 3: Letter for parents/guardians without acceptable immunisation documentation

Attachment 4: DET Funded Hours Statement and Centre closure dates

AUTHORISATION:

This policy was adopted by the Approved Provider of Highvale Preschool on 21st June, 2018

This policy will take effect from 5th July, 2018

REVIEW DATE: May 2019



ATTACHMENT 1

Eligibility and priority of access criteria

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
- 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/earllystartkinder.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
- priority of access criteria as outlined in *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

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*).

2. 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 will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

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The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- siblings attending the service
- local community zoning.

3. Allocation within groups

Where the service provides more than one funded 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.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.



Attachment 2

General enrolment procedures

Application for a place

- Enrolment applications for in three to four-year-old or four to five-year-old year old kindergarten require you to go via the Monash Council Website <http://www.monash.vic.gov.au/Services/Children-Family/Kindergartens>.
- if you wish to be considered in the initial series of offers, please submit your application by **30 June** in the year prior to attending kindergarten
- Children must turn three or four years old on or before 30 April in the year they attend preschool for the respective group. **Note: a three-year-old child cannot start at preschool until their 3rd birthday**
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- You will be asked to provide three documents to verify your information.
The three documents must include:
 - Proof of address (for example, a driver's licence, utility bill, rates notice etc.)
 - Proof of date of birth (for example, a birth certificate, passport or immunisation certificate)
 - Immunisation status (a current immunisation Statement from Medicare website)
- Children assessed by the DET specialist children's services team as having additional developmental needs may access a second year of funded preschool. Strict eligibility criteria apply to the second year of funded preschool. (Refer to the DET preschool funding criteria)
- In consultation with teachers and parents, the Enrolment Officer can inform the PSO names of children requiring a seconded year of funded kindergarten and children who are delaying to the following year
- Details of all information on application forms will be sent to the Enrolment Officer by the council's PSO in form of current and future waitlists. Access to completed enrolment application forms will be restricted to the Enrolment Officer, 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

Closing date for enrolment applications

- Preschool applications must be received at the council's Central Register by the closing date of **30 June** prior to the year the child has been registered to attend, to be considered in the first round offers

Procedure for a late application for enrolment

- Registrations received after that 30th June in the year prior to attendance will be processed for inclusion after first round offers have been dealt with in July/August.

Allocation within Service

- Where the preschool provides more than one funded four to five-year-old kindergarten program or three to four-year-old program, places within the programs will be allocated by the preschool in line with the eligibility and priority of access criteria. A waitlist of children will be prepared, ready for first series of offers to be made.
- Once the first series of offers have been made by Monash Council, subsequent offers will be made until the preschool is full. If a child on the preschools waitlist misses out on a place, the council's PSO will then assist in finding a place in their additional preference or suggest other alternatives if available

Offer of places

- Places will be offered in accordance with the timetable jointly agreed by Monash preschools through the Central Enrolment Scheme.

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- Offer of places in the three to four-year-old and the funded four to four-year-old kindergarten program will be handled by the Monash Council in line with the council's timetable.
- Places will be offered using the applications for enrolment received by 30 June in the year prior to attendance and allocated to eligible children who are on the waiting list.
- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service, noting that residents must be given preference.
- Parents/guardians who do not wish to accept the offer of a place or intend to withdraw their enrolment are requested to notify the council as soon as possible.
- Depending on the number of acceptances and available places from the initial round of offers, the council will then make additional offers. This will be a continuous process until all places are filled at the service.
- Council will notify the centre of all accepted offers and these families will be issued with a letter of information on paying their deposit.
- A non-refundable deposit must be paid by the date specified in the offer letter. This payment secures a child's place at the service and is payable within 7 days of receiving their letter of information. The deposit is retained as payment of Maintenance Contribution per family. Families with two or more children enrolled at Highvale Preschool in the same year will have remaining deposits offset against term fees. Families experiencing hardship should also discuss any difficulties with the service. (Refer to Fees Policy)
- Attendance by at least one parent per family at the preschool Annual General Meeting is a requirement of enrolment. Failure to attend may result in the withdrawal of the child's place at the Preschool.
- An enrolment form and Orientation Pack which contains other relevant information will be provided after the place is accepted, the deposit has been paid, birth certificate, immunisation information has been returned
- A copy of the child's birth certificate and immunisation statement must be provided when a place is accepted at the preschool.
- Places at the preschool will not be held unless the term fees are paid in full by the due date on the invoice. This applies when a child is unable to attend for the part or entire term due to holidays, work, prolonged sickness, withdrawing from the program part way through a term. This also applies to a place being held for a child who is unable to commence until the child turns three years of old (provided the child turns three years old before 30 April in the year they commence). This is inclusive of Term 1, 2 or 3.

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*).

No Jab, No Play

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- 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 Highvale Preschool as being eligible for a 16 week grace period
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation)

Eligibility and priority of access criteria for the three to four-year-old and funded four to five-year-old kindergarten program

In allocating places for children who have received funding for a second year of four to five-year-old, delayed children and new enrolments, the eligibility and priority of access criteria in order of priority is as follows:

- A. Children who are repeating are offered a place first (regardless whether residents, ratepayers or non-residents)
- B. Available places will first be allocated to children of Monash residents or ratepayers (who apply by 30 June).

In allocating places of children of Monash residents and ratepayers, the preschool will allocate places on the basis of:

1. Children who are in the “High priority” categories
 - Children at risk of abuse or neglect and children in Out of Home Care
 - Aboriginal and/or Torres Strait Islander children
 - Asylum seeker and refugee children
 - Children eligible for the Kindergarten Fee Subsidy
 - Children with additional needs, defined as children:
 - who require additional assistance in order to fully participate in the kindergarten program
 - who require a combination of services which are individually planned
 - Who have an identified specific disability or developmental delay.
 2. Attended the preschool’s 3-4-year-old program (for 4-5-year-old places)
 3. Prior attendance of sibling at the preschool within the last 3 years
 4. Proximity to kinder
- C. Places will only be offered to children of non-Monash residents after all children of Monash residents and ratepayers (who apply by 30 June) have received a formal offer and had the opportunity to respond.

The number of places offered to non-Monash residents will be determined by the overall number of places available and the number of Monash residents and ratepayers who accept a place.

In allocating places of children of non-Monash residents and ratepayers, the preschool will allocate places on the basis of:

- Children who are in the “High priority” categories
 - Children at risk of abuse or neglect and children in Out of Home Care
 - Aboriginal and/or Torres Strait Islander children
 - Asylum seeker and refugee children
 - Children eligible for the Kindergarten Fee Subsidy
 - Children with additional needs, defined as children:
 - who require additional assistance in order to fully participate in the kindergarten program
 - who require a combination of services which are individually planned
 - Who have an identified specific disability or developmental delay.
- Attended the preschool’s 3-4-year-old program (for 4-5-year-old places)
- Prior attendance of sibling at the preschool within the last 3 years
- Proximity to kinder



NOTE: Attendance by a non-resident child at the preschool's 3-4-year-old program, does not guarantee a place in the preschool's 4-5 year old program, as Monash Council stipulate residents must be given priority.

Requirements for enrolling in funded four to five year old kindergarten program:

The following children are eligible for attendance in the funded four to five year old kindergarten program:

- Children who have been granted approval to receive funding for a second year of kindergarten in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- Children who were eligible to attend in the previous year, but:
 - Delayed (via council enrolment online portal)
- Children who will have turned 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 *Victorian kindergarten policy, procedures and funding criteria*, available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- 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 to four 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/ecsmanagement/careankinder/earlystart/

Requirements for enrolling in three to four old kindergarten program:

The following children are eligible for attendance in the three to four-year-old kindergarten program:

- A child must have had their third birthday by 30th April in the year in which they commence preschool.
- A child may not attend the preschool until they have turned three years of age.
- A child has been recommended by an educator for an additional year in the three to four-year-old program.

Allocation of Group Preferences

- Places within the three to four-year-old and funded four to five-year-old programs will be completed via the Monash Council on-line portal.
- Families will be emailed by council in the month prior to the enrolment cut of date of 30th June in year prior to attendance. Families will be requested to go onto the council enrolment portal and request groups for following year.
- Council will allocation group preferences on the basis of:
 - Children who are in the “High priority” categories
 - Children at risk of abuse or neglect and children in Out of Home Care
 - Aboriginal and/or Torres Strait Islander children
 - Asylum seeker and refugee children
 - Children eligible for the Kindergarten Fee Subsidy
 - Children with additional needs, defined as children:
 - who require additional assistance in order to fully participate in the kindergarten program
 - who require a combination of services which are individually planned
 - Who have an identified specific disability or developmental delay.

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- Attended the preschool's 3-4-year-old program (for 4-5-year-old places)
- Prior attendance of sibling at the preschool within the last 3 years
- Proximity to kinder

Financial Assistance for families

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four to five-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (Ross) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.
- Women at risk

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information



Attachment 3 (to be placed on preschool letterhead)

Letter re: enrolment immunisation details

[insert date]

Dear [insert name]

Re: Child Care Enrolment 20XX

I am contacting you regarding your application to enrol your child at the Highvale Preschool.

To finalise your child's application to enrol we are required to see copies of the following:

1. [insert document your service requires here]
2. [insert document your service requires here]
3. Proof that your child's immunisations are up to date for their age.

Evidence of up to date immunisation must be provided within the two months prior to your child commencing at our service.

An Immunisation History Statement from the Australian Immunisation Register must be used as evidence of up to date vaccination.

Other immunisation records, such as 'homeopathic immunisation' or a statutory declaration from you are not acceptable.

The quickest way to get your statement is by using your Medicare online account through myGov or the Express Plus Medicare mobile app. Alternatively, you can request an Immunisation History Statement in person at your local Medical service centre or call the Australian Immunisation Register enquiries line on 1800 653 809 to request a statement is posted to you. It can take 14 days to get your statement in the post.

If you are experiencing difficulties accessing vaccinations or required related documents, please contact us for assistance as soon as you are able. In some cases children can commence at the service while the required documents are obtained.

Yours sincerely,

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Attachment 4 (to be placed on preschool letterhead)

Letter for parents/guardians without acceptable immunisation documentation

Insert date

Dear [insert name]

Re: Enrolment at Highvale Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Highvale Preschool 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
- Monash Council <https://www.monash.vic.gov.au/Services/Children-Family/Immunisation>
- 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]

[Service Name]



Attachment 5: DET Funded Hours Statement and Centre closure dates Service Funding (4-5 Year Olds Only)

Service providers receiving kindergarten funding from the Department are expected to provide a program delivered by a qualified early childhood teacher for a minimum of 15 hours per week (or 600 hours per year).

Children must be enrolled for a minimum 15 hours per week or 600 hours per year to be eligible for funding.

While services are required to provide a program for a minimum of 15 hours per week (600 hours per year) children have individual needs and some parents, after discussion with the early childhood teacher, may choose not to have their child attend the kindergarten program for all hours offered at the start of the year.

Managing the delivery of 15 hours

There may be times when it is not possible to offer 15 hours in a given week due to:

- public holidays
- child-free days
- reduced sessions times
- teacher absences due to a range of factors, such as illness or professional development activities
- emergency situations.

Service providers are required to communicate to families at the beginning of the year about the days and times the service will operate, and must make clear any planned closures, including public holidays and child-free days, as well as details of any planned make-up arrangements or alternative activities

- the preschool is closed on all public holidays and school holidays.
- pupil free days are held on the first day of Term 1 and last session day of term 4
- shortened session times may occur in first weeks of term 1.

2018 Term Dates

Term 1: 29 January (teachers start) to 29 March (Thursday)

Term 2: 16 April to 29 June

Term 3: 16 July to 21 September

Term 4: 8 October to 21 December

2019 Term Dates

Term 1: 29 January (teachers start) to 5 April

Term 2: 23 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December