



PURPOSE

This policy outlines:

- the criteria for enrolment at Highvale Preschool
- the process to be followed when enrolling a child at Highvale Preschool
- requirements in relation to No Jab No Play
- 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 2021 Free Kindergarten initiative 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.
- supporting the Victorian Government's 2021 Free Kindergarten initiative

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

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)).

In response to the global coronavirus (COVID-19) pandemic, the Victorian Government is investing up to \$169.6 million in early childhood education by providing free kindergarten to each enrolled child participating in a funded kindergarten program in 2021. This includes all children attending funded kindergarten programs in the year before school (four-year-old kindergarten) and services offering funded three-year-old kindergarten. The initiative also includes reduced fees for children enrolled in a funded kindergarten program in a long day care centre and for children attending unfunded three-year-old programs in sessional kindergarten services.

Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Funding Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. 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* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (refer to *Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:



- *A New Tax System (Family Assistance) (Administration) 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, 170, 171, 177, 181, 183*
- *Equal Opportunity Act 2010 (Vic)*
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2019 (Vic)*
- *Sex Discrimination Act 1984 (Cth)*

DEFINITIONS

Australian Immunisation Register (AIR) Immunisation History Statement: is the only form of acceptable evidence of immunisation. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

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.

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

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of childcare. Payments are paid directly to approved childcare providers (refer to *Definitions*). Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0> (Not available at Highvale Preschool)

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 2021 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 not eligible for Victorian Government Free Kindergarten initiative in 2022.

Eligible child: as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30th in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30th in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

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, which is not applicable in 2021. Any application fee made prior to the commencement of Term One will be reimbursed to families.

ENROLMENT AND ORIENTATION POLICY

MANDATORY – QUALITY AREA 6



Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including but not limited to parent details; emergency contacts; authorised nominee; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Fees: A charge for program hours over and above the 15 funded hours per week (600 per year)

Free Kindergarten 2021: Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in early childhood education in the 2020/21 Victorian State Budget. Free Kinder forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

Grace period: allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (refer to *Definitions*) or when the statement is assessed as not being up-to-date. Services complete the grace period eligibility form with families during enrolment, and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (refer to *Definitions*) and to encourage families to access immunisation services.

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide* (see *Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funder kindergarten program*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (see *Source*).

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
- Australian Government Department of Health, *National Immunisation Program Schedule*: <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *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/
- *Free Kinder 2021 – refer to Frequently Asked Questions at the bottom of the web page*: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.asp>
- Priority of Access Guidelines for child care service: <https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *The Kindergarten Funding Guide* (Department of Education and Training): www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- 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*



- *Free Kindergarten 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. All enrolment applications are made via the online portal on the Monash council website. <https://www.monash.vic.gov.au/Services/Children-Family/Kindergartens/Enrolment>

THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- determining the criteria for priority of access to programs at Highvale Preschool, as described in The Kindergarten Funding Guide; Monash Council guidelines, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- 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 the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment and Free Kindergarten initiative information
- ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* 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 (refer to *Definitions*)
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period 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 an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)
- ensuring that the enrolment record (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 (1a) (2d))



- 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 whilst 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
- Allocating of places in groups
- 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 ADMINISTRATION 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(Preschool support Officer) 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
- 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 IS 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 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 concerning 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 AIR Immunisation History Statement (refer to *Definitions*) 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 record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) of their child's immunisation status
- where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement (refer to *Definitions*) 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 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: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General enrolment procedures

ATTACHMENT 3

- Attachment 3: Letter re: enrolment immunisation details
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: DET Funded Hours Statement and Centre closure dates Service Funding (4-5 Year Olds Only)

AUTHORISATION:

This policy was adopted by the Approved Provider of Highvale Preschool on 18th February, 2021.

This policy will take effect from 4th March 2021

REVIEW DATE: February 2022

ATTACHMENT 1.

Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program

The Approved provider must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the DET criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

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

Services must first apply the DET's Priority of Access criteria, and following this may apply locally developed criteria, as per examples below.

DET's Priority of Access criteria	Process that could be 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	<ul style="list-style-type: none"> • As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.

ENROLMENT AND ORIENTATION POLICY

MANDATORY – QUALITY AREA 6



<p>Children eligible for the Kindergarten Fee Subsidy</p>	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or • Multiple birth children (triplets, quadruplets). • Asylum seekers and refugee children <p>Note: Free Kindergarten subsidy will be replaced by the 2021 Free Kindergarten initiative, however in regards to priority of access, the above still applies. Service providers should still collect this information and recorded this on the KIM system.</p>
<p>Children with additional needs, defined as children who:</p> <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>Examples to consider for second priority</p>	
<ul style="list-style-type: none"> • children who turn four years of age by 30 April in the year they will attend kindergarten; or • children who turn three 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 • children who have a sibling that has previously attended the same kindergarten as their first preference 	
<p>Examples to consider for third priority</p>	
<ul style="list-style-type: none"> • service for transient families e.g. RAAF, seasonal workers and tourism workers • date of application • local community zoning 	

Note: DET’s Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the POA criteria will be applied separately for each age cohort.

*** Early Start Kindergarten and Three-Year-Old Kindergarten**

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours

It is important to continue to enrol eligible children in ESK as this ensures that service providers receive all funding entitlements and that these children have access to 15 funded hours of kindergarten across Victoria. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT



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: <https://www.monash.vic.gov.au/Services/Children-Family/Kindergartens/Enrolment>
- 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 parents may indicate via Monash council enrolment portal if the enrolment is for only one year or both 3 and 4 year old preschool.
- 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 Administration 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 Administration 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, parent/guardian will be asked to indicate group via Monash Council Enrolment portal
- 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.



- 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 documentation pack will be sent to families along with letter of offer and tax invoice for deposit. This pack which contains information and forms that are required to be returned to the preschool within 7 days of receipt of letter of offer. Families will be required to return this document, proof of deposit payment, birth certificate, Australian Childhood Immunisation Record, and if applicable government concession card.
- 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/earllystart/

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.
 - 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

ATTACHMENT 3

(To be placed on preschool letterhead)

Letter re: enrolment immunisation details

[insert date]

Dear [insert name]

Re: Preschool 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,



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.

2021 Term Dates

Term 1: 27 January (teachers start) to 1 April

Term 2: 19 April to 25 June

Term 3: 12 July to 17 September

Term 4: 4 October to 17 December

2022 Term Dates

Term 1: 28 January (teachers start) to 8 April

Term 2: 26 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December