

# ENROLMENT AND ORIENTATION POLICY 2018-2019

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Mandatory – Quality Area 6

## PURPOSE

This policy will outline:

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

## POLICY STATEMENT

### 1. VALUES

Wilson Street Kindergarten is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- complying with DET funding requirements relating to the enrolment of children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service
- ensuring we are a child safe organisation in line with our Child Safe Environment policy.

### 2. SCOPE

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

### 3. BACKGROUND AND LEGISLATION

#### Background

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

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

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

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

have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

### Legislation and standards

Relevant legislation and standards include but are not limited to:

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

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

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

## 4. DEFINITIONS

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

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

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

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

On 20<sup>th</sup> April, 2017 WSK discussed and considered the above and that anyone under 18 years of age CANNOT collect a child unless prior arrangements have been made with the family by the teacher/director. If there is an agreed arrangement, the person will need to be included on the child's enrolment form as authorised to collect.

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at: [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

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

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

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

**Enrolment application form:** An online form to apply for a place at the service.

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

**Enrolment Officers:** a person or persons appointed by the Approved Provider 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 online application form).

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

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

**Group request change fee:** A non-refundable administration fee payable on request to switch groups.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register: [www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: [www.legislation.gov.au/Series/F2006B01541](http://www.legislation.gov.au/Series/F2006B01541)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)

- *Priority for allocating places in child care services:* <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training):*  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://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](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

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

## PROCEDURES

### The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Wilson Street Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing Enrolment Officers to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the online enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)

- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

**The Nominated Supervisor and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - in consultation with the teacher, 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
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

**All staff are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the Enrolment Officers, 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.

**The Enrolment Officers are accountable for the following:**

- providing online enrolment applications
- collating enrolments
- maintaining a waiting list
- collecting, receipting and banking enrolment application fees and enrolment application deposits
- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- ensuring that enrolment forms are completed prior to the child's commencement at the service

- handling requests to swap groups and processing Change group request administration fees
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment applications in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- providing a copy of the *Enrolment and Orientation Policy* with the enrolment application form.

**Parents/guardians are responsible for:**

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

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

## **EVALUATION**

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

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

## **ATTACHMENTS**

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

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Wilson Street Kindergarten on 13<sup>th</sup> March 2018

**REVIEW DATE:** TERM 1, 2019

## ATTACHMENT 1

### Eligibility and priority of access criteria

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

1. Children who have been deemed eligible by the DET to receive funding for a second year of four-year-old kindergarten.
2. Children who were eligible to attend in the previous year but deferred or withdrew from the centre on or before the April data collection.
3. Priority of access criteria is outlined in *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
4. Preference will then be given to children based on the following weighting.
  - Continuity, if received within enrolment period: **100%**
  - Sibling preference: **50%**;
  - A Brighton or Brighton East resident: **30%**  
  
(Consideration will be given to families living outside the area at the time of application if this is only temporary (ie while they are building or renovating in Brighton or Brighton East));
  - Application made no later than the closing date for enrolment applications: **20%**;

Under the 'No Jab, No Play' legislation February 2018, an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation acceptable for the purposes

of enrolling a child in an early childhood education and care service. Please refer to the following link for more information.

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statement>

Copies of maternal health books, and letters from a GP or the local council are not considered by the legislation as acceptable documentation.

Under the 'No Jab, No Play' legislation introduced on 1 January 2016, families must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation. A child will not be enrolled at WSK until acceptable documentation is provided. Please contact WSK via email if you would like to discuss this requirement further, or need assistance with how to comply.

- The Brighton or Brighton East weighting of **30%** will also be given to children who attended 3YO kinder at WSK in the previous year when the family was residing in the Brighton or Brighton East area as long as they still reside within the Bayside City Council area.
- If there are still more applicants than places available then a ballot is held for the offer of a place with all remaining applicants of the same weighting.

The above selection criteria is used to allocate the total number of four year old places to the children with the highest weightings.

## 2. Eligibility and access criteria for three-year-old kindergarten children

- Children are eligible for attendance in the three year old program provided that they have turned **three years of age prior to the 30 April in that year** however they cannot commence until after they have turned three years of age. (Please note however that each place is offered for the entire year, so term fees are to be paid for the full year). Children may (at the parent's/guardian's discretion) attend Wilson Street Kindergarten before they have turned three in the following circumstances:
  - relevant social and welcoming events run by Wilson Street Kindergarten; and
  - official photograph sessions.
- 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/ecsmanagement/careankinder/earlystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/)
- 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 unless a Certified Supervisor recommends an additional year in the three-year old program in which case that child will have priority.
- The selection criteria to be used, if there are more applications than places available, is based on the following weighting.
  - Sibling preference: **40%**;
  - Child's third birthday prior to 31 January in the kinder year: **30%**;
  - A Brighton or Brighton East resident: **20%**;
  - Application made no later than the closing date for enrolment applications: **10%**;



Under the 'No Jab, No Play' legislation February 2018, an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation acceptable for the purposes of enrolling a child in an early childhood education and care service. Please refer to the following link for more information.

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statement>

Copies of maternal health books, and letters from a GP or the local council are not considered by the legislation as acceptable documentation.

Under the 'No Jab, No Play' legislation introduced on 1 January 2016, families must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation. A child will not be enrolled at WSK until acceptable documentation is provided. Please contact WSK via email if you would like to discuss this requirement further, or need assistance with how to comply.

- The Brighton or Brighton East weighting will also be given to children who have had older siblings attending WSK when the family was residing in the Brighton or Brighton East area as long as they still reside within the Bayside City Council area;
- If there are still more applicants than places available then a ballot is held with all remaining applicants of the same weighting.

### **3. Allocation within groups**

Places within the program will be allocated to groups by the service according to preference where possible, however where there are more applications for a group than places, a ballot is held to allocate places within groups for both three and four year old groups. Considerations may include: needs of individual children; needs of the group; and parental wishes.

### **4. Exceptional Circumstances waiver of selection criteria**

- Enrolments requesting consideration as an exceptional circumstance may result in the waiving of some or all of the selection criteria as decided by the Approved Provider and the Nominated Supervisor and will be dealt with on a case-by-case basis. The situations which may be considered to give rise to a claim of Exceptional Circumstances include:
  - extreme illness of a parent, child or immediate family member over the period of the enrolment process;
  - bereavement following the death of an immediate family member in the period immediately prior to the enrolment closure date;
  - proven loss in the mail of the enrolment documents;
  - administrative error in processing enrolment applications by Wilson Street Kindergarten; and
  - other exceptional circumstances that may impact on a child or their family's ability to access kindergarten services.
- A family can lodge a request for special consideration, in writing, detailing their circumstances. Once the online enrolment application has been submitted, a hard copy of the request for special consideration together with any supporting documentation must be delivered to the kindergarten mailbox at 11 Wilson Street, Brighton 3186. Requests for special consideration and supporting documentation must not be handed to staff or kindergarten committee members. Supporting document may include a statutory declaration or medical records.
- The optimum time for consideration of exceptional circumstances is prior to the first round of offers. However, consideration will be given after this time, where vacancies exist.

## ATTACHMENT 2

### General enrolment procedures

#### 1. Application for a place

- Enrolment applications will be accepted any time in the year prior to planned attendance. This is usually during an advertised period from March to May.
- Enrolment is by online application via WSK's website [www.wilsonstreetkinder.com.au](http://www.wilsonstreetkinder.com.au)
- A separate application must be completed for each child and for each proposed year of attendance at the service.
- To facilitate the inclusion of, and support to all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application for the following year. Parents/guardians should note that a child whose 4<sup>th</sup> birthday falls before 30 April will only be considered for a second year of funded kindergarten by the DET:
  - Where a child is observed as **having delay in at least two areas of development (self care, receptive and/or expressive language, cognitive development, social development, emotional development, other factors** as identified in the information kit to determine eligibility for a second year of funded kindergarten; and
  - there is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year. In this case a full second year assessment process must be carried out for each individual child for whom a second year is being considered.

Where the above criteria applies, it is possible for families to apply for their child to attend a second year of four year old kindergarten that is not funded by the government. Please speak to the Enrolment Officer for eligibility and fees that would apply in these circumstances. Children who have been granted early entry to kindergarten (ie. children who are less than four years of age by 30 April in the year they attend a funded kindergarten program) are not eligible to apply for a second year of funded kindergarten.

- Once the online enrolment application has been submitted, a hard copy of the child's birth certificate and latest AIR - Immunisation History Statement plus an enrolment application fee of \$25 must be delivered to the kindergarten mailbox at 11 Wilson Street, Brighton 3186. Supporting documentation must not be handed to staff or kindergarten committee members. The enrolment application fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Access to completed enrolment applications will be restricted to the Enrolment Officers, the Approved Provider, Nominated Supervisor, educators and administrators 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.

#### 2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

- 13 May 2018 for children to attend the funded kindergarten program (four-year-old) in 2019.
- 13 May 2018 for children to attend the three-year-old program in 2019.

#### 3. Procedure for a late application for enrolment

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Wilson Street Kindergarten.

#### 4. Offer of places – Stage 1

- Places for attendance will be allocated to applicants in accordance with the eligibility and priority of access criteria referred to below.
- Offer of places in the three-year-old programs and the funded four-year-old kindergarten programs will be made at the same time.
- The offers will be in writing and will be posted to applicants on 25<sup>th</sup> May 2018.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, and the Enrolment Officers, in writing as soon as possible at [enrolments@wilsonstreetkinder.com.au](mailto:enrolments@wilsonstreetkinder.com.au)
- An Enrolment Acceptance Deposit of \$200 must be paid and the acceptance form completed and returned by the designated date to secure the place for attendance for the following year.
- If payment is not received (and funds cleared) then your place will be forfeited and it will be offered to waiting list members.
- An enrolment form and other relevant information will be provided **after** the place is accepted and the deposit has been paid.
- Applicants who are unsuccessful will be notified in writing that they were not allocated a place and asked if they would like to be placed on our waiting list;
- Second and third-round offers will be made on an individual basis when a place becomes available.

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*).

#### 5. Allocation within groups – Stage 2

Places within the three different 4 year-old groups and the three different 3 year-old groups will be allocated based on indicated preferences. However, where there are more requests than places, selection for each group shall be by ballot.

If for some reason you need to request a group change the following process will need to be followed:

- Email the enrolment officer at [enrolments@wilsonstreetkinder.com.au](mailto:enrolments@wilsonstreetkinder.com.au) with your request to change
- The enrolment officer will email you a request to change form with details for payment of the \$50 non-refundable administration fee
- Completed form and payment to be returned to enrolments officer via email or to the WSK letterbox.

#### 6. Wilson Street Kindergarten Membership

- If you accept a place at Wilson Street Kindergarten each family must become an annual member of Wilson Street Kindergarten Incorporated. To become a member of the Kindergarten you are required to complete an "Application to Register as a Member" Form.
- Registration of annual membership includes a non-refundable entrance fee of \$1.00.
- Members are bound by the Rules of the Kindergarten. The Rules are available at the Kindergarten for your perusal. The family registration remains current while any members of the same family are enrolled, and/or on a waiting list to enrol at the Kindergarten, however a membership form must be completed in each year of attendance.

## ATTACHMENT 3

### Sample Enrolment Application Form



Wilson Street Kindergarten Inc.

**[indicate whether this is for a funded or three-year-old program]**

Complete Wilson Street Kindergarten's online enrolment application form via our website at [www.wilsonstreetkinder.com.au](http://www.wilsonstreetkinder.com.au) which includes the following questions:

This application is for my child to attend Wilson Street Kindergarten in **[insert year]** .

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

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

**[Delete this question if the application is for a three-year-old program]**

Child's family name: \_\_\_\_\_

Child's given names: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_  Male •  Female •

Parents'/guardians' names: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mob) \_\_\_\_\_

Language/s spoken at home: \_\_\_\_\_

Kindergarten Fee Subsidy - DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

Health Care Card  Pensioner Concession Card  DVA Gold Card

Bridging Visas A-F  Temporary Protection/Humanitarian Visas 447, 451, 785 or 786

Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

Refugee and Special Humanitarian Visas 200-217

Triplets or Quadruplets  Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Wilson Street Kindergarten by either the Enrolment Officers, or the Compliance Manager.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at:** [www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx](http://www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx)

### Children with additional needs

Does your child have additional needs?

Yes •

No

If yes, please specify: \_\_\_\_\_

You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.

Is your child registered with a specific support service/agency?

Yes •

No

Name of support service/agency: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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Parent/guardians then must send hard copies of the following documents to the kinder at 11 Wilson Street, Brighton, VIC, 3186, prior to the end of the Enrolment Period, for the application to be complete:

- enclose a copy of the child's birth certificate or suitable evidence of the child's birth date
- enclose proof of address (eg copy of drivers licence, rates notice or electricity, gas or water bill)
- enclose the most up to date AIR Immunisation History Statement, showing your child is up to date with their immunisations
- enclose the \$25 enrolment application fee, which is not refundable and covers administrative costs
- forward the completed attachments to the Enrolment Officer, Wilson Street Kindergarten, 11 Wilson Street, Brighton, VIC, 3186.
- notify the service of any changes to your address or other relevant information by emailing [wsk@wilsonstreetkinder.com.au](mailto:wsk@wilsonstreetkinder.com.au)

### Enrolment and immunisations

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

Parents/guardians will be offered a place for their child only if they have provided immunisation documentation to Wilson Street Kindergarten that shows that their child's immunisations are up to date for their age or that an exemption applies. If the documentation is not received by Wilson Street Kindergarten during the enrolment period, only a tentative offer of a place for the following year will be made until appropriate documentation is received.

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

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

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## ATTACHMENT 4

### Sample letter for parents/guardians without acceptable immunisation documentation



Wilson Street Kindergarten Inc.

Wilson Street Kindergarten

11 Wilson Street, Brighton, VIC, 3186

[Insert date]

Dear [insert name]

Re: Enrolment at Wilson Street Kindergarten for [insert year]

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

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

Acceptable immunisation documentation includes evidence that your child:

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

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

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

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

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

Yours sincerely

Maureen Rodbard-Bean

Operations Manager