

ENROLMENT AND ORIENTATION

SESSIONAL KINDERGARTEN

QUALITY AREA 6 – MANDATORY | HOME ROAD KINDERGARTEN



PURPOSE

This policy provides a clear set of guidelines and procedures for:

- enrolling a child at Home Road Kindergarten
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education and Training [DET] Kindergarten Funding Guide.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Home Road Kindergarten
- adhering to the DET's priority of access requirements for both three-year-old and four-year-old kindergarten children



POLICY STATEMENT

VALUES

Home Road Kindergarten acknowledges the Boonwurrung people of the Kulin nation as the traditional owners and custodians of the land on which the kindergarten is located and pays respect to elders past, present and emerging.

Home Road Kindergarten is committed to being an inclusive learning environment that:

- welcomes, supports and celebrates all children and families
- Respects the rights of the child and values diversity
- Values the contribution of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability
- Has zero tolerance of discrimination
- Maintains a duty of care (*refer to Definitions*) towards all children at the service
- Is committed to the safety and wellbeing of all staff and the members of our service and community.

Home Road Kindergarten is committed to:

- meeting the needs of the local community
- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten (*refer to Definitions*) eligible children into up to 15 hours of kindergarten program

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Home Road Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood teacher, and offering at least: 15 hours per week for 40 weeks of the year, or 600 hours per year	✓				
Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood teacher and offering a minimum of 5 hours per week	✓				
Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	✓				
Following the Priority of Access criteria to funded programs at Home Road Kindergarten, as described in Department of Education and Training’s [DET] <i>The Kindergarten Funding Guide (refer to Attachment 1)</i>	✓	✓	✓		
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	✓	✓	✓		
Supporting inclusion and access through specific funding stream (for eligible families): Early Start Kindergarten <i>(refer to Definitions)</i> Access to Early Learning <i>(refer to Definitions)</i> Second year of funded four-year-old kindergarten <i>(refer to Definitions)</i>	✓	✓	✓		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption <i>(refer to Attachment 2)</i>	✓	✓	✓		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	✓	✓			
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	✓	✓	✓		
Complying with the <i>Inclusion and Equity Policy</i>	✓	✓	✓	✓	✓
Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	✓	✓			

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring families have access to: Parent handbook <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i> <i>Free Kinder Funding and Fees Policy</i> Privacy Statement <i>Code of Conduct Policy</i>	✓	✓	✓		
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to Attachment 3</i>)	✓				
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	✓	✓	✓		
Where applicable, considering access and inclusion for vulnerable children in the allocation of places at the service (<i>refer to Attachment 1 and 2</i>)	✓	✓			
Where applicable, providing families with consistent and transparent communication on waitlist management processes (<i>refer to Attachment 3</i>)	✓	✓			
Complying with the service’s <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child’s enrolment information	✓	✓	✓	✓	✓
Providing opportunities 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 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, early childhood teachers or educators under the <i>National Law: Section 167</i> or conflicts with state government imposed restrictions.	✓	✓	✓		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to Definitions</i>) and accessing immunisation services	✓	✓	✓		
Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Sources</i>) 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 (<i>refer to Definitions</i>)	✓	✓	✓		
Ensuring that only children whose AIR Immunisation History Statements (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the grace period (<i>refer to Definitions</i>) have confirmed places in the program	✓	✓	✓		
Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Attachment 4</i>)	✓	✓	✓		
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (<i>refer to Definitions</i>) from a parent/guardian of a child enrolled	✓	✓	✓		

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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).					
Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>)	✓	✓		✓	
Completing the enrolment record prior to their child’s commencement at the service and providing AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Definitions</i>) to the service				✓	
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>)	✓	✓	✓		
Ensuring that the enrolment record (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service	✓	✓	✓		
Ensuring that the enrolment record (<i>refer to Definitions</i>) is kept up to date if family circumstances change, and that services are made aware if they become eligible for different funding type as a result of changed circumstances (e.g. if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten).	✓	✓	✓	✓	
Ensuring that enrolment records (<i>refer to Definitions</i>) 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 (<i>Regulation 183 (1a) (2d)</i>)	✓	✓	✓		
Discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	✓	✓	✓		
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 (<i>Regulation 157</i>), 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, early childhood teachers or educators under the <i>National Law: Section 167</i> or conflicts with state government imposed restrictions.	✓	✓	✓	✓	✓
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 5</i>)	✓	✓	✓		
Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i>)	✓	✓	✓		

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Encouraging parents/guardians to: <ul style="list-style-type: none"> stay with their child as long as required during the settling in period unless parental access is restricted by state government imposed restrictions 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 into the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	
Developing strategies to assist new families to: <ul style="list-style-type: none"> feel welcomed into the service become familiar with service policies and procedures share information about their family beliefs, values and culture and feel culturally safe share their understanding of their child’s strengths, interests, abilities and needs value the voice of the child, ensuring they have an opportunity to articulate their individual interests 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 	√	√	√	√	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	√	√	√	√	√
Updating information by notifying the service of any changes as they occur, for example change of contact details; if the child or family becomes known to Child Protection/Child First.				√	
Notifying Home Road Kindergarten in writing if they wish to cancel their enrolment.				√	
Responding to parent/guardian enquiries regarding their child’s readiness for the program that they are considering enrolling their child in		√	√		



PROCEDURES

GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

Families are offered the opportunity to book a tour of the kindergarten prior to registering and enrolling their child.

Families are invited to attend a meeting with their child’s teacher or an orientation session at the beginning of the year before sessions commence.

The teacher will discuss with each family the most suitable arrangements and strategies for enabling their child to settle into the program. This may include: enabling a child to attend for a shorter day, with increasing attendance as the child becomes more comfortable; inviting parents to phone during the day to ask how their child has settled; the early childhood teacher keeping the family informed of their child’s progress at settling in; the early childhood teacher providing an update to the family during the day via an electronic medium (eg. by email or Storypark).

Refer to [Attachment 2](#) for the general kindergarten registration and enrolment procedures

Refer to [Attachment 5](#) for cancellation of enrolment and non-attendance procedures.

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 by 2022 that all eligible Victorian children ([refer to Definitions](#)) will have access to two years of kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DET’s 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 DET’s 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.

Home Road Kindergarten participates in Hobsons Bay City Council’s central registration system for three-year-old and four-year-old kindergarten and is required to comply with the registration and/or enrolment procedures of that system.

The Central Registration and Enrolment Scheme (CRES), co-designed by DET provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. This scheme provides a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

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](#)).

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- 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: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



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 file section of the Policy Works catalogue.

Access to Early Learning (AEL): a program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

Australian Immunisation Register (AIR) Immunisation History Statement: The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

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 record. Refer to the Delivery and Collection of Children Policy for further details around who can be an authorised nominee.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide).

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

Central Registration and Enrolment Scheme (CRES): CRES provides a single point for families to apply for multiple kindergarten services within a local government area (Hobsons Bay), helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

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 annual confirmation in April. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funded kindergarten in the following year.

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with up to 15 hours of free kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

from a refugee or asylum seeker background, or
Aboriginal and/or Torres Strait Islander, or
known to child protection/child first.

Eligible child: as defined by the Victorian DET Kindergarten Funding Guide:

a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten program; and not enrolled at a funded kindergarten program at another service

a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten program for a minimum of 5 hours per week

any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks grace period

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; transportation authorisations; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Fee: A charge for a place within an additional program at the service such as Bush/Beach Kinder.

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.

Kindergarten registration 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, payable through Hobsons Bay City Council. Families with a subsidy card or applicable Visa are not required to pay this fee.

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES Provider (*refer to Definition*). This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten (*refer to Attachment 2 and 3*)

Local Government Area (LGA): a geographic area governed by a local council or shire.

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 DET Kindergarten Funding Guide (*refer to Attachment 1 and Sources*).

Registration: The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

School Readiness Funding: funding provided by DET for programs and supports that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

Second year of funded four-year-old kindergarten: second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 3/4 (the year before the child is to attend school) when a second year is being considered.



SOURCES AND RELATED POLICIES

SOURCES

Australian Childhood Immunisation Register: www.servicesaustralia.gov.au

Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au

Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au

Guide to the National Quality Standard: www.acecqa.gov.au

Priority of Access Guidelines for child care service: www.dese.gov.au

The Kindergarten Funding Guide (Victorian Department of Education and Training): www.education.vic.gov.au

Hobsons Bay City Kindergarten Information:

http://www.hobsonsbay.vic.gov.au/Community/Families_and_children/Kindergartens

Related Policies

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



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, standards, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notify all stakeholders at least 14 days before making any changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172](#)).

ATTACHMENTS



Attachment 1: Eligibility and priority of access criteria for three-year-old and four-year-old funded kindergarten program

Attachment 2: General kindergarten registration and enrolment procedures

Attachment 3: General enrolment procedures for three-year-old and four-year-old Kindergarten

Attachment 4: Letter for parents/guardians without acceptable immunisation documentation



AUTHORISATION

This policy was adopted by the approved provider of Home Road Kindergarten on 4 April 2023.

REVIEW DATE: 2025

ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

FOR A FUNDED THREE-YEAR-OLD AND FOUR-YEAR-OLD KINDERGARTEN PROGRAM

The approved provider must notify all families of the priority of access (PoA) policy that applies when they enrol their child.

Home Road Kindergarten participates in Hobsons Bay City Council’s central registration scheme, therefore the priority of access for that scheme will be implemented for three-year-old kindergarten and four-year-old kindergarten.

The Priority of Access Criteria for three-year-old kindergarten can be found on the Hobsons Bay City Council Website:

<https://www.hobsonsbay.vic.gov.au/files/assets/public/documents/services/fycs/3-yo-poa-letterhead-v2.pdf>

The Priority of Access Criteria for four-year-old kindergarten can be found on the Hobsons Bay City Council Website:

<https://www.hobsonsbay.vic.gov.au/files/assets/public/documents/services/fycs/4-yo-poa-letterhead-v3.pdf>

Note: DET’s 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 high priority. Where programs for three and four-year old children are provided separately, the PoA criteria will be applied separately for each age cohort.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in the child’s confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

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	The child is: This information can be obtained from the child’s carer/family as part of the enrolment process and/or received from a referral source which may include: Child Protection Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families ‘is your child Aboriginal and/or Torres Strait Islander?’
Asylum seeker and refugee children	As part of the enrolment process, service providers should respectfully ask whether the family/child holds a visa or ImmiCard identifying the child and/or parents as a refugee or asylum seeker
Children listed as the following	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or Multiple birth children (triplets, quadruplets). Asylum seeker and/or refugee children
Children with additional needs, defined as children who: 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	The child: is assessed as having delays in two or more areas and is declared eligible for a second funded year of 4-year-old kindergarten, or holds a Child Disability Health Care Card, or has previously been approved for Kindergarten Inclusion Support Package, or referred by: the National Disability Insurance Scheme Early Childhood Intervention Service Preschool Field Officer, or Maternal and Child Health nurse

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

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) (*refer to Definitions*) will continue to provide up to 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, even if funded Three-Year-Old Kindergarten is available at the service.

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through ESK, even in instances where three-year-old groups are being offered fewer than 15 hours. A place in the four-year-old kindergarten program may be offered to ESK eligible children by Hobsons Bay City Council so that the service can provide a 15 hour program.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- are known to Child Protection
- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and Training office.

Refer to the Department of Education and Training website for up-to-date information: www.education.vic.gov.au

ATTACHMENT 2. GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

KINDERGARTEN REGISTRATION PROCESS

Stage	CRES Role	Family Role	Kindergarten Role
1. Proactive engagement and awareness	Ensures families are aware of the importance of ECEC, the CRES and available assistance to help them engage with the CRES.	Searches for information about ECEC and CRES. Receives information from a service provider, MCH staff or support service they have contact with.	Communicates information about ECEC and CRES to families. Obtains consent for family contact details to be shared with the Hobsons Bay City Council.
2. Registration	Obtains information about children to initiate the process of allocating places.	Completes a registration form.	Supports families to complete registration forms if they find it difficult, or refers them directly to Hobsons Bay City Council.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.	Receives an update on the progress of their registration.	
4. Confirmation and communication	Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list.	Accepts their offer of place or rejects the offer and goes on a waiting list.	Supports families to understand what an offer means and what they need to do next.
5. CRES planning, maintenance and development	Plans for success every year by evaluating and improving the CRES.	Begins to engage with the service provider to start the enrolment process.	Supports families to enrol and begin kindergarten. Provides feedback to the Hobsons Bay City Council about your experience so they can improve it for the coming year.

* If the kindergarten believes a family will need extra support completing a registration form or are likely to miss the first round registration date, refer them to Hobsons Bay City Council. Hobsons Bay City Council will follow up with this family or carer to offer support in getting their children into kindergarten.

Kindergarten registration dates

If families miss the registration close deadline, they can still register although they will be placed into a pool for second-round (or even later rounds) of allocation and are less likely to get their top preference. After second round offers have been confirmed, Hobsons Bay City Council will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw.

Registration

The quickest way to complete a registration form is via the online parent portal at:

<https://kinders.hobsonsbay.vic.gov.au/Public/Login.aspx>

Families can also download and complete a paper form and post it to Hobsons Bay City Council. Registration forms are available on the Hobsons Bay City Council website here:

<https://www.hobsonsbay.vic.gov.au/Community/Community-services/Families-Children/Kindergarten/Kindergarten-Central-Registration> .

A separate registration form must be completed for each child and for each year of attendance ie, there are separate applications for both three-year-old and four-year-old kindergarten years.

Families cannot register directly with kindergartens that are part of the CRES, they must go through the centralised registration process. Kindergarten’s can direct families to register through Hobsons Bay City Council and assist them to complete the registration.

To complete a registration, families will need to provide information about themselves and their child. Families will also be asked to attach supporting documentation, for example birth certificate and proof of residence. They will need a credit card (to pay the registration fee). The fee can also be paid in person at Hobsons Bay City Council reception. This fee is waived for all families and carers eligible for Priority of Access allocation.

The registration portal asks families for:

- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Contact details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
 - Is Aboriginal or Torres Strait Islander
 - Is from a multiple birth (triplet or greater)
 - Has had any involvement with ChildFIRST or Child Protection
 - Is in Out-Of-Home Care
 - Holds, or has a family member who holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran’s Affairs Gold Card or White Card, or a Refugee or Asylum Seeker Visa or ImmiCard.
- If there are any court orders or parenting plans in place
- Proof of identity: the child’s birth certificate, birth notice or passport
- Proof of residence: a utility bill, rental agreement or rates notice with family name and address (this must be the main residence of the child).
- Subsidy card and immigration visas (where applicable).
- Other proof required to verify the child meets local criteria.
- Supporting documents eg letters from Medical Practitioners, Health Providers, court orders or forms required for Priority of Access eg intervention/family support services
- Credit card (to pay the registration fee). The fee can also be paid in person at the nearest council office. This fee is waived for all families and carers eligible for ESK/priority allocation.

Enrolment

Once a kindergarten place has been accepted, the enrolment process can begin with the service allocated to.

To enrol a child, families will need to provide copies to the service of (if not already done so):

- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week ‘grace period’). More information is available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Documents detailing any medical conditions or requirements the child has.

Kindergartens may also require additional documentation. The kindergarten should ensure that information regarding any additional documentation is easily accessible for families, carers and support services.

Note: Places will not be allocated to children until immunisation history statement is provided or exemption documentation provided.

Enrolment Records

Enrolment records (*refer to Definitions*) form part of the enrolment procedure and are completed by families after they have been allocated a place, and before commencing attendance. An example enrolment form can be found on the DET website: www.education.vic.gov.au

Cancellations

Families to notify Home Road Kindergarten and/or Hobsons Bay City Council in writing of their intention to leave the service.

Second Year Registration – Four-year-old Kindergarten only

- Families of children who have been determined as eligible for a second year will have a place reserved by the service with Council. Families must participate in the second year process with their child's teacher during Term 3 of their child's first year of four year old kindergarten.
- a place will be reserved in the four-year-old kindergarten program.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.
- There will be no second year of three-year-old kindergarten available to any child.

Children Younger than the Eligible Four-year-old Kindergarten Preschool Age

If a child is aged less than four by April 30 in the year they are to attend Kindergarten, the family must request early school entry approval in writing for their child to attend school in the following year. Requests should be made to the officer in charge, usually a director of the relevant government education authority region, or the non-government school that the child will be attending.

Should the child not attend school the following year, the child will not be eligible for another year of funded preschool, as identified in the relevant funding criteria.

Children Older than the Eligible Four-year-old Kindergarten Preschool Age

Some children may turn six years of age during their preschool year. This is usually relevant in the case of children who have been identified as requiring a second year of preschool.

Children who will turn six during the preschool year must apply for an exemption from school from the relevant Regional Director of the education department.

Families must complete an 'Exemption from School due to attendance in kindergarten program' form before the child starts kindergarten and submit it to relevant regional office of the education department authority. The form is available on the website or by contacting the Regional Office.

The kindergarten service must sight the approved exemption letter from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.

Children who turn three years of age after the start of the Kindergarten year (but by April 30 in the year they are to attend)

Children must turn three years of age by April 30 in the year they are to attend three-year-old Kindergarten.

Children cannot attend a three-year-old Kindergarten program until they have turned three years of age.

ATTACHMENT 3 GENERAL ENROLMENT PROCEDURES FOR THREE-YEAR-OLD AND FOUR-YEAR-OLD KINDERGARTEN

1. Application process

- Hobsons Bay City Council provides a central registration system (Kindergarten Central Enrolment Policy) for both the three-year-old and four-year-old kindergarten programs in Hobsons Bay.
- Home Road Kindergarten participates in the Council's Kindergarten Central Enrolment Policy; and as such, does not accept enrolment applications, nor allocate kindergarten places for kindergarten programs.
- Full details of the Kindergarten Central Registration System are available from the Council's Kindergarten Access Officer via telephone (03) 9932 1534; or from the Council's website at <http://www.hobsonsbay.vic.gov.au>
- Children are eligible for the three-year-old kindergarten program as long as they turn three years of age prior to 30 April in the year they attend.
- Children are eligible for the four-year-old kindergarten program as long as they turn four years of age prior to 30 April in the year they attend.
- Families are encouraged to apply for three-year-old kindergarten once their child turns one year of age.
- Families are encouraged to apply for four-year-old kindergarten once their child turns two years of age.
- Placements are allocated according to Hobsons Bay City Council's Kindergarten Central Enrolment policy and their Priority of Access guidelines.

2. Confirmation of place and group

- In accordance with the Hobsons Bay City Council's Kindergarten Central Enrolment policy, the Council will communicate directly with the applicant in relation to application, offer and acceptance of a tentative place in the three-year-old or four-year-old kindergarten programs at Home Road Kindergarten.
- Council will also request families to provide group preferences.
- Upon acceptance of all tentative places in the kindergarten programs, Hobsons Bay City Council will advise Home Road Kindergarten of tentative placements and group preferences.
- Home Road Kindergarten requires parents/guardians who have been offered a tentative place to provide an AIR Immunisation History Statement for assessment at least two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved provider. The *Key Dates work form* in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit* for early childhood education and care services (search 'Immunisation enrolment toolkit')
 - The *Key Dates work form* (search 'Key Dates work form')
 - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the child has received all required immunisations for their age and an AIR Immunisation History Statement has been provided; or
 - That the next due vaccine for the child on the AIR Immunisation History Statement 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, and the required evidence has been provided or;
 - That the child has a medical reason not to be vaccinated and that is recorded on the AIR and evidence provided, or
 - That the child has been assessed by Home Road Kindergarten as being eligible for a 16 week grace period and required evidence has been provided.

- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Immunisation Register or to an immunisation provider (*refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation*).
- Group preferences will be reviewed and allocated by Home Road Kindergarten prior to confirmation. First preferences will be confirmed wherever possible. However, in cases of excess numbers for a particular group, children may be allocated their second or subsequent preference.
- In cases where it has not been possible to allocate a child any of their preferred kindergarten groups, they will be contacted by the Centre Manager to discuss their options.
- Home Road Kindergarten is committed to fostering the best possible environment within each group for all children enrolled in the kindergarten programs. Should the initial group allocation be likely to impact this commitment in any way, Home Road Kindergarten may reserve the right to adjust group allocations accordingly. If such adjustments are deemed necessary in the interests of all children, they will be made in accordance with the next available preference, based on the list provided by Council.
- In cases of excess numbers for any particular group, a waiting list is automatically formed based on the list provided by Council. If a vacancy arises, you will be contacted by the Centre manager. Changing of groups will only be permitted prior to the commencement of Term One or otherwise in exceptional circumstances subject to the approval of the Committee of Management and the Centre manager is the only person who can reallocate places. In order to prevent disruption to multiple groups, all kindergarten vacancies during the year will be filled directly from the Council waiting list.
- Home Road Kindergarten will confirm group allocations via email and will issue enrolment information and documentation for each enrolled child.
- Families must complete and return the required information by the dates specified in order to retain their child's place. If no response is received from follow up emails, phone call or text message (if applicable), the place will be offered to the next child on the waiting list.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Centre Manager as soon as possible and must also advise Hobsons Bay City Council of their decision.

3. Starting Kindergarten Criteria

- We strongly encourage children to be toilet trained before commencing Kindergarten, unless there is a diagnosed additional need. Please discuss with your child's teacher any concerns you may have regarding your child not achieving this prior to kinder commencing. Maternal and Child Health Nurses can also provide some guidance and strategies to assist you and your child.
- For children in our three year old kindergarten program who turn three after the commencement of the kindergarten year, they can only commence kindergarten once they have turned three years of age (must be prior to 30 April).

ATTACHMENT 4. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Home Road Kindergarten

44 Home Road

Newport VIC 3015

[Insert date]

Dear [insert name]

Re: Enrolment at Home Road Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Home Road 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 an AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether your child is fully vaccinated for their age.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week grace period, 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

Hobsons Bay City Council Immunisation Service

National Immunisation Information Line Tel. 1800 671 811

Australian Immunisation Register: www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register

Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/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 an AIR Immunisation History Statement. The new application would be considered in line with Home Road Kindergarten's *Enrolment and Orientation policy*.



Yours sincerely

[Insert name]

[Insert title]

Home Road Kindergarten

Example of an immunisation history statement


Australian Government
 Department of Human Services


Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
Next immunisation/s due Diphtheria Tetanus Pertussis Poliomyelitis				Date due 01 Nov 2020