
ENROLMENT AND ORIENTATION POLICY

PURPOSE

This policy outlines:

- the criteria for enrolment at Home Road Kindergarten
- the process to be followed when enrolling a child at Home Road Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Home Road 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

Home Road 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
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Home Road 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*). Home Road Kindergarten participates in Hobsons Bay City Council's central enrolment scheme and is required to comply with the enrolment procedures of that scheme. Home Road Kindergarten has developed enrolment requirements for three year old kindergarten, as this is not a funded program.

Families should note that as three year old kindergarten is managed by the centre and four year old kindergarten is managed by Council, applications for each are treated separately.

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.

Administration fee: A payment to cover administrative costs associated with enrolling a child at the centre for three year old kindergarten.

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 Subsidy payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care

childcare services are approved providers. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. Refer to the Delivery and Collection of Children Policy for further details around who can be an authorised nominee.

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

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

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

Enrolment application form: A form to apply for a place at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

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

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

5. SOURCES AND RELATED POLICIES

Sources

- Australian Immunisation Register:
<https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register>
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *Priority for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Hobsons Bay City Council Central Enrolment Policy*:
http://www.hobsonsbay.vic.gov.au/Community/Families_and_children/Kindergartens
- *Immunisation enrolment toolkit for early childhood education and care services 2015*:
www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit

- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

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

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Home Road Kindergarten, based on funding requirements, Hobsons Bay City Council's Central Enrolment Policy and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Three year old 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 enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria

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

The Nominated Supervisor and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

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

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

EVALUATION

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

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

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures for 3 Year Old Kindergarten
- Attachment 3: General enrolment procedures for 4 Year Old Kindergarten
- Attachment 4: Three Year Old Kindergarten Enrolment Application Form
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Home Road Kindergarten on 13 September 2018.

REVIEW DATE: 13 SEPTEMBER 2020

ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the 4yo funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to commencing
- 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

Our service participates in Hobsons Bay City Council's central enrolment scheme, therefore the priority of access for that scheme will be implemented.

ATTACHMENT 2

General enrolment procedures for 3 Year Old Kindergarten

1. Application for a place on the Enrolment Register

- Children can be registered for three year old kindergarten at Home Road Kindergarten from 1 June each year, 18 months prior to their eligible year.
- If decided by the Approved Provider, early bird applications may be taken at the Kindergarten Open Day in that same year. For example; if your child is eligible to attend three year old kindergarten in 2021, their name can be placed on the register from 1 June 2019 or if applicable, as an early bird application on the 2019 Open Day (usually held in March/April each year).
- Enrolment applications are only accepted on the Home Road Kindergarten Three Year Old Enrolment Application form or the online application form accessed on our website.
- Enrolment application forms are available on the website and from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy* (available on the website).
- Once completed, the enrolment application form can either be hand delivered into the red safe box inside the kindergarten foyer, emailed to the Administration Manager (manager@homeroadkindergarten.vic.edu.au) or mailed to 3 Year Old Enrolments, Home Road Kindergarten, 44 Home Road, Newport VIC 3015. Enrolment forms should not be handed over to the educators as they will not be held responsible if such forms are mislaid.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children needing a second year of three year old kindergarten must confirm their intentions with the Teacher and Administration Manager before June of the first year of attendance.
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- An enrolment application only places a child on the Enrolment Register and does not automatically mean an offer of placement into the three year old program will occur.
- All applications received prior to 1 June in the year before your child is eligible to attend three year old kindergarten will be considered for first round offers, i.e. for a child eligible to attend three year old kinder in 2019, applications made up until 1 June 2018 will be considered for first round offers. Applications lodged after this date will be placed at the bottom of the register in order of arrival and where no more places are available, these will form the waiting list for second and subsequent offers.

2. Eligibility and access criteria for three year old children

Children are eligible for attendance in the three year old program provided they have turned three prior to commencement. Children must turn three years of age prior to 30 April in the year that they are to attend.

The Approved Provider has determined the eligibility and access criteria applicable to the centre. Children are allocated places at the kindergarten based on a points system. Children are awarded points based on the following criteria:

- Their place on the register (based on date of application); where if there are 72 three year old places for that year, the first 72 children on the register are allocated 1 point.
- Siblings; if children have previously had a sibling attend the kinder they are allocated 1 point.
- Suburb; children that live within the immediate local area (i.e. Newport) are allocated 1.1 points.

In June of the year prior to attendance, the Enrolment Register will be sorted based on the number of points each child has received and places will be allocated according to ranking. Children with the same number of points will be ranked based on the date of their application and order of submission.

Where a parent/guardian requests that their child attends a second year of three year old kindergarten and it is advised or agreed upon by their teacher, that child will be guaranteed a place for the following year. Places will only be guaranteed where the teacher and parent have agreed upon the child doing a second year prior to first round offers being sent out for the following year (i.e. prior to June of the first kinder year).

Where a parent chooses to defer their child to the following year, that child will be placed on the register for the following year with the same date as their initial application, i.e. if the application for 2019 was made on 1 May 2018, this will be the date the child is placed on the register for 2019. In this way, the child will be higher on the register and based on the points system may have a greater probability of being offered a place in our three year old program for the following year. Please note, however, that there will be no guarantee of enrolment for any child that has deferred.

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.
- The State Government has passed legislation which commenced from 1 January 2016. This legislation, known as "No Jab No Play" requires children to be fully immunised before they can commence at early childhood education and care services. To avoid a potential delay in enrolment, please ensure your child's immunisation are up to date or you have a medical exemption.
- For children 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).
- Except in the case of late offers, in order to hold a child's place in the program, the fees for the entire first term must be paid regardless of when the child is actually able to commence kinder.

4. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Home Road Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation 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 next due vaccine for the child on the AIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Home Road Kindergarten as being eligible for a 16 week grace period
- 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 acceptable immunisation documentation cannot be offered a

place and are referred to Australian Immunisation Register or to an immunisation provider (refer to Appendix 5 – Letter for parents/guardians who do not have acceptable immunisation documentation).

- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, or have accepted an offer elsewhere are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible and they will be removed from the Enrolment Register.
- An administration fee of \$100.00 must be paid to hold the place for the following year. This fee is non-refundable but will be deducted from Term One fees.
- An enrolment form and other relevant information will be provided by Home Road Kindergarten to the parent/guardian after a confirmed place has been accepted and the administration fee has been paid.
- Where an offer of a place is declined, the child is removed from the Enrolment Register. If the parent/guardian later changes their mind and wants to be considered for a placement, this child will be added to the bottom of the waiting list.
- Unsuccessful applicants will be notified in writing (via email) once placements have been confirmed. At this time, parents/guardians that wish to remain on the waiting list will be requested to allocate the groups that they are willing to accept.
- In all matters of enrolment, onus is on parents/guardians to ensure that all contact details held by the kindergarten are current and accurate. The kindergarten will not be accountable for mislaid email/mail. This also includes occasions when parents may be away from home when offer emails are being sent out. The Administration staff must be notified of any absence at these times otherwise the child's place will not be held for them.
- Families must provide all requested information and pay the administration fee by the date specified in the letter of offer in order to retain three year old program placement. If no response is received from two follow up phone calls and one email (if applicable), the child will be deleted from the Enrolment Register and the place will be offered to the next child on the waiting list.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service. (Refer to the Fees policy.)

5. Group Allocation

- Wherever possible, children will be allocated their first preference of kindergarten group. However, in cases of excess numbers for a particular group, children may be allocated their second or subsequent preference.
- In cases of excess numbers for a particular group, places in that group will be allocated based on the children's position on the enrolment register. Please note that all groups will be filled based on first preferences, with the children not awarded their first preference then being offered their second preference and so on until all groups are filled.
- In cases where it has not been possible to allocate a child any of their preferred kindergarten groups, they will be contacted by the Administration Manager to discuss their options.
- When a child has not been allocated their first preference, parents are entitled to contact the Administration Manager to be placed on a waiting list for a particular group. Please note that the Administration Manager is the only person who can re-allocate places.
- 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. In order to prevent disruption to multiple groups, all kindergarten vacancies will be filled directly from the waiting list once the year commences.
- Home Road Kindergarten is committed to fostering the best possible environment within each group for all children enrolled in the three year old kindergarten program. 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 child's position on the enrolment register.

ATTACHMENT 3

General enrolment procedures for 4 Year Old Kindergarten

1. Application process

- Hobsons Bay City Council provides a central enrolment service (Kindergarten Central Enrolment *Policy*) for the four year old kindergarten program 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 the four year old kindergarten program.
- Full details of the Kindergarten Central Enrolment Scheme are available from the Council's Kindergarten Access Officer via telephone (03) 9932 1162; or from the Council's website at <http://www.hobsonsbay.vic.gov.au>
- In brief, children are eligible for the four year old kindergarten program as long as they turn four years of age prior to the 30th of April in the year they attend.
- Families are encouraged to apply for four year old kindergarten once their child turns 2 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 four year old kindergarten program at Home Road Kindergarten.
- Upon acceptance of all tentative places in the four year old kindergarten program, 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 acceptable immunisation documentation 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 next due vaccine for the child on the AIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Home Road Kindergarten as being eligible for a 16 week grace period
- 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 acceptable immunisation documentation 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.
- Home Road Kindergarten is committed to fostering the best possible environment within each group for all children enrolled in the four year old kindergarten program. 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.
- Home Road Kindergarten will confirm group allocations in writing and will issue an Enrolment Pack for each enrolled child.
- Families must complete and return the required information and pay first term fees by the dates specified in order to retain four year old program placement. If no response is received from two follow up phone calls and one email (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 Administration Manager as soon as possible and must also advise Hobsons Bay City Council of their decision.
- Places will not be allocated to children until any outstanding fees 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*).
- 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 administration 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 administration 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.

ATTACHMENT 4
Enrolment application form
Three Year Old Program

Please note that your child must turn three years of age on or before 30 April in the year that they are to attend. Please refer to our Enrolment & Orientation policy when completing this application.

Complete this enrolment application form and forward to the kindergarten via email, mail or place in the red safe box in the kindergarten foyer. Please notify the service of any changes to your address or other relevant information. This application form can also be completed on our website.

 This application is for my child to attend in (please circle): 2019 2020

Child's family name: _____

Child's given name: _____

Date of birth: / / Male Female

Aboriginal or Torres Strait Islander? Yes No Known to Child Protection/At Risk? Yes No

Parents'/guardians' names: _____

Address: _____

Postcode: _____

Telephone number: (Home) _____ (Business) _____

(Mobile) _____ (Email) _____

Language/s spoken at home : _____

Have any siblings of this child attended Home Road Kindergarten? Yes No

If yes, sibling's name and year attended? (If more than one, latest year will suffice)

Name: _____ Year attended: _____

Does your child have additional needs or are you concerned about any aspect of your child's development (eg. physical, speech, social skills)? Yes No

If yes, please specify: _____

If your child has additional needs or you have any questions regarding how we can support you and your child, please feel welcome to contact kindergarten staff on 9391 2958.

Signature of parent/guardian: _____

Date: _____

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed. Parents/guardians offered tentative places will be asked to provide immunisation documentation to Home Road Kindergarten that shows that their child's immunisations are up to date for their age or that an exemption applies. Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period. Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

ATTACHMENT 5**Letter for parents/guardians without acceptable immunisation documentation**

[Service Name]

[Address]

[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 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 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 Home Road Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Home Road Kindergarten