

# ENROLMENT AND ORIENTATION

## FUNDED KINDERGARTEN

QUALITY AREA 6 | ELAA version 1.1



### PURPOSE

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

- enrolling a child at Manchester Preschool
- the orientation of new families and children into Manchester Preschool
- 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.
- adhering to the DET's priority of access requirements for both three and four-year-old children



### POLICY STATEMENT

#### VALUES

Manchester Preschool is committed to:

- 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
- 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 full 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 Manchester Preschool, 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
R indicates legislation requirement, and should not be deleted					
Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher, and offering at least: <ul style="list-style-type: none"> <li>• 15 hours per week for 40 weeks of the year, or</li> <li>• 600 hours per year</li> </ul>	R				
Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering a minimum of 5 hours per week	R				
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	R				
Following the Priority of Access criteria to funded programs at Manchester Preschool, as described in Department of Education and Training's [DET] <i>The Kindergarten Funding Guide (refer to Attachment 1)</i>	R	√	√		
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): <ul style="list-style-type: none"> <li>• Kindergarten Fee Subsidy <i>(refer to Definitions)</i></li> <li>• Early Start Kindergarten <i>(refer to Definitions)</i></li> <li>• Early Start Kindergarten extension grants <i>(refer to Definitions)</i></li> <li>• Access to Early Learning <i>(refer to Definitions)</i></li> <li>• Second year of funded four-year-old kindergarten <i>(refer to Definitions)</i></li> </ul>	R	√	√		
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.	R	√			

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	R	√	√		
Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
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	R	R			
Ensuring families have access to: <ul style="list-style-type: none"> <li>• Parent handbook</li> <li>• <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i></li> <li>• <i>Fees Policy</i></li> <li>• Privacy Statement</li> <li>• <i>Code of Conduct Policy</i></li> </ul>	R	√	√		
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy ( <i>refer to Attachment 2 and 3</i> )	R				
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> )	R	√			
Where applicable, providing families with consistent and transparent communication on waitlist management processes ( <i>refer to Attachment 2</i> )	R	√			
Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	R	R	R	√	√
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> .	R	√	√		
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	R	√	√		
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	R	√	√		
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	R	√	√		

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	R	√	√		
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> )	R	√	√		
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 under a grace period within 16 weeks from when the child begins attending ( <b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
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> )	R	√	√		
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> )	R	√		√	
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	R	√	√		
Ensuring that 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 additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	R	√	√	√	√
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> )	R	√	√		

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.	R	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
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>	R	R	√	√	√
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> )	√	√	√		
Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the settling in period</li> <li>make contact with educators at the service, when required</li> </ul>	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling in to the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required 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"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> <li>share their understanding of their child's strengths, interests, abilities and needs</li> <li>value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>discuss the values and expectations they hold in relation to their child's learning</li> <li>providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>	√	√	√	√	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health				√	

Care Card; if the child or family becomes known to Child Protection					
Notifying Manchester Preschool in writing if they wish to cancel their enrolment.				√	



## 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.

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
  - they can leave their child initially for a shorter day, gradually increasing the length of time
  - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
  - the early childhood teacher/educators will keep them informed on how their child is settling in
  - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
  - send an email or text message during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the information and Communication Technology Policy*). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
  - asking the family how they have settled in and if they have any questions or concerns.
- 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. Services participating in a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

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. In 2020 more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide 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, 170, 171, 177, 181, 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 Regulations 2019 (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](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks 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 form.

**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, 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 a DET funded kindergarten place in the following year.

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost 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.

These children can also access free or low cost year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Early Start Kindergarten extension grants:** provides eligible children with 15 hours of free or low cost kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- A child is not required to access ESK in the previous year to access the ESK extension grant.

**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; 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 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.

**Kindergarten 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, if applicable.

**Kindergarten application 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*) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten (*refer to Attachment 3*)

**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 Fee Subsidy (KFS):** Promotes kindergarten participation by enabling eligible children in funded three and four-year-old groups to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher free of charge or at low cost.

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*).

**Application:** The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/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 4 (the year before the child is to attend school) when a second year is being considered.

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## SOURCES AND RELATED POLICIES



### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://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](http://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](http://www.acecqa.gov.au)
- Guide to the National Quality Standard: [www.acecqa.gov.au](http://www.acecqa.gov.au)

- Priority of Access Guidelines for child care service: [www.dese.gov.au](http://www.dese.gov.au)
- The Kindergarten Funding Guide (Victorian Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)

### Related Policies

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

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## 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172](#)).

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## ATTACHMENTS



- Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: Kindergarten application procedures
- Attachment 3: Kindergarten Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance

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## AUTHORISATION



This policy was adopted by Manchester Preschool on 29/08/2022 and will be reviewed in 2024, unless deemed necessary to review it earlier. See table of updates.

## ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

### FOR A FUNDED KINDERGARTEN THREE OR 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.

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

- prioritise children based on the Department of Education and Training (DET) criteria listed below
- work with other local kindergarten services and the regional DET office to ensure all eligible children have access to a kindergarten place.
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This criteria must be used by the approved provider when prioritising enrolments. Guidance is available from the Department's regional offices if required.

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

If participating in a central registration and enrolment scheme, the CRES provider will allocate places in accordance with DET's PoA criteria, and other local criteria if applicable

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

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)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	<p>The child is:</p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>○ Child Protection</li> <li>○ Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>○ Maternal and Child Health nurse, or</li> <li>○ Out-of-Home Care provider</li> </ul> </li> </ul>
<b>Aboriginal and/or Torres Strait Islander children</b>	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?'</li> </ul>
<b>Asylum seeker and refugee children</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Children eligible for the Kindergarten Fee Subsidy</b>	<ul style="list-style-type: none"> <li>• A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>• Multiple birth children (triplets, quadruplets).</li> <li>• Asylum seeker and/or refugee children</li> </ul>
<b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> </ul>	<p>The child:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• holds a Child Disability Health Care Card, or</li> <li>• has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>○ the National Disability Insurance Scheme</li> <li>○ Early Childhood Intervention Service</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	<ul style="list-style-type: none"> <li>○ Preschool Field Officer, or</li> <li>○ Maternal and Child Health nurse</li> </ul>
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#### Examples to consider for second priority

- children who turn four years of age by 30 April in the year they will attend kindergarten; or
- children who turn three years of age\* by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET
- children who have a sibling that has previously attended the same kindergarten as their first preference
- home address falls within the same suburb as the kindergarten
- family lives, works, studies or attends child care in [LGA]

#### Examples to consider for third priority

- service for transient families e.g. RAAF, seasonal workers and tourism workers
- date of application
- local community zoning

**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.

#### \* 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 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 Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

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](http://www.education.vic.gov.au)

## ATTACHMENT 2. GENERAL ENROLMENT PROCEDURES FOR FUNDED KINDERGARTEN PROGRAM

### 1. Application for a place

- Enrolment applications will be accepted any time after the child's birth.
- Enrolment application forms are available from the service and on Manchester Preschool's website, and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up-to-date AIR Immunisation History Statement and access to the *Enrolment and Orientation Policy*.
- Enrolment applications for the three-year-old and the four-year-old funded kindergarten programs must be received by 31<sup>st</sup> May prior to the year of commencement. Letters of offer will be sent in June.
- 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 applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate (or relevant acceptable documentation) must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee in line with Manchester Preschool's Free Kinder Fees Policy of \$30. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms and accompanying documentation are to be forwarded to [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au) or by mail/in person to:  
Enrolment Officer  
Manchester Preschool  
132 Manchester Road  
Mooroolbark 3138
- 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.
- Applications will be entered on the Enrolment Spreadsheet / Waiting List using the eligibility and priority of access criteria.
- Applications received after the above dates set by Manchester Preschool will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Manchester Preschool.

### 2. Offer of places

- Parents/guardians will be notified in writing that their enrolment application has been received. If applicable, supporting documentation and payment of \$30 fee will be requested in order to complete the application.
- Tentative places will be recorded on the Enrolment Spreadsheet and offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service, making clear that confirmation of places is not final until an up-to-date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Manchester Preschool requires parents/guardians who have been offered a tentative place to provide an up-to-date AIR Immunisation History Statement and the refundable Enrolment Deposit in order that the enrolment can be confirmed.
- 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 for immunisation and enrolment" 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 for Immunisation and enrolment (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 is within the acceptable timeframe for an enrolment, or;
    - That the child has been assessed by Manchester Preschool as being eligible for a 16-week grace period.
  - The Enrolment Officer advises the parent/guardian in writing whether a confirmed place is offered, and the enrolment can proceed.
  - Parents/guardians who **do not** have an 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 Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
  - Offer of places in the three-year-old program and the four-year-old program will be made at the same time.
  - 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 Enrolment Officer in writing as soon as possible.
  - An enrolment record and other relevant information will be provided by Manchester Preschool to the parent/guardian after a confirmed place has been accepted and the fee has been paid. The Enrolment Pack is generally made available at the AGM and Information Night in November, in the year prior to commencement.

<b>ENROLMENT PROCESS TIMELINE</b>		
1.	<i>Enrolment Application Form</i> <ul style="list-style-type: none"> <li>• Enrolment application form submitted with birth certificate and non-refundable \$30 fee.</li> </ul>	By 31 <sup>st</sup> May.
2.	<i>Application Received</i> <ul style="list-style-type: none"> <li>• Parents/guardians notified via email that application has been received, or is incomplete (request supporting documentation and/or fee).</li> </ul>	Within 2 weeks of submitting application.
3.	<i>Tentative Offer of Enrolment</i> <ul style="list-style-type: none"> <li>• To accept/proceed with enrolment, current Immunisation History Statement and \$90 Participation Levy must be provided within 2 weeks.</li> </ul>	Between 1 <sup>st</sup> – 15 <sup>th</sup> June.
4.	<i>Confirmation of Enrolment</i> <ul style="list-style-type: none"> <li>• Parents/guardians notified via email that enrolment is complete.</li> </ul>	

**ATTACHMENT 3. KINDERGARTEN ENROLMENT APPLICATION FORM.****ENROLMENT APPLICATION FORM**

<input type="checkbox"/> <b>3-YEAR-OLD KINDERGARTEN</b> <i>Tuesday and Friday (2023 - 8 hours)</i>	<input type="checkbox"/> <b>4-YEAR-OLD KINDERGARTEN</b> <i>Monday, Wednesday, Thursday (15 hours)</i>
Year: Choose an item. Month: Choose an item. <i>Children cannot commence until they are 3. Please see next page for further information.</i>	Year: Choose an item. <i>Is this application for a 2<sup>nd</sup> year of funded kindergarten?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

Child's family name:	
Child's given names:	
Date of birth:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Parents'/Guardians' names:	
Street Address:	
Suburb:	Postcode:
Phone 1:	Phone 2:
Email:	
Language/s spoken at home:	
Does your child have additional needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.	
Is your child registered with a support service or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of support service/agency:	
<i>You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.</i>	
How did you hear about us?	
Signature/name of parent/guardian:	Date:

**Enrolment and Immunisations**

The Government's No Jab No Play laws require children to be age-appropriately immunised before enrolment can be confirmed. Upon offer of a place in the program, parents/guardians will be asked to provide the AIR Immunisation History Statement that shows that their child's immunisations are up to date. Further information on immunisation requirements for enrolment in early childhood services is available at [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

**Office use only**

Copy of child's birth certificate or other suitable evidence

Date Application Received: \_\_\_\_\_

\$30.00 deposit received

Direct Deposit

Cash

**WHEN SHOULD MY CHILD START KINDERGARTEN?**

- **3-year-old Program:** Your child **MUST** be at least 3 years old before commencing. Enrolments for children who have not turned three by the beginning of Term 1 will be accepted, but they are unable to attend until after their 3<sup>rd</sup> birthday.
- **4-year-old Program:** Your child **MUST** turn at least 4 years old by 30<sup>th</sup> April in the year they commence.

Please note that from a developmental perspective, it is often beneficial for children to start kindergarten later rather than earlier. Most children turn four during their 3-year-old Kinder year and turn five in the year before school. Children starting school in the year they turn six, generally have stronger social and emotional skills.

Children cannot do a second year of a 3-year-old funded program. 4-year-old Kindergarten is also funded for one year only, unless there are extenuating circumstances, and the child meets eligibility requirements to do a second year.

**IF YOUR CHILD'S BIRTH DATE IS BETWEEN JANUARY 1<sup>ST</sup> – APRIL 30<sup>TH</sup> PLEASE CONTACT US TO DISCUSS WHICH PROGRAM WILL BE BEST FOR YOUR CHILD.**

**KINDERGARTEN FUNDING**

Kindergarten is free for families from 2023. The Department of Education collects information to help determine funding amounts for Kindergarten. Please indicate if you or your child are eligible for one of the following concessions, or meet one of the following criteria:

<input type="checkbox"/> Aboriginal or Torres Strait Islander	<input type="checkbox"/> Department of Veterans' Affairs Gold or White Card
<input type="checkbox"/> Multiple birth child (triplets or more)	<input type="checkbox"/> Refugee or Humanitarian Visas
<input type="checkbox"/> Commonwealth Health Care Card	<input type="checkbox"/> Bridging Visas A-E
<input type="checkbox"/> Commonwealth Pensioner Concession Card	<input type="checkbox"/> Other: Click or tap here to enter text.
<b>Expiry date of Visa/Concession:</b>	

Your child may also be eligible for Early Start Kinder, where they can access 15 hours of funded kindergarten for 2 years before school. Please contact us to discuss this further.

**Birth Certificate:** a copy of the child's birth certificate or suitable evidence of the child's birth date must be attached with this application form.

**\$30 Administration Fee (non-refundable):** this must be paid upon application. Payments can be made via cash or direct deposit: Manchester Preschool. BSB: 633-000 Account: 128 928 207. Please use your child's surname and the group (3yo or 4yo) as reference. Eg: Mackenzie 4yo

You will be sent notification within 2 weeks that your application has been received. Offers of Enrolment will be sent from June and the enrolment deposit and immunisation statement will then be collected to secure your child's place in the program. Please submit this form and a copy of the



birth certificate to Manchester Preschool either in person, by mail, or via email. For any questions or to notify us of further information please call 9726 9204 or email [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)

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

*Place on letterhead*

Dear [insert name]

Re: Enrolment at Manchester Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] 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 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
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register: [www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
- Better Health Channel website: [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://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 Manchester Preschool's *Enrolment and Orientation policy*.


Yours sincerely

[Insert name]

[Insert title]

Manchester Preschool

Example of an immunisation history statement



Australian Government  
Department of Human Services  
**medicare**

### 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 Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
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
<b>Next immunisation/s due</b> Diphtheria Tetanus Pertussis Poliomyelitis				<b>Date due</b> 01 Nov 2020

## ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

### FOR FUNDED KINDERGARTEN

#### Cancellation of Enrolment

Families MUST notify Manchester Preschool and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the Manchester Preschool is notified.

**Note:** This process does not apply to vulnerable children (*refer to Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; early childhood teacher or educator will need to inform their Case Officer.

#### Non-attendance

- Term One  
Families that have accepted a placement and have not completed an enrolment form and not attended the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.
- Families Traveling Overseas  
Families are required to notify Manchester Preschool prior to extended periods of travel, and ensure any applicable fees are paid if they wish to return to the service.
- Non-contactable Families
  - After two/three weeks of a child not attending the service, early childhood teacher or educator to call the family. If there is no response, educator to log this attempt and place in the child's file.
  - After second week of the child not attending and the family has made no attempts to contact the service, early childhood teacher or educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
  - After third week of non-attendance, early childhood teacher or educator to inform nominated supervisor and cross check families contact details.
- Nominated supervisor or approved provider to email family, ensuring a response date is documented in the email.
- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.