

ENROLMENT AND ORIENTATION POLICY

Purpose

This policy will outline:

- the criteria for enrolment at **Tarralla Kindergarten**
- the process to be followed when enrolling a child, and the basis in which places within the programs will be allocated
- the procedures for the orientation of new families and children into **Tarralla Kindergarten**
- the processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children into **Tarralla Kindergarten**.

Policy statement

1. Values

Tarralla Kindergarten is committed to:

- providing equal access for all eligible children based on the criteria set out in this policy
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- ensuring all families are welcomed and receive an effective orientation into the service
- complying with the Department of Education & Training (DET) funding requirements relating to the enrolment of children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided for enrolment
- adherence to the Privacy Act (1998), the Information Privacy Act (2000), the Health Records Act (2001) and Human Rights legislation

2. Scope

This policy applies to Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff, committee and parents/guardians who wish to enrol or have already enrolled their child/ren at **Tarralla Kindergarten**.

3. Background and legislation

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

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

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*

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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:

- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

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

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

4. Definitions

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.

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

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

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

Deferrals: A child who does not attend in the year when the child is eligible for a funded kindergarten place. These children are considered by DET not to have accessed a year of funded kindergarten, and are therefore eligible for DET funding in the following year.

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Department of Education and Training (DET): The state government department responsible for the funding, licensing and regulation of education and care services in Victoria.

Early Start Kindergarten: A child eligible for Early Start Kindergarten is any child aged 3 by 30 April of the year he/she is attending kindergarten, who has been identified by a parent, carer or legal guardian as being Aboriginal or Torres Strait Islander or is a child known to Child Protection or a child referred by Child Protection to Child First. The grant enables an eligible child to access a kindergarten program for two years before school.

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 form: A form to apply for a child to be offered a place at the centre.

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 centre.

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

Enrolment 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.

Fees: The amount charged to attend a program at the service, in addition to per capita government funding.

Guardian: Person/s who have been granted lawful authority by a court order for child/ren. The definition of 'guardian' under the *Children's Services Act 1996* also means the legal guardian of the child or the person who has custody or control of the child but does not include a person providing children's services to a child.

Lawful authority: A power, duty responsibility or authority conferred in relation to a child at common law or under an Act or by an order of a court.

NO JAB, NO PLAY

The Victorian Government has amended the *Public Health and Wellbeing Act 2008*. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/carer has provided an Australian Immunisation Register history statement that shows the child:

- is fully vaccinated for their age; or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated.

'Conscientious objection' to vaccination is not an exemption.

Priority of Access

Children who enrol under these guidelines include:

- children at risk of abuse or neglect, including children in Out-of-Home Care
- Early Start Kindergarten or Access to Early Learning
- Aboriginal or Torres Strait Islander Children
- asylum seeker and refugee children
- children eligible for the Kindergarten Fee Subsidy
- children with additional needs, defined as children who:
 - i. require additional assistance in order to fully participate in the kindergarten program
 - ii. require a combination of services which are individually planned

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- iii. have an identified specific disability or development delay
- multiple birth (triplets or more).

5. Sources and related policies

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- *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
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care services*: www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

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

All relative policies that are referred to within this document can be accessed from Tarralla Kindergarten or the MIKA website.

Tarralla Kindergarten also seeks to deliver its programs under the National Quality Framework.

Procedures

Maroondah Integrated Kindergarten Association (MIKA) is responsible for:

- collating enrolment applications
- allocating places for all children applying for three-year-old and four-year-old programs for kindergartens located within the Maroondah council – Tarralla Kindergarten is not involved in this process
- maintaining a waiting list
 - allocating kindergarten enrolment applications based upon the following guidelines:
 - a) Satisfy the requirements of the **NO JAB, NO PLAY** law (**acceptable immunisation documentation must be provided with your application, and again to the**

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kindergarten where your child accepts a position). (See also <https://www.mika.org.au/eligibilitycriteria/eligibility>)

- b) **1st Preference, and** where a kindergarten receives more applications than available places i.e. is oversubscribed, places will be allocated according to the following:
- 1 Children enrolling under the Government's **Priority of Access Guidelines** (refer also to *Attachment 1 – Eligibility and priority of access criteria*), will be placed at their 1st preference of kindergarten.
 - 2 Proximity – applicants who live geographically closest to the kindergarten within the City of Maroondah, or who reside in a Municipality whose boundary with the City of Maroondah is within one kilometre of the kindergarten, will be placed first. **Proof of residential address must be supplied with your application**, (refer also to *Attachment 2 – General enrolment process*). (See also <https://www.mika.org.au/eligibilitycriteria/placement>)

The Tarralla Kindergarten committee and its Director are responsible for:

- Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, a kindergarten program.
- complying with the Inclusion and Equity Policy
- 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
- 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.
- 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)
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to *Attachment 2 – General enrolment procedures* and *Attachment 3 – Sample enrolment application form*).

The enrolment officer (or the delegated person) is responsible for the day-to-day implementation of this policy, which includes:

- providing enrolment forms to all families who have been given a place at Tarralla Kindergarten
- recording payment of enrolment fees via bank transfer.
- providing relevant paperwork to families in accordance with this policy
- providing a monthly report to the committee regarding the status of enrolments and any difficulties encountered
- storing completed enrolment forms, as soon as is practicable, in a lockable file
- complying with the Privacy and Confidentiality Policy of the centre
- providing directions to an electronic copy of the Enrolment Policy with the enrolment application form

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- ensuring the updated Enrolment Policy is uploaded to the Tarralla Kindergarten website
- 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.)

The Nominated Supervisor, Persons in Day to Day charge 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 in which they are considering enrolling their child
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- 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 Enrolment Officer, 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
- ensuring that enrolment forms are completed before the child commences attending the program

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- planning the orientation sessions at the beginning of the year by:
 - assigning children to smaller groups for the purpose of orientation
 - setting dates, times and duration for orientation sessions for each of the smaller groups
 - setting dates and duration of initial whole group sessions
 - setting date for commencement of normal timetable
 - providing details of orientation groups and sessions to the Enrolment Officer for dissemination to parents/guardians
- 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, Tarralla Kindergarten 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
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parents'/guardians' survey
- Review the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

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Attachments

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

Authorisation

This policy was adopted by the **Tarralla Kindergarten** committee at a committee meeting on:
15 June 2020

Review date: 15/06/2021

Attachment 1 – Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for funded Tarralla Kindergarten programs

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 data collection.
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-school-age.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: <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.aspx>
- Kindergartens are required to support vulnerable families to access kindergarten programs and consider potential barriers to participation and how they might be addressed. ***There are categories of “high priority” children that are required to have access to a funded kindergarten program. Kindergarten committees must provide places for these children first.*** These categories reflect the Commonwealth guidelines on priority for allocating places in approved education and care services.

The categories are:

DET High Priority Children

High priority children	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p><i>The child is:</i></p> <ul style="list-style-type: none"> • attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning, or • referred by: <ul style="list-style-type: none"> – Child Protection – Child and family services (family services referral and support team, Child FIRST) – Maternal and Child Health nurse, or – Out-of-Home Care provider

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Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card and multiple birth children (triplets or more)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<p><i>The child is:</i></p> <ul style="list-style-type: none"> • assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • approved for Kindergarten Inclusion Support Package, or • referred by: <ul style="list-style-type: none"> – the National Disability Insurance Scheme – Early Childhood Intervention Service – Preschool Field Officer, or – Maternal and Child Health nurse • holds a Child Disability Health Care Card

2. Eligibility and priority of access criteria for the three-year-old Tarralla Kindergarten programs

- Children are eligible for enrolment into the three-year-old kindergarten program provided that they will turn three years of age by 30 April in the year that they will attend the kindergarten.
- Children can enrol before they turn three years of age but are subject to the following conditions:
 - Children cannot attend the kindergarten sessions before their third birthday.
 - Children under three years of age may attend the first orientation session that is also attended by their parent/guardian.
 - Children under three years of age can attend one full session before their birthday for orientation purposes, provided they are supervised by an adult for the entire session. The session date is to be agreed upon by consultation between the parent/guardian and the educator.
- Children are eligible for enrolment into the Rising 4s kindergarten program provided that they turn four years of age by 31 August in the year that they will attend the kindergarten.

3. Allocation within groups

As Tarralla Kindergarten offers more than one funded kindergarten program and more than one three-year-old program, places within the programs will be allocated to groups by the service in line with *Attachment 2 – General enrolment procedures point 5*.

Considerations may include;

- Needs of the individual children
- Needs of the group
- Parental wishes

Attachment 2 - General enrolment procedures

1. Application for a place

- Tarralla Kindergarten undertakes enrolments through M.I.K.A (Maroondah Integrated Kindergarten System).
- Enrolment application forms can be filled out online through the MIKA website www.mika.org.au . If you are unable to apply online then enrolment application forms are also available from Tarralla Kindergarten, Maroondah City Council Offices, Maternal and Child Health Centres. The MIKA website also provides information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation.
- Enrolment applications for the funded 4 year old program will be accepted for children turning 4 by the 30th of April of the year of commencement.
- Enrolment applications for the unfunded 3 year old program will be accepted for children turning 3 by the 30th of April of the year of commencement.
- Enrolment applications for the unfunded Rising 4s 3 year old program will be accepted for children turning 4 by the 31st of August of the year of commencement.
- A separate application form must be completed for each child, and for each proposed year of attendance at the centre. If your child is being enrolled in a second funded year of four year old kindergarten your teacher will advise MIKA that a place is to be held for your child while they apply for this through the DET. Enrolment forms for the proposed year will still need to be filled out.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to Inclusion and Equity policy).
- Parents/guardians of children currently attending a three-year-old program must submit an enrolment application form for the following year whether for a second year of a three-year-old program or for a four-year-old program.
- A copy of the child's birth certificate, proof of families address and up to date Australian Immunisation Register history statement must accompany all applications. Please see information sheet on the M.I.K.A application.
- All applications must be accompanied by an enrolment application processing fee, payable to M.I.K.A. A **\$27.00 (non-refundable, but transferable) Enrolment Fee**, payable to "Maroondah Integrated Kindergarten's Association Inc.". **If you are enrolling under the Priority of Access Guidelines, the enrolment fee is waived.** This information will remain confidential. This charge covers the cost of administration of the MIKA central enrolment scheme and is not a deposit for kindergarten fees
- **M.I.K.A is responsible for all allocation of places – Tarralla Kindergarten is not involved in this process.** Acceptance Offers of places will be sent to applicants on the first business day on or after the 1st of August in the year prior to commencement.
- Upon receiving a place, if you wish to accept, a **\$100 Enrolment Fee** is payable to Tarralla Kindergarten along your **confirmation via the link on the acceptance offer** by the date nominated (Refer to the Fees policy for further details).
- When there are more applications than places available, M.I.K.A. will determine the priority of access (refer to the M.I.K.A website, www.mika.org.au)

2. Closing dates for applications

The closing dates for enrolment applications are:

- **30th June** for children to attend the funded kindergarten program **in the year prior to attendance.**
- **30th June** for children to attend the three-year-old program **in the year prior to attendance.**

3. Procedure for a late application for enrolment

Applications received after the closing date 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 **M.I.K.A.**

If no places are currently available, if requested, M.I.K.A can place the child on the waiting list.

4. Offer of places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the Maroondah Integrated Kindergarten Association (M.I.K.A.), making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Offer of places in the three-year-old programs and the funded kindergarten program will be made at the same time.
- Applicants who are successful will be notified, by email, of a confirmed place.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify the committee in writing as soon as possible.
- Subsequent round offers will be made **continuously** until all places are filled.
- A non-refundable enrolment fee of **\$100** must be paid by in accordance with Tarralla Kindergarten's Fee policy by **the date shown on the acceptance offer to Tarralla Kindergarten** to hold the place for the following year.
- An enrolment form and other relevant information will be provided by Tarralla Kindergarten to the parent/guardian after a confirmed place has been accepted and enrolment fee has been paid.
- Tarralla 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 immunisation documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the Enrolment Officer. 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](#)')
- To be accepted an ACIR Immunisation History Statement or the Immunisation Status certificate must be supplied. The acceptable outcomes of the assessment for offering a confirmed place are:

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- that the next due vaccine for the child 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 Tarralla 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 Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).

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 centre. (Refer to the Fees policy)

5. Allocation within groups

Where Tarralla Kindergarten provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated on acceptance of a place at the centre by the **Tarralla Kindergarten Enrolment Officer** as follows:

- *For the three year old programs (excluding Rising 4s who have already been allocated by MIKA in accordance with birth date):* timing of submission of the online preference form.
- *For the four year old program:* in relation to timing of submission of the online preference form.

Please note: In extenuating circumstances, written applications for special consideration for specific group allocations for both 3 and 4 year old class placements may be forwarded to the Educators and Committee of Management for consideration.

6. Procedure for withdrawals and late/mid-year offers

- Parents/guardians must notify the Enrolment Officer in writing of their wish to withdraw their child from Tarralla Kindergarten, stating the date of their withdrawal.
- The Enrolment Officer will notify the Educator, Fees Officer (refer to the **Fees Policy** for information on what fees are payable) and MIKA of the withdrawal.
- If there are currently enrolled children who indicated a preference for the group now available due to the withdrawal, this place will be offered the next on the waitlist determined by:
 - timing of submission of the online preference form for 3 and 4 year old programs, or
 - birth date (eldest child) for the Rising 4s program.
- Once all internal changes to groups are made, MIKA will offer the place available to the next on the waitlist and will email the acceptance offer to the parent/guardian. After this the Enrolment Officer will contact the parents/guardians directly to organise enrolment in line with this policy.

For a copy of the M.I.K.A enrolment form please visit the M.I.K.A website:

www.mika.org.au

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ATTACHMENT 3

Tarralla Kindergarten Enrolment Form



ABN 20 847 536 881
38 Gracedale Avenue
Ringwood East VIC 3135
(03) 9729-9731

tarralla.kin@kindergarten.vic.gov.au
www.tarrallakindergarten.org.au

CONFIDENTIAL ENROLMENT FORM

Please read and complete all sections of this form. This form must be completed by a person with parental responsibility for the child. 'Parental Responsibility' is defined as a person who has all duties, powers, responsibilities and authority which, by law, parents have in relation to a child. This information is also required under the Education and Care Services Law Act 2010 and the Education and Care Services National Regulations 2011, Regulations 160 to 162. The information obtained is stored and used as per Tarralla Kindergarten's Privacy policy and information collection statement. This information may be used to improve Tarralla Kindergarten's policies, programme planning and develop resources to support services for you and your child. A copy of the privacy policy is available to view at the centre, on the kindergarten's website or will be provided upon request.

Date this form is filled out: _____

3 year old Kindergarten

4 year old Kindergarten

(including Rising 4's)

4 Year Old Kindergarten Only

Has the child previously attended a funded four year old kindergarten program? Yes No

If **yes**, has a second year application been completed. Yes No

Will/does your child attend another 4 year old funded service? Yes No

If **yes**, please tick to confirm that you acknowledge it is a requirement that Tarralla Kindergarten be nominated by you to receive the Department of Education and Training for 4 year old per capita funding for your child, and that you will notify any other funded group your child will attend/s that this service has been nominated to receive my child's DET 4 year old capita kindergarten funding.

Signature: _____

4 Year Old Fee Subsidy

The Federal and State Governments offer assistance to eligible families in the form of a fee subsidy for 4 year old kindergarten fees. The fee subsidy enables families to access kindergarten at no or low cost.

Children of Aboriginal and / or Torres Strait Islander descent as well as children who are identified on their birth certificate as being a multiple birth child (triplets or more) are eligible for free or low cost kindergarten. You can speak to with your child's educator if you would like more information

Do you or your child hold a current Health Care Card / Pensioner Concession Card / Department of Veteran's Affairs / Refugee or Asylum Seeker Visa? **If yes**, please attach a copy to this enrolment form. Yes No

Child's Information

Given Names _____ Preferred Name _____

Family Name _____ Date of Birth _____

Primary Home Address _____

Contact Number _____

Is the child of Aboriginal and/or Torres Strait Islander origin? (please tick all that apply)

Aboriginal Torres Strait Islander No

Religion _____ Language/s Spoken at Home _____

Cultural background of the child and, if applicable, child's parents _____

Does your child have any special dietary restrictions or requirements for religious or cultural reasons? Yes No

If **yes**, please state the restrictions: _____

Parent/Guardian Information

Parent/Guardian 1 (Primary Carer)	Parent/Guardian 2 (leave blank if not applicable)
First Name:	First Name:
Family Name:	Family Name:
Address (if different from child):	Address (if different from child):
Phone (M):	Phone (M):
(H): (W):	(H): (W):
Email:	Email:
Relationship to the Child:	Relationship to the Child:
Country of Birth:	Country of Birth:
Language Spoken at Home:	Language Spoken at Home:
Occupation:	Occupation:
Does the child live with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child live with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this parent/guardian have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this parent/guardian have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No

For 4 year old funded services only - Please find attached Parental education and occupation survey to be filled out by the primary carer and 2nd parent/guardian. These questions are requirements from the Victorian Department of Education and Training to assist with the Early Childhood Reform Plan's "School Readiness" funding, being implemented across the state progressively from 2019.

Parent/Guardian 3 (leave blank if not applicable)	Parent/Guardian 2 (leave blank if not applicable)
First Name:	First Name:
Family Name:	Family Name:
Address (if different from child):	Address (if different from child):
Phone (M):	Phone (M):
(H): (W):	(H): (W):
Email:	Email:
Relationship to the Child:	Relationship to the Child:
Country of Birth:	Country of Birth:
Language Spoken at Home:	Language Spoken at Home:
Occupation:	Occupation:
Does the child live with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child live with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this parent/guardian have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does this parent/guardian have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No

Authorised Nominees – Collecting a Child from the Kinder

Please list below the details of those people, **other than the parents/guardians**, who you give consent to collect your child from Tarralla Kindergarten on your behalf. Parents/guardians may add, remove or amend the Authorised nominee details at any time. If your child is not collected from Tarralla Kindergarten and parents/guardians are unable to be contacted, then an Authorised nominee will be contacted to collect your child. In an emergency if the parents/guardians are unable to be contacted you may want an Authorised nominee to be contacted to consent to medical treatment.

Please tick the appropriate boxes for **each** contact to confirm which authorisations you want to give.

Authorised Nominee (leave blank if not applicable)	Authorised Nominee (leave blank if not applicable)
Name:	Name:
Address:	Address:
Phone (M):	Phone (M):
(H): (W):	(H): (W):
Email:	Email:
Relationship to the Child:	Relationship to the Child:
Language Spoken at Home:	Language Spoken at Home:
Can this person be;	Can this person be;
Authorised to collect the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to collect the child? <input type="checkbox"/> Yes <input type="checkbox"/> No
Notified in the event of an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notified in the event of an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to administer medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to administer medication? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to an Educator taking the child outside of the kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to an Educator taking the child outside of the kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to medical treatment from a registered medical practitioner, hospital or ambulance service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to medical treatment from a registered medical practitioner, hospital or ambulance service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of parent/guardian:	Signature of parent/guardian:

Authorised Nominee (leave blank if not applicable)	Authorised Nominee (leave blank if not applicable)
Name:	Name:
Address:	Address:
Phone (M):	Phone (M):
(H): (W):	(H): (W):
Email:	Email:
Relationship to the Child:	Relationship to the Child:
Language Spoken at Home:	Language Spoken at Home:
Can this person be;	Can this person be;
Authorised to collect the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to collect the child? <input type="checkbox"/> Yes <input type="checkbox"/> No
Notified in the event of an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notified in the event of an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to administer medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to administer medication? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to an Educator taking the child outside of the kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to an Educator taking the child outside of the kindergarten? <input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised to consent to medical treatment from a registered medical practitioner, hospital or ambulance service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorised to consent to medical treatment from a registered medical practitioner, hospital or ambulance service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of parent/guardian:	Signature of parent/guardian:

Medical Conditions

Does the child have any specific healthcare needs including any medical conditions that are relevant to the care & education of the child? Eg asthma, epilepsy, diabetes etc Yes No

If yes, please provide details _____

Does the child have any allergies? Yes No

If yes, please provide details _____

Has the child ever been diagnosed at risk of anaphylaxis? Yes No

If yes, please attach the allergy management plan

Does the child have an auto-injection device? Yes No

If yes, is the device supplied within the valid expiry date? Yes No

Has the child ever been diagnosed with asthma? Yes No

If yes, please attach a copy of the asthma management plan

Does the child have any dietary sensitivities? Yes No

If yes, please attach a copy of the allergy management plan

If you have answered YES to any of the Medical Conditions questions above, a medical management plan/s for the child needs to be prepared and signed by their medical practitioner and attached to this enrolment form BEFORE the child commences attendance at Tarralla Kindergarten.

Once the medical management plan/s have been received, a risk management plan and a communications plan will be developed in consultation with the teacher and must be completed BEFORE the child commences attendance at Tarralla Kindergarten.

Immunisation Status

Please tick the relevant box that indicates your child's immunisation status and provide the document/s required

Immunisation status is complete; Australian Immunisation History Statement is attached.

Immunisation is up to date; Australian Immunisation History Statement is attached which shows when the next immunisation/s are due.*

Immunisation is incomplete, child is on an approved catch-up schedule; Australian Immunisation History Statement is attached which shows when the next immunisation/s are due.*

Exemption applies; Australian Immunisation History Statement is attached which shows the applicable exemption.

*Please note: for enrolment to be confirmed the next immunisation due date must be due no more than 2 months prior to the commencement date. For example, if the child is due to start on 1st February, the next immunisations must be due on or after 1st December of the previous year.

Australian Immunisation Register History Statements can be requested at any time by;

- contacting Medicare on 1800 653 809
- via email acir@medicareaustralia.gov.au
- via MyGov website
- visiting your local Medicare office

Period of exclusion

In some cases when there is an outbreak of a vaccine preventable disease, unimmunised children will be excluded from Tarralla Kindergarten as per the period of exclusion of contacts recommended by the National Health and Medical Research Council. The exclusion periods table can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Permissions

Sunscreen Consent

3 Year Old

All families are asked to apply sunscreen to their child/ren before the start of each session as per our SunSmart policy.

I agree to ensure the child has sunscreen applied before each session on days required. Yes No

4 Year Old

All families are asked to provide the kindergarten with a named roll-on sunscreen for their child's use only.

Do you give the educators permission to support your child to apply sunscreen as per our SunSmart policy? Yes No

Headlice Consent

Do you give permission for the educators to touch/check your child's head/hair for head lice if it is suspected that head lice may be present?

Yes No

Photography Consent

Do you give permission for your child to be photographed and/or videoed at Tarralla Kindergarten?

Yes No

Can your child's photograph be displayed within Tarralla Kindergarten?

Yes No

Can your child's photograph be shared with families of Tarralla Kindergarten (e.g. sharing photos when multiple children are in the photo)?

Yes No

Can your child's photograph be published on the kindergarten's website or other media?

Yes No

Can your child's photograph be published in a newspaper and external publications?

Yes No

I agree that I will not redistribute or post on electronic media (e.g. Facebook) any photographs given to me by the kindergarten or taken by me which contain other children.

Yes

Additional Information

The child currently attending or has previously attended:

- Kindergarten Playgroup Long Day Care Family Day Care
 Occasional Care Early Intervention Service Other

If yes, please provide details; _____

If applicable, which school have you or do you plan to enrol the Child? _____

Please indicate festivals/celebrations your family recognises and/or list below any cultural/religious beliefs you wish the educators to be aware of:

- Birthdays Christmas Diwali Easter Eid-Al-Adha
 Mother's Day Father's Day Chinese New Year Hanukkah Name Days
 Orthodox Easter Ramadan Other

If Other, please list details; _____

Child's siblings (if applicable)

Name	Age	Gender

Any other persons living in the child's home (e.g. grandparents, step-parents)

Name	Known to child as	Relationship to child

Authorisation and Declaration

Please tick to confirm you have read and understood all of the statements below.

- I am a parent (or guardian with a court order confirming my roles and responsibilities) of the child referred to in this enrolment form.
- I agree to collect or make arrangements for the collection of the child referred to in this enrolment form if the child becomes unwell at Tarralla Kindergarten.
- I understand that educators of Tarralla Kindergarten may seek medical treatment from a medical practitioner, hospital or ambulance service; arranging transportation in an ambulance or where appropriate, administering such emergency treatment as is reasonably necessary, and that I will reimburse any necessary expenses incurred by Tarralla Kindergarten.
- I consent to the staff of Tarralla Kindergarten taking my child from the premises as required in an emergency, where evacuation is necessary or as I have been notified by an educator (e.g. excursion, practising evacuation)
- I agree to abide by the relevant policies and procedures of Tarralla Kindergarten, including the Fees Policy. I understand that policies and procedures are available to families at Tarralla Kindergarten to view and can be provided on request in hard or soft copy. I can provide feedback to Tarralla Kindergarten regarding content of policies and procedures at any time.
- I declare that the information in this enrolment form is true and correct and I will undertake to immediately inform Tarralla Kindergarten in the event of any change to this information, i.e. change in address, phone number or changes to the child's medical condition.
- I declare that I will adhere to the Tarralla Kindergarten Code of conduct which can be found on the Tarralla website under <https://www.tarrallakindergarten.org.au/documents-policies/> listed under 'Policies'. This document is password protected, with the code being AGM2020

Print Name: _____

Signature: _____ Date: _____

Privacy Statement

We believe your privacy is important. Tarralla Kindergarten is committed to protecting the privacy of all personal information under the guidelines set out by the State and Commonwealth legislation.

Your personal information collected will be used to help us provide for the education and care of your child attending our service, and to enable us to manage and administer for the services as we are required.

Your personal information will not be disclosed to any other parties without your consent, except if required by law.

Enrolment Policy

If you wish to view the full enrolment policy it is available on the Tarralla Kindergarten's website, <http://www.tarrallakindergarten.org.au>, or may be view at the centre.

Checklist

Please return this form to Tarralla Kindergarten along with copies of:

- Fees Agreement
- Information Release & Volunteer Information Form
- Medical Management Plan/s (Allergy, Asthma or Other where applicable)
- Australian Immunisation History Statement
- Legal Order/s (where applicable)
- Parental education and occupation survey (4 year old only)

ENROLMENT AND ORIENTATION POLICY

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

Tarralla Kindergarten
38 Gracedale Avenue
Ringwood East VIC 3135

[Insert date]

Dear [insert name]

Re: Enrolment at Tarralla Kindergarten for [insert year]

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

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided an Australian Immunisation Register History statement which has been assessed and found to be acceptable.

An acceptable Australian Immunisation Register History statement will include 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
- Maroondah City Council, Tel 1300 88 22 33 or <http://www.maroondah.vic.gov.au/Community-support-services/Immunisation>
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], you will need to visit MIKA www.mika.org.au to reenrol. If we have a place available we will be happy to accept a new enrolment application accompanied by acceptable immunisation documentation. If there is no place available then you will be placed on the waitlist. The new application would be considered in line with Tarralla's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

Enrolment Officer

Tarralla Kindergarten