

# ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

- the criteria for enrolment at Tarralla Kindergarten
- the process to be followed when enrolling a child at Tarralla Kindergarten
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Tarralla Kindergarten
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

### POLICY STATEMENT

#### 1. VALUES

Tarralla Kindergarten is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

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

#### 3. BACKGROUND AND LEGISLATION

##### Background

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

It is intended by 2022 that all eligible children (refer to *Definitions*) will have access to two years 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, Approved Provider's must adhere to their eligibility and 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 *The 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 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* 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)

## 4. DEFINITIONS

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

**Administration fee:** A payment to cover administrative costs associated with the processing of a child's enrolment at the service.

**Australian Immunisation Register (AIR) Immunisation History Statement:** is the only form of acceptable evidence of immunisation. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form, and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

**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 requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

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

**Eligible child:** as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30<sup>th</sup> in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30<sup>th</sup> in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

**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 a Kindergarten within Maroondah Council.

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

**Enrolment form:** The collection of information 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; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature. (see *Attachment 3: Sample Enrolment Form*)

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

**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.

**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.

**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 *Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funder kindergarten program*.

**Vulnerable Children/Families:** 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 being vulnerable include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, known to Child Protection, Out of Home Care, substance abuse, or mental health; 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*)

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- Australian Government Department of Health, *National Immunisation Program Schedule*:  
<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>

- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *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/)
- *The Kindergarten Funding Guide (Department of Education and Training)*: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *MIKA Enrolment 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 Intergrated Kindergarten Association (MIKA) is responsible for:

- determining the criteria for priority of access to programs at Tarralla Kindergarten, as described in The Kindergarten Funding Guide; and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- 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 kindergarten where your child accepts a position**). (See also <https://www.mika.org.au/applicationprocess/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 1<sup>st</sup> 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/allocation/allocation> )

### The Approved Provider or Persons with Management and Control is 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, an early childhood program

- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- ensuring that the enrolment record (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 (1a) (2d))
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst 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).
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

**The Enrolment Officers (or delegated persons) are 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 the administration fee 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 form
- 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 the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*)
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) 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 (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)

- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)

**The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:**

- reviewing enrolment forms to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- 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 at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians concerning their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

**All educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- ensuring that enrolment forms are completed before the child commences attending the program
- 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
- making reasonable attempts to contact non attending families (refer to Attachment 5) and consult with Nominated Supervisor of outcomes.

#### **Parents/guardians are responsible for:**

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment form and the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) 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 (refer to *Definitions*) 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
- notify Tarralla Kindergarten in writing if they wish to cancel their enrolment.

**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.

## **ATTACHMENTS**

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

## **AUTHORISATION**

This policy was adopted by the Tarralla Kindergarten Committee of Management on 12<sup>th</sup> July 2021

**REVIEW DATE: 12 / JULY / 2021**

## ATTACHMENT 1

### 1. Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program

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

- children who turn four years of age by 30 April in the year they will attend four year old kindergarten, or who turn three years of age by 30 April in the year they will attend three year old 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 were eligible to attend in the previous year, but;
  - deferred
  - withdrew from the service prior to data collection.
- children may enrol in three year old kindergarten 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 who have been granted approval to receive funding for a second year of four year old kindergarten in accordance with *The Kindergarten Guide* available at [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who are younger than the eligible age for four year old kindergarten, 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 'Priority of Access' for children that are required to have access to a funded kindergarten program. MIKA must provide places for these children first.*** These categories reflect the Commonwealth guidelines on priority for allocating places in approved education and care services

DET's Priority of Access criteria	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is:



	<ul style="list-style-type: none"> <li>attending a three-year-old kindergarten program through Early Start Kindergarten* or Access to Early Learning, or is referred by: <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?' and record this information in KIM.</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 seekers and 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> <li>require a combination of services which are individually planned</li> <li>have an identified specific disability or developmental delay</li> </ul>	The child: <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 kindergarten</li> <li>holds a Child Disability Health Care Card</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> <li>Preschool Field Officer, or</li> <li>Maternal and Child Health nurse.</li> </ul> </li> </ul>
<b>Remaining Places</b>	
<ul style="list-style-type: none"> <li>Will be allocated according to proximity to the kindergarten</li> </ul>	

**Note:** DET's Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. Programs where 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) 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.

## **2. Allocation within groups**

As Tarralla Kindergarten offers more than one funded kindergarten program for both three year old and four year old, 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 for funded kindergartens programs

#### 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](http://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 30<sup>th</sup> of April of the year of commencement.
- Enrolment applications for the funded 3 year old program will be accepted for children turning 3 by the 30<sup>th</sup> of April 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 but no application through MIKA is required.
- Parents/guardians of children currently attending a three-year-old program must also submit an enrolment application form for the following year.
- 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 Application Fee**, payable to "Maroondah Integrated Kindergarten's Association Inc.". **If you are enrolling under the Priority of Access Guidelines, the enrolment application 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** Administration 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](http://www.mika.org.au))
- Enrolment applications will be accepted any time from the 1<sup>st</sup> March until the 30<sup>th</sup> June in the year prior to commencement.
- 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 waiting list using the eligibility and priority of access criteria.

## 2. Closing dates for applications

The closing dates for enrolment applications are:

- **30<sup>th</sup> June** for children to attend the funded kindergarten program **in the year prior to attendance.**
- **30<sup>th</sup> 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 funded three-year-old programs and funded four-year-old programs will be made at the same time.
- Applicants who are successful will be notified, by email, of a confirmed place.
- Subsequent round offers will be made **continuously** until all places are filled.
- A non-refundable administration 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.** This money goes towards administration costs of enrolment at the kindergarten.
- Enrolment forms and other relevant information will be provided by Tarralla Kindergarten to the parent/guardian after a confirmed place has been accepted and administration fee has been paid. This information will also include the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up to date AIR Immunisation History Statement and a how to access a copy of the *Enrolment and Orientation Policy*.
- 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 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 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 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).
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to defer or withdraw their enrolment, are requested to notify MIKA, the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- Access to completed enrolment 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.

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

## 5. Allocation within groups

Where Tarralla Kindergarten provides more than one funded four year old program or funded 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:

- Timing of submission of the online preference form.
- Needs of the individual children
- Needs of the group

*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, IT (for removal of email addresses), Fees Officer (refer to the **Fees Policy** for information on what fees are payable), Secretary (to remove them from the register of members) 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 to the next on the waitlist determined by timing of submission of the online preference form for 3 and 4 year old programs
- 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. Once accepted 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](http://www.mika.org.au)**

**ATTACHMENT 3**  
**Sample 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

## 4YO Funding Verification

Has the child previously attended a funded four year old kindergarten program?

☐ Yes ☐ No

If yes, has a second year application been completed and approved by the Department of Education?

☐ 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: \_\_\_\_\_

## 3YO Funding Verification

Will/does your child attend another 3 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 3 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 3 year old capita kindergarten funding.

☐

**Please note that only one year of funding is available for 3yo Kinder (2021 COVID funding is not relevant to this new funding).**

Signature: \_\_\_\_\_

## Child's Information

Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Family Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Primary Home Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Gender Identity – M / F / Other \_\_\_\_\_

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 all funded services - 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:
<b>Can this person be;</b>	<b>Can this person be;</b>
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:
<b>Can this person be;</b>	<b>Can this person be;</b>
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:

## Court Orders in Relation to the Child

All parents have powers and responsibilities in relation to their children, which can only be changed by a court order. These powers and responsibilities are referred to as “parental responsibility”. It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Please advise if there are;

- any court orders, parenting orders or parenting plans in place for this child relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child? ☐ Yes ☐ No
- any court orders in place for this child relating to the child's residence or the child's contact with a parent or other person? ☐ Yes ☐ No

**If yes** to either of the above, please bring original order/s for the educators to sight and attach a copy to the enrolment form. Please describe below the details of any orders relating to the child's residence or the child's contact with a parent or other person.

## Medical and Health Information

Name of Child's Registered Medical Practitioner/Medical Service \_\_\_\_\_

Address of Registered Medical Practitioner/Medical Service \_\_\_\_\_

Phone Number \_\_\_\_\_

Maternal & Child Health (MCH) Centre \_\_\_\_\_ Phone Number \_\_\_\_\_

Maternal & Child Health Nurse (MCHN) Name \_\_\_\_\_

Has the child attended a 3 ½ year old health check? ☐ Yes ☐ No

Has the child completed the MCH Kindergarten Transition Information Form ☐ Yes ☐ No

Medicare Number

					-														
--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Child's Number on Medicare card \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ambulance Cover ☐ Yes ☐ No

Ambulance Subscription Number \_\_\_\_\_

Pension Number \_\_\_\_\_

Does the child have an identified developmental delay or disability including intellectual, sensory or physical impairment? ☐ Yes ☐ No

**If yes**, please provide details \_\_\_\_\_

Is the child enrolled for an Early Childhood Intervention Service (ECIS) or on a waiting list for central intake of ECIS? ☐ Yes ☐ No

Is the child receiving early intervention services or other services through the NDIS or waiting for an NDIS application or plan to be approved? ☐ Yes ☐ No

**If yes** to either of the two above questions, please provide details \_\_\_\_\_

Is the child is currently attending or has previously attended:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Counsellor/Psychologist | <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Speech Therapy | <input type="checkbox"/> Dietician |
| <input type="checkbox"/> Paediatrician           | <input type="checkbox"/> Specialist           | <input type="checkbox"/> Physiotherapy  | <input type="checkbox"/> Other     |

**If yes**, please provide details \_\_\_\_\_

## 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 1<sup>st</sup> 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](mailto: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

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

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

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

### Emergency Consent

In the event of an emergency, do you give permission for the primary carers name and mobile number to be used in our text message system to notify you of an evacuation, acknowledging that the information is shared and stored within a third party program for use only in the case of an emergency? ☐ Yes ☐ No

## 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 to view at Tarralla Kindergarten, or on the Tarralla Kindergarten website, and can be provided on request in hard 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'.

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 viewed at the centre.

### Checklist

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

- |  |  |
|--|--|
| <input type="checkbox"/> Fees Agreement  | <input type="checkbox"/> Australian Immunisation History Statement |
| <input type="checkbox"/> Information Release & Volunteer Information Form                      | <input type="checkbox"/> Legal Order/s (where applicable)          |
| <input type="checkbox"/> Medical Management Plan/s (Allergy, Asthma or Other where applicable) | <input type="checkbox"/> Parental education and occupation survey  |

## ATTACHMENT 4

### Letter for parents/guardians without acceptable immunisation documentation

Tarralla Kindergarten  
38 Gracedale Avenue  
Ringwood East VIC 3135

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 AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence that your child:

- is fully vaccinated for their age; or
- 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, 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
- 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 Immunisation Register:  
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>
- 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](http://www.mika.org.au) to reenrol by completing a new enrolment application accompanied by AIR History Statement. The new application would be considered in line with MIKA's Enrolment Policy and Tarralla Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[insert name]

[insert title]

Tarralla Kindergarten

## **ATTACHMENT 5**

### **Cancellation of enrolment and Non-attendance**

#### **Cancellation of Enrolment**

Families MUST notify Tarralla Kindergarten 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 Tarralla Kindergarten 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; Educators 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 attend 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 Tarralla Kindergarten prior to extended periods of travel, and ensure any applicable fees paid if they wish to return to the service.

- **Non-contactable Families**

- After one week of a child not attending the service, 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, 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, Educators 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.