

BUNDOORA PRE-SCHOOL REGISTRATION, ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for registration, enrolment and orientation in the three-year-old and four-year-old programs at Bundoora Pre-school
- the process to be followed when registering and enrolling a child at Bundoora Pre-school
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Bundoora Pre-school
- 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

Bundoora Pre-school is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for registration and enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for registration and 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 education teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to register or enrol or have already enrolled their child at Bundoora Pre-school.

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 registration, enrolment and orientation (Regulation 168(2)(k)).

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*. Registrations and enrolments in the three-year-old program are administered by Bundoora Pre-school. Registrations in the four-year-old kindergarten program are administered centrally by Banyule City Council and enrolment places offered by Bundoora Pre-school.

Four-year-old Program:

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 Banyule City Council in order to allocate the available places. The criteria used to determine the allocation of places may be found in the *Kindergarten Central Registration Policy (Banyule City Council)*. 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 registration/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* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Disability Discrimination Act 1992 (Cth)*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183*
- *Equal Opportunity Act 2010 (Vic)*
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (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.

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. Documentation may be provided to show that a child is on a recognised catch-up schedule if they have 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.

An **Australian Immunisation Register (AIR) Immunisation History Statement** is the only acceptable evidence and an **up-to-date immunisation must be provided within the two months prior to the child commencing at your service)**

Approved child care and Child Care Subsidy (CCS): Please note that Bundoora Pre-school is NOT an approved care provider.

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 Confidential enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Bundoora Preschool will complete 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*).

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

Confidential Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including contact details, names of authorised nominees (refer to *Definitions*), names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, enrolment form; details of any court orders, personal; and health information including specific healthcare needs, medical management plans, immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services* and dietary restrictions etc. (Regulations 160, 161, 162). This information is kept confidential by the service.

Deferral (Four-year-old (Funded) Program): 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: 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*.

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

Four Year Kindergarten Online Registration Form: A web-based form, managed by Banyule City Council, for the four-year-old kindergarten program to register for a place at the service.

Registration/Enrolment administration/membership fee: A payment to cover administrative costs, associated with the processing of a child's registration/enrolment and membership of the Bundoora Pre-school Association Inc.

Three-year-old Kindergarten Registration form: A form, provided by Bundoora Pre-school for the three-year-old program, to register for a place at the service (copies available at Bundoora Pre-school or on the Bundoora Preschool Website).

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, Bundoora Preschool and Banyule City Council must allocate spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*).

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *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/
- *Kindergarten Central Registration Policy (Banyule City Council)* <https://www.banyule.vic.gov.au/About/Documents/Central-registration>
- *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 service*: <https://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*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES – FOUR-YEAR-OLD (FUNDED) PROGRAM

Banyule City Council is responsible for:

- determining the criteria for priority of access to programs at Bundoora Pre-school, based on funding requirements and the service's philosophy (refer also to Attachment 1 – General Registration and Enrolment Procedures – Four-Year- Old (Funded) Program)
- 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*

The Approved Provider or Persons with Management and Control is responsible for:

- appointing a person to be responsible for the enrolment process (the Enrolment Secretary) and the day-to-day implementation of this policy (refer also to Attachment 1 – General registration and enrolment procedures)
- providing opportunities (in consultation with the Nominated Supervisor, teachers and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for registration and enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered an enrolment place once their child's immunisation documentation is assessed as being acceptable

- assessing the child's immunisation documentation (AIR) as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* **prior to commencement in the program** 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 provided an up-to-date AIR – Immunisation History Statement are advised of 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 providing them with information regarding immunisation services (see Attachment 2 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation (AIR – Immunisation History Statement) 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 eligible for a 16 week grace period can continue to attend the service if acceptable immunisation documentation is not obtained)
- ensuring that the Confidential enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time 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 teachers and educators under the Law (Regulation 157).

Banyule City Council is accountable for the following:

- providing the means to register a child to attend Bundoora Preschool online.
- collating registrations
- offering places according to the *Kindergarten Registration Policy (Banyule City Council)* (refer to Sources)
- maintaining a waiting list

The Enrolment Secretary is accountable for the following:

- providing relevant paperwork to families in accordance with this policy
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed Offer Response Forms in line with the *Privacy and Confidentiality Policy*
- complying with the *Privacy and Confidentiality Policy* of the service
- providing access to a copy of the *Registration, Enrolment and Orientation Policy* with the letter of offer

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

- reviewing registrations 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

- ensuring that Confidential Enrolment Forms are completed prior to the child's commencement at the service
- 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)
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with teachers and 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.

All teachers and educators are responsible for:

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

Parents/guardians are responsible for:

- reading and complying with this *Registration, Enrolment and Orientation Policy*
- completing the Registration Form (from Banyule City Council) and the Confidential 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.

PROCEDURES – THREE YEAR-OLD-PROGRAM

The Approved Provider or Persons with Management and Control **is responsible for:**

- determining the criteria for priority of access to programs at Bundoora Pre-school, based on funding requirements and the service's philosophy
- 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 an Enrolment Secretary to be responsible for the registration and enrolment processes and the day-to-day implementation of this policy (refer also to Attachment 3 – General Registration and Enrolment Procedures – Three-year-old Program and Attachment 4 – Sample Registration Form – Three-year-old Program)
- providing opportunities (in consultation with the Nominated Supervisor, teachers and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for registration and enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring that a child is not registered for a place until an up-to-date AIR – Immunisation History is received
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* **at the time of registration** 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 child is not able to attend the service and providing them with information regarding immunisation services (see Attachment 5 – Letter for parents/guardians without acceptable immunisation documentation – Three-year-old Program)
- 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 eligible for a grace period can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the Confidential 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
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Enrolment Secretary is accountable for the following:

- providing Registration Forms (refer to Attachment 4 – Sample Three-year-old Kindergarten Registration Form)
- collating registrations

- maintaining a waiting list
- collecting and receipting enrolment fees, (banking – Assistant Treasurer)
- offering enrolment places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed Registration and Offer Response forms in in line with the *Privacy and Confidentiality Policy*.
- complying with the *Privacy and Confidentiality Policy* of the service
- providing access to the *Registration, Enrolment and Orientation Policy* with the Registration Form.

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

- reviewing registrations 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
- ensuring that Confidential Enrolment Forms are completed prior to the child's commencement at the service
- 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)
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

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

Parents/guardians are responsible for:

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

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

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

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

ATTACHMENTS

- Attachment 1: General Registration and Enrolment Procedures – Four-year-old (Funded) Program
- Attachment 2: Letter for parents/guardians without acceptable immunisation documentation - Four-year-old (Funded) Program
- Attachment 3: General Registration and Enrolment procedures – Three-year-old Program
- Attachment 4: Sample Three-year-old Kindergarten Registration Form
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation - Three-year-old Program

AUTHORISATION

This policy was adopted by the Approved Provider of Bundoora Pre-school on xx August 2020

REVIEW DATE: AUGUST 2022

ATTACHMENT 1:

General Registration and Enrolment Procedures – Four- year-old (Funded) Program

1. Registration for a place

- Registrations will be accepted by Banyule City Council, on 1 March of the year after the child turns two.
- The registration process for the funded four-year-old program at Bundoora Pre-school is administered by Banyule City Council according to *Kindergarten Registration Policy* (refer to Sources). Visit www.banyule.vic.gov.au for details of their registration process and to register your child online.
- Banyule City Council notifies Bundoora Pre-school of the list of children registered once their placement offers have been returned.
- Bundoora Pre-school sends Enrolment Offer Letters, requesting an administration/membership fee, fee deposit and up-to-date acceptable immunisation documentation (AIR – Immunisation History Statement) to families on the registration list provided by Banyule City Council.
- Children are unable to attend sessions at Bundoora Pre-school until they have submitted a Registration Form and been allocated a position by Banyule City Council.

2. Confirmation of places

Enrolment places will be offered, in writing, to families on the registration list provided by Banyule City Council making clear that confirmation of places is not final until acceptable immunisation documentation (up-to-date AIR – Immunisation History Statement), or evidence that a child is on a recognised catch-up schedule is received.

The *Immunisation enrolment toolkit for early childhood education and care services* outlines the process for collecting immunisation certification documentation and any exemptions:

<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>

The acceptable outcomes of the assessment for confirming an enrolment 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 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 Bundoora Pre-school as being eligible for the 16-week grace period

The person responsible for the enrolment process advises the parent/guardian in writing whether an offered place is confirmed and the enrolment can proceed.

Parents/guardians who do not have an up-to-date AIR – Immunisation History Statement for their child cannot have an enrolment place confirmed and are referred to Australian Immunisation Register (refer to Attachment 2 – Letter for parents/guardians who do not have acceptable immunisation documentation).

Parents/guardians who do not wish to accept the offer of an enrolment place, or intend to withdraw their registration, are requested to notify the Bundoora Pre-school Enrolment Secretary and the Banyule City Council Enrolment Officer, in writing, as soon as possible.

A deposit must be paid by the date specified in the offer letter to hold the enrolment place for the following year. This deposit will be credited towards term one fees.

A Confidential Enrolment Form and other relevant information will be provided, at the Annual General Meeting, after an enrolment place has been accepted, and confirmed, and the deposit has been paid.

Note: Places will not be allocated to children until any substantial debt 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*).

3. Allocation within groups

Where the service provides more than one funded kindergarten program places within the program groups will be allocated by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parent/guardian wishes.

4. Eligibility and priority of access criteria for the four-year-old funded kindergarten program

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April 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: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx.

Bundoora Pre-school participates in Banyule City Council's central enrolment scheme, when demand exceeds availability, Banyule City Council will allocate program positions according to the *Kindergarten Central Registration Policy (Banyule City Council)* (see Sources).

ATTACHMENT 2:

Letter for parents/guardians without an acceptable immunisation documentation – Four-year-old (Funded) Program



BUNDOORA PRE-SCHOOL ASSOCIATION INC.

Reg No.A0008814S

20 Noorong Avenue, Bundoora 3083

Telephone: 9467 5343

bundoora.kin@kindergarten.vic.gov.au

[Insert date]

Dear [insert name]

Re: Enrolment at Bundoora Pre-school for [insert year]

I am contacting you regarding your tentative enrolment place for [insert child's name] at Bundoora Pre-school in the four-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 up-to-date Australia Immunisation Register (AIR) – Immunisation History Statement.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age, as shown on an up-to-date AIR – Immunisation History Statement
- 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 an enrolment place at our service for your child. We will inform Banyule City Council that we will be removing [insert name of child] from our enrolment 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
- Banyule City Council
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to consider a new enrolment application accompanied by an up-to-date AIR – Immunisation History Statement. The new application would be considered in line with Bundoora Pre-school's *Registration, Enrolment and Orientation Policy*.

Yours sincerely,

Attachment 3: General Registration and Enrolment Procedures – Three-year-old program

1. Application for a place

- Registrations will be accepted on 1 March of the year prior to a child being eligible to attend.
- Registration Forms are available from the service and at www.bundoorapreschool.com.au and are provided to the parents/guardians including information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and the *Registration, Enrolment and Orientation Policy*.
- A separate Registration Form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the Registration Form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- A copy of the child's birth certificate must be submitted with the Registration Form.
- A copy of the child's up-to-date AIR – Immunisation History Statement must be submitted with the Registration Form.
- All Registration Forms must be accompanied by the administration/membership fee. This fee is to cover administrative costs associated with the processing of a child's enrolment application, and constitutes the fee payable to become a member of the Bundoora Pre-school Association Inc. It is not refundable.
- Completed Registration Forms are to be forwarded to the Enrolment Secretary at the service, at 20 Noorong Avenue, Bundoora 3083 or via enrolments@bundoorapreschool.com.au.
- Access to completed Registration Forms will be restricted to the Enrolment Secretary, the Approved Provider, Nominated Supervisor, teachers and educators at the service, unless otherwise specified by the Approved Provider.
- Registration will be entered on the waiting list using the eligibility and priority of access criteria.
- Registrations received after 1 March in the year prior to attendance will be considered in line with the enrolment process outlined below in the *Process for enrolling children in the three-year-old- program* section.

2. Offer of places

Enrolment places will be offered, in writing, to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until a copy of the child's birth certificate has been provided and an up-to-date AIR – Immunisation History Statement has been received (these documents are requested at the time of registration).

- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the teachers and/or educators on behalf of the Approved Provider. The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the AIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Bundoora Pre-school as being eligible for the 16-week grace period

- The person responsible for the registration and enrolment processes advises the parent/guardian in writing whether an offered enrolment place is confirmed and the enrolment can proceed.
- Parents/guardians who do not provide an up-to-date AIR – Immunisation History Statement cannot have their registration application accepted and are referred to Australian Immunisation Register or to an immunisation provider (refer to Attachment 5 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept the offered enrolment place, or intend to withdraw their enrolment, are requested to notify the Enrolment Secretary, in writing, as soon as possible.
- A deposit (non-refundable) must be paid by the date specified in the enrolment offer letter to hold the place for the following year. This deposit will be credited towards term one fees.
- A Confidential Enrolment Form and other relevant information will be provided, at the Annual General Meeting, after an enrolment place has been accepted and the deposit has been paid.

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

3. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for a funded kindergarten program:

- 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. Generally, they will attend a 4-year-old kindergarten program.

4. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

5. Process for registering and the enrolment of children in the three-year-old program

Bundoora Pre-school offers a three-year-old program of two, **2.5 hour sessions per week**

*Children can be registered for a place in the three-year-old program at Bundoora Pre-school **from 1 March of the year prior to being eligible to attend***. If 1 March is a Saturday or Sunday, the first date for enrolment will be the following Monday.*

* To be eligible to attend the three-year-old program, a child must turn three years old by 30 April of the year they attend. They may not commence until they turn three.

The Process:

- All registrations received (by close of business) in person, by post or email, on **1 March** will be treated equally. **Any registrations received before this date will be treated as if received on 1 March to ensure that the process is fair and equitable.**
- If the number of registrations received on 1 March exceeds the number of enrolment places available, then all registrations will go into a ballot so that enrolment places will be allocated in random order. Once all program enrolment places are filled, the remaining registrations will be drawn in random order to be added to the waiting list. This process will be carried out by two committee members and one staff member.
- If the number of registrations received on 1 March is less than the number of enrolment places available, registrations (from 2 March onwards) will then be taken on a first in, first served basis until all places are full. Once enrolment places are filled, the waiting list will commence.

- Those families who secure a place on the enrolment list will receive a letter stating that they have been successful in securing a place on the enrolment list.
- Those families who are placed on the waiting list will receive a letter detailing their number on the waiting list. They will be asked to confirm whether or not they wish to remain on the waiting list.
- Official Enrolment Offer Letters, requesting deposits to confirm places, are sent out in the first weeks of July in the year prior to the child attending*. If, at this time, enrolment places become available, families on the waiting list will be contacted to determine if they still wish to have an enrolment place in the program.
- Registrations received after the program has commenced will be accepted at the discretion of Bundoora Pre-school in consultation with the three-year-old teacher. However, no new enrolments will be accepted after the end of term two.

If you have any questions regarding any of this information, please contact:

enrolments@bundoorapreschool.com.au

www.bundoorapreschool.com.au

The Committee of Management of Bundoora Pre-school

Attachment 4: Sample Three-year-old Kindergarten Registration Form



BUNDOORA PRE-SCHOOL ASSOCIATION INC.

Reg No.A0008814S
20 Noorong Avenue, Bundoora 3083
Telephone: 9467 5343
bundoora.kin@kindergarten.vic.gov.au

Three-year-old Kindergarten Registration for 20__

Registrations open on the 1st of March in the year prior to the year of attendance; at the same time that Four-year-old Kindergarten Registrations open with Banyule City Council (BCC). Please see our website for further information and BCC Registration Forms.

Our three-year-old program is two, 2.5 hour sessions per week.

To view our Registration, Enrolment and Orientation Policy please visit our website www.bundoorapreschool.com.au

CHILD'S DETAILS

Given name: _____

Preferred name: _____

Family name: _____

Gender: Male or Female (please circle)

Date of Birth*: ____/____/____

Please note that children **must turn three by 30 April of the year they will attend and may not commence until they are three years of age. **Full fees are payable to hold a child's place in the program.** For more information, please contact staff or visit our website.*

Does your child identify as being Aboriginal or Torres Strait Islander? Yes No

Does your child have additional needs? Yes No

If yes, please specify:

Is your child registered with a specific support service/agency? Yes No

Name of support service/agency: _____

PARENT(S)/GUARDIAN(S) DETAILS

Parent/Guardian (1) Mr / Mrs / Ms / Other _____

Parent/Guardian (2) Mr / Mrs / Ms / Other _____

Given name: _____

Given name: _____

Family name: _____

Family name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Bundoora Pre-school is committed to environmental sustainability. To reduce our environmental impact we are striving toward paperless administration using email as the primary method of communication.

If you **do NOT** wish to receive email communication **please tick** *I would prefer hard copies rather than emails.*

When submitting this Three-year-old Kindergarten Registration Form, please ensure the following:

- \$15.00 admin/membership fee paid (non-refundable)
- Copy of birth certificate provided or original to be sighted by pre-school staff member
- **Copy of an up-to-date AIR – Immunisation History Statement OR emailed**
(see overleaf for information about acceptable documentation. This Registration Form cannot be accepted without acceptable immunisation documentation)

REGISTRATION/ENROLMENT, PROOF OF DATE OF BIRTH AND IMMUNISATIONS

To register your child for a position in our three-year-old program, **you must provide your child's birth certificate and your child's up-to-date AIR – Immunisation History Statement when submitting this Three-year-old Kindergarten Registration Form.**

Registration for a three-year-old enrolment place at Bundoora Pre-school may only be confirmed after acceptable immunisation documentation has been assessed as evidence that: your child's vaccinations are up-to-date or your child is on a recognised catch-up schedule or that there are medical reasons preventing your child's vaccination or that your child has been assessed as being eligible for a 16 week grace period.

For more information on the *No Jab No Play* legislation, please visit:

<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>.

ACCEPTABLE IMMUNISATION CERTIFICATION DOCUMENTATION TO COMPLY WITH NO JAB NO PLAY.

The only acceptable immunisation certification document is the Australian Immunisation Register – Immunisation History Statement

PLEASE NOTE: a photocopy of the immunisation page/s of your child's *Health and Development Record Book* is **NOT** acceptable as certification of immunisation.

To obtain a copy of your child's **Immunisation History Statement** you can:

- Print out a copy from your family's myGov account
- Call the AIR on 1800 653 809 (even if you don't have a Medicare card)
- Visit a Medicare or Centrelink Office.

PARENT/GUARDIAN DECLARATION

I _____ (please print your name) understand that the information provided overleaf will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signed: _____ Date: ____/____/____

Please forward this completed form and payment; copy of birth certificate and copy of up-to-date AIR – Immunisation History Statement to the Enrolment Secretary at the address listed overleaf. *If emailing this form to enrolments@bundoorapreschool.com.au please ensure that it is complete and signed and copies of the birth certificate and up-to-date AIR – Immunisation History Statement are attached to the email.*

Payment options

Direct deposit

Bundoora Pre-school Association Inc
BSB: **063 590** Account No: **1006 1414**

Reference: **Use 4 letters of CHILD's surname and first 8 letters of first name**
eg. SMITJONATHON for Jonathon Smith

Cheques/money orders

Please make payable to: **Bundoora Pre-school Association Inc.**

Cash

May be paid in person at kinder.
Please enclose exact amount in a clearly marked envelope as change is not available

Attachment 5: Letter for parents/guardians without acceptable immunisation documentation – Three-year-old Program



BUNDOORA PRE-SCHOOL ASSOCIATION INC.

Reg No.A0008814S

20 Noorong Avenue, Bundoora 3083

Telephone: 9467 5343

bundoora.kin@kindergarten.vic.gov.au

[Insert date]

Dear [insert name]

Re: Enrolment at Bundoora Pre-school for

I am contacting you regarding your registration for [insert child's name] at Bundoora Pre-school in the three-year-old program in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age, as shown on an up-to-date AIR – Immunisation History Statement
- 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] with your Registration Form, we are unable to accept your registration application.

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
- Banyule City Council
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to submit up-to-date AIR – Immunisation History Statement for [insert child's name], we are happy to accept a new registration application. Please note that the new registration application will be dated as received on the date that it is accompanied by up-to-date AIR – Immunisation History Statement and will be considered in line with Bundoora Pre-school's *Registration, Enrolment and Orientation* policy.

Yours sincerely,