

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Glass Street Kindergarten
- the process to be followed when enrolling a child at Glass Street Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Glass Street Kindergarten
- processes to ensure compliance with legislative and the Department of Education and Training (DET) funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Glass Street 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 Glass Street Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

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

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

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Glass Street Kindergarten is part of the Boroondara Kindergarten Central Enrolment Scheme (BKCES) – a system for processing kindergarten enrolments for kindergartens located in the Boroondara City Council area. BKCES manages enrolment applications and the initial offer of places for both three- and four-year-old kindergarten. Glass Street Kindergarten has agreed to abide by the BKCES enrolment policy.

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)

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

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

4. DEFINITIONS

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

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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

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.

Child Care Subsidy (CCS): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Subsidy. Details are available at:

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

Families attending Glass Street Kindergarten are not eligible to receive a CCS.

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

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

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

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

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

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

5. SOURCES AND RELATED POLICIES

Sources

- Australian 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/
- *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

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

- determining the criteria for priority of access to programs at Glass Street Kindergarten, based on funding requirements, BKCES policies and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing BKCES to manage the Glass Street Kindergarten enrolments and an Administration Officer to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Administration Officer is responsible for:

- collating enrolment documentation and assessing immunisation documentation to determine if a child's vaccination status complies with requirements
- providing relevant information, including enrolment forms, to families with a confirmed place in the program

- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- responding to enrolment enquiries on a day-to-day basis
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- taking reasonable steps to obtain acceptable immunisation documentation from parents/guardians for children enrolled under the grace period
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- complying with the Privacy and Confidentiality Policy of the service.

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

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

All educators are responsible for:

- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form, enrolment form and all other required forms 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, including change of address and updated Immunisation History Statements.

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

EVALUATION

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

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

ATTACHMENTS

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

AUTHORISATION

This policy was adopted by the Approved Provider of Glass Street Kindergarten on 17 September 2019.

REVIEW DATE: SEPTEMBER 2020

ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the 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 are available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

2. Eligibility and access criteria for the three-year-old kindergarten program

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three by 30 April in the year they will attend kindergarten. In addition, they cannot start kindergarten until after their third birthday. For example, if a child turns three in March, this child cannot attend kindergarten until after their birthday, i.e. part-way through Term 1.

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. When considering exceptional circumstances, the Approval Provider will take into consideration the teacher's assessment of the child's learning and development, with priority given to children requiring a second year of three-year-old kindergarten for learning and developmental reasons.

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
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

Glass Street Kindergarten's eligibility and access criteria are outlined in the BKCES enrolment policy.

3. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- needs of individual children
- needs of the group
- parental wishes.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

- The BKCES manages the offers process which commences during July in the year preceding attendance. Places are allocated according to the selection criteria detailed in the BKCES Enrolment Policy. The BKCES Enrolment Policy can be found at:
<https://www.boroondara.vic.gov.au/community-support/children-and-families/kindergarten>
- Enrolment applications for children to attend Glass Street Kindergarten will be accepted any time after the child's second birthday.
- Enrolment applications are to be completed online via the City of Boroondara website at www.boroondara.vic.gov.au
- Hard copy enrolment application forms may be downloaded from the City of Boroondara website at www.boroondara.vic.gov.au or collected from Boroondara Council Customer Service centres
- A separate enrolment application form must be completed for each child for each year of entry.
- Parents/guardians of children applying for a second year of funded (four-year-old) kindergarten or currently attending a three-year-old program at Glass Street Kindergarten must also submit an enrolment application form for the following year.
- A separate enrolment application form must be completed for each child. One enrolment application form covers application for both three-year-old and four-year-old kindergarten.
- All applications must be accompanied by the enrolment application fee. A separate application fee is charged for each year of entry as detailed on the enrolment application form. This fee is not refundable.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Access to enrolment applications is restricted to the BKCES officers, the Senior Coordinator Children and Youth Support, the Early Years Services Development Officer and the relevant member kindergarten enrolment officer, in accordance with the Boroondara Information Privacy Policy.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- The closing date for enrolment applications is the last day of Term 2 in the year preceding attendance.
- Applications received after the closing date will be placed at the end of the waiting list and will be allocated in accordance with the date of receipt and may not form part of the first round offers.

2. Offer of places

- Places will be allocated to eligible children who are on the waiting list in accordance with preferences indicated on the enrolment application and the selection criteria of the BKCES Enrolment Policy.
- Places will be allocated if there is no outstanding debt to a BKCES Member Kindergarten. On the advice of the Treasurer from any BKCES member kindergarten, places will not be allocated until the debt owed by the family is paid, or a payment plan is agreed to between the family and the BKCES member kindergarten.
- Offers of places in the three-year-old programs and the funded four-year-old programs will be made in late July/early August in the year preceding attendance. The offers date will be set each year in accordance with Victorian school term dates.
- Applicants who are successful will be emailed a letter of offer. Parents must log in to their BKCES account to accept the offer or reply to the offer email.
- Second round offers will be emailed one week after first round offers close.
- Subsequent offers will be made as positions become available and until all vacancies are filled.

- Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of the BKCES policy.
- Applicants who are unsuccessful in applying to Glass Street Kindergarten will be notified by email and advised of the waiting list information. In November, the BKCES officers will contact all four-year-old applicants who remain on the waiting list for attendance in the following year. At this time, they will be advised of kindergartens that have vacancies. Applicants may choose to secure a vacancy at a non-preferenced kindergarten and remain on the BKCES waiting list for Glass Street Kindergarten.
- Responses after the offer deadline date will not be accepted and the position will be offered to the next child on the waiting list.
- Once parents/guardians have accepted their offer through BKCES, BKCES will then provide Glass Street Kindergarten with a list of enrolments.
- Enrolment packs containing forms for completion and details of information to be provided to Glass Street Kindergarten will be provided to parents/guardians at the kindergarten's Annual General Meeting (AGM).
- Parents/guardians will be required to pay their refundable maintenance levy by 31 October.
- Parents/guardians will be required to pay Term 1 fees by Enrolment Day, which is held during Term 4.
- Parents who do not volunteer at the kindergarten will be required to pay a Volunteer Levy with their Term 3 fees. This levy is refundable at the end of the year if parents volunteer during Term 3 and Term 4. Further information is provided to families at the beginning of the year.
- Enrolment forms and other required information must also be returned to the kindergarten on Enrolment Day.
- Parents/guardians who are unable to attend the AGM must contact the kindergarten to make alternative arrangements to collect the enrolment pack.
- Parents/guardians who are unable to attend Enrolment Day must contact the kindergarten to make an appointment to return the required forms and information prior to the end of the calendar year.
- Glass Street Kindergarten requires parents/guardians to provide their child's Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - the Immunisation enrolment toolkit for early childhood education and care services
 - the Key Dates work form
 - hard copies of the immunisation resources
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - that the next due vaccine for the child on the Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
 - that the child has been assessed by Glass Street Kindergarten as being eligible for a 16-week grace period
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a confirmed 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).

3. Procedure for the withdrawal of enrolment

- Parents/guardians who do not wish to accept their offer of a place, or withdraw their enrolment, must log in to their account to process their response as soon as possible or reply to the offer email.
- Parents/guardians who wish to withdraw their enrolment at Glass Street Kindergarten after their child has started at the kindergarten must advise the Administration Officer and teachers at Glass Street Kindergarten as well as BKCES.
- If a child has not commenced attendance at Glass Street Kindergarten before the end of Term 1, the Committee may cancel the child's offer and request BKCES to offer the place to the next child on the waiting list.

4. Other

- Children who have not turned three by the comment of the kindergarten year cannot commence kindergarten until after their third birthday. However, all fees must be paid by the due date to hold the child's place.

ATTACHMENT 3

Letter for parents/guardians without acceptable immunisation documentation

Dear [insert name]

Re: Enrolment at Glass Street Kindergarten for [insert year]

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

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

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- has been assessed by our service as being eligible for a 16-week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

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

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with Glass Street Kindergarten's Enrolment and Orientation policy and must be submitted via the BKCES.

Yours sincerely

Glass Street Kindergarten