

# 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
- 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 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 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.

Glass Street Kindergarten participates in the Boroondara Kindergarten Central Enrolment Scheme (BKCES) and we are required to comply with the enrolment procedures of that scheme. The enrolment policy for BKCES is available on the Boroondara Council website.

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*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) 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, 170, 171, 177, 181, 183*
- *Equal Opportunity Act 2010 (Vic)*
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *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.

**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.

**Boroondara Kindergarten Central Enrolment Scheme (BKCES):** Boroondara Council manages the application process for most kindergartens in the City of Boroondara that are not in long day care centres or independent schools. Member kindergartens set their own session times and term fees while Boroondara Council (through the BKCES) administers the enrolment policy on behalf of its member kindergartens.

**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 for at least five hours per week 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 fee:** A non-refundable fee paid to BKCES to submit your application. This is:

- \$27.50 (\$0 concession) for three-year-old or four-year-old kindergarten place
- \$55 (\$0 concession) for three-year-old and four-year-old kindergarten place

**Enrolment record:** The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including but not limited to parent details; emergency contacts; authorised nominee; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

**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.

**Member Kindergartens:** are located in the Boroondara Council area and are members of the BKCES.

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide* (see *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 Torre 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/)
- Priority of Access Guidelines for child care service: <https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- 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>
- *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*
- *Privacy and Confidentiality Policy*

## PROCEDURES

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

- ensuring the criteria for priority of access to programs at Glass Street Kindergarten, as described in The Kindergarten Funding Guide are adhered to
- 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 and the 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 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)
- 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 health and/or 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 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 concerning their child's progress with regard to settling into 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 queries to kindergarten's website, BKCES or the Administration Officer, 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
- 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.

**The Administration Officer is responsible for:**

- emailing relevant enrolment documentation to families
- collating enrolment documentation and assessing immunisation documentation to determine if a child’s vaccination status complies with requirements
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining accessible immunisation documentation required for enrolment
- responding to enrolment queries on a day-to-day basis and/or referring families to BKCES to respond to enquiries, as required
- 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.

**Parents/guardians are responsible for:**

- reading and complying with this Enrolment and Orientation Policy
- completing the enrolment application 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-week 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
- notifying BKCES 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, 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 for 3 and 4-year-old funded kindergarten program
- Attachment 2: General enrolment procedures
- Attachment 3: Mid-term enrolment process
- 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 Approved Provider of Glass Street Kindergarten on August 2021.

**REVIEW DATE: JULY 2022**

## ATTACHMENT 1

### Eligibility and priority of access criteria for a funded kindergarten three- and four-year-old program

The Approved Provider must notify all families of the priority of access policy that applies when they enrol their child.

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

- prioritise children based on the DET criteria listed below
- ensures all eligible children have access to a kindergarten place, where possible.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

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

The priority of access for the BKCES scheme will be implemented.

Glass Street Kindergarten, via BKCES, must first apply the DET's Priority of Access criteria, and following this may apply locally developed criteria, as per examples below.

DET's Priority of Access criteria	Process that could be used to verify need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	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>

### Four-Year-Old Selection Criteria

- (1) High Priority children for City of Boroondara residents – see above (DET’s Priority of Access criteria).
- (2) Repeats – Children currently enrolled at the kindergarten who have received funding for a second year of four-year-old kindergarten are placed at the same kindergarten.
- (3) Deferrals – Children who were eligible to attend a four-year-old program at Glass Street Kindergarten in the previous year but deferred or withdrew from the program in writing to the BKCES officers on or before the last day of Term 1 are placed at the same kindergarten.
- (4) Three-year-old Group Enrolments – Children who attended and completed the three-year-old program at Glass Street Kindergarten in the previous year and applied for the four-year-old program at Glass Street Kindergarten.
- (5) Siblings – Children who have had a sibling attend and complete the three-year-old or four-year-old program at Glass Street Kindergarten within a five-year timeframe.
- (6) City of Boroondara residents who apply to their closest City of Boroondara kindergarten.
- (7) All other residents of the City of Boroondara.
- (8) (a) Non-City of Boroondara residents who have been verified as high priority children.  
(b) All other non-residents.

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

### Three-Year-Old Selection Criteria

- (1) High Priority children for City of Boroondara residents – see above (DET’s Priority of Access criteria).
- (2) Deferrals– Children who were eligible to attend a three-year-old program at Glass Street Kindergarten in the previous year but deferred or withdrew from the program in writing to the BKCES officers on or before 30 April are placed at the same kindergarten.
- (3) Siblings – Children who have had a sibling attend and complete the three-year-old or four-year-old program at the same kindergarten, within a five year timeframe.
- (4) City of Boroondara residents who apply to their closest City of Boroondara Member Kindergarten.
- (5) All other residents of the City of Boroondara.
- (6) (a) Non-City of Boroondara residents who have been verified as high priority children.  
(b) All other non-residents.

In the event that all criteria are equal, positions shall be determined by computer generated ballot

**Note:** DET’s Priority of Access guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, Priority of Access guideline will equally prioritise three- and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the Priority of Access 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 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 Early Start Kindergarten, 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.

## ATTACHMENT 2

### General enrolment procedures

#### 1. Application for a place

- Enrolment applications will be accepted online by BKCES any time after the child has turned two years of age.
- Enrolment applications can be lodged via the Boroondara Council website.
- As part of this process, families are able to select up to five preferred member kindergartens.
- Information is also available to families regarding the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up-to-date AIR Immunisation History Statement and a copy of the BKCES Enrolment Policy and Glass Street Kindergarten's Enrolment and Orientation Policy.
- BKCES will determine the dates by which applications must be received for offer of places in the three-year-old and the four-year-old kindergarten programs.
- A separate application form must be completed for each child.
- A separate application form may be completed for each proposed year of attendance at the service, or a combined year of attendance form may be completed.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of four-year-old kindergarten must follow the BKCES procedures in order to apply for a second funded year.
- Requested documentation must be provided when applying online.
- All enrolment application forms must be accompanied by an enrolment fee as specified by BKCES.
- BKCES is to notify the Administration Officer when the enrolment lists for the following year are available.
- 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 by BKCES using the eligibility and priority of access criteria.
- Applications received after the above dates set by BKCES 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 BKCES.

#### 2. Offer of places

- Tentative places will be offered to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until an up-to-date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Glass Street Kindergarten requires parents/guardians who have been offered a tentative place to provide an up-to-date AIR 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 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 Glass Street 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 withdraw their enrolment, are requested to notify BKCES, in writing as soon as possible.
- Enrolment forms and other relevant information will be provided by Glass Street Kindergarten's Administration Officer to the parent/guardian after a confirmed place has been accepted and Term 1 fees have been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid (refer to *Fees Policy*).

## ATTACHMENT 3

### Mid-Term Enrolment Process

The table below outlines the steps to be followed once a child has formally enrolled at Glass Street Kindergarten via BKCES.

Step	What	Who
1.	BKCES enrolment spreadsheet with new family's contact details emailed to relevant teacher.	Administration Officer
2.	Email enrolment documentation to family. Advise new family that their teacher will be in touch to arrange an on-site welcome meeting. Family to be offered a hard copy enrolment pack if required.	Administration Officer
3.	Teacher contacts new family to arrange an on-site welcome meeting.	Teacher
4.	Welcome meeting undertaken. Review enrolment documentation, determine whether any action plans are required (i.e. asthma, allergies etc.). Commencement date agreed to (subject to enrolment documentation being complete).	Teacher
5.	Enrolment documentation filed and on-site records updated.	Administration Officer
6.	Child commences at Glass Street Kindergarten.	

## ATTACHMENT 4

### 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 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
- [insert details of local government immunisation service]
- 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], we are happy to accept a new enrolment application via the Boroondara Kindergarten Central Enrolment Scheme, accompanied by AIR History Statement. The new application would be considered in line with Glass Street Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Glass Street Kindergarten

## **ATTACHMENT 5**

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

#### **Cancellation of Enrolment**

Families must notify BKCES in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until Glass Street 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**

Glass Street Kindergarten will advise BKCES of families who have accepted a placement, but have not completed enrolment documentation and/or have not attended the service. BKCES will then follow its procedures in terms of following up with the family.

- **Traveling Families**

Families are required to notify Glass Street Kindergarten prior to extended periods of travel and ensure any applicable fees paid if they wish to return to the service.

- **Non-contactable Families**

Glass Street Kindergarten will advise BKCES if a family is non-contactable. BKCES will then follow its procedures in terms of following up with the family.