

# ENROLMENT AND ORIENTATION POLICY 2020

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## Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

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

### POLICY STATEMENT

#### 1. VALUES

Friend 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, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Friend 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 (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*).

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
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families
- *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/](http://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.

**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](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: [www.legislation.gov.au/Series/F2006B01541](http://www.legislation.gov.au/Series/F2006B01541)
- *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 for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- *Immunisation enrolment toolkit for early childhood education and care services 2015*: [www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- 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 is responsible for:**

- determining the criteria for priority of access to programs at Friend Street Kindergarten, based on funding requirements 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 a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- 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 person responsible for the enrolment process is accountable for the following:**

- providing enrolment application forms (refer to Attachment 2 – Enrolment Application Form)
- collating enrolments
- maintaining a waiting list
- collecting, receipting and banking enrolment fees
- offering 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 enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- informing families on the enrolment application form that a copy of the *Enrolment and Orientation Policy* is available on the kindergarten website.

**The Nominated Supervisor 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 and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

**All educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining 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 *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

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

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, 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: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Friend Street Kindergarten on 8 May 2019.

**REVIEW DATE: MAY 2020**

## ATTACHMENT 1

### Eligibility and priority of access criteria

The number of 4 year old places for 2020 is 22. The number of places offered each year is at the discretion of the Committee of Management and meets the ratio requirements within the current legislation. The hours of attendance are 17.25 hours per week.

#### 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](http://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/about/programs/learningdev/pages/earllystartkinder.aspx](http://www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.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 the following:

#### *High priority children*

<u>High priority children</u>	<u>Process that could be used to verify need(s)</u>
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning, or referred by: Child Protection Child and family services (family services referral and support team, Child FIRST) Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker

<u>High priority children</u>	<u>Process that could be used to verify need(s)</u>
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card and multiple birth children
Children with additional needs, defined as children who: require additional assistance in order to fully participate in the kindergarten program require a combination of services which are individually planned have an identified specific disability or developmental delay	The child is: assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten approved for Kindergarten Inclusion Support Package, or referred by: the National Disability Insurance Scheme Early Childhood Intervention Service Preschool Field Officer, or Maternal and Child Health nurse holds a Child Disability Health Care Card

*Note: Closing date for applications is 1<sup>st</sup> May 2019 including high priority children.*

#### Other children

*For those children not identified as high priority for access to a funded kindergarten program, service providers may apply one or more locally agreed criteria to prioritise children and determine the order in which offers are made, such as residential proximity or a demonstrable link to the service.*

After offering positions to high priority children Friend St. Kindergarten will then offer places in the following order to –

- 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.
- Children who attended in the previous year (i.e. 3 year old kindergarten).
- Children who have siblings at the kindergarten during the same year provided their application was received by 1<sup>st</sup> May in the year prior to attendance.
- Children whose siblings attended the kindergarten in past years provided their application was received by 1<sup>st</sup> May in the year prior to attendance.
- Proximity to the kindergarten.
- All remaining positions will be allocated randomly using a computer generated system.

PLEASE NOTE: High priority children on a waiting list will receive priority of access. Every effort will be made to offer a place in the four year old group to children who attended the three year old group in the previous year.

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

**The number of three year old places for 2020 is 20. The number of places offered each year is at the discretion of the Committee of Management and meets the ratio requirements within the current legislation. The hours of attendance are 8 hours per week.**

Children are eligible for attendance in the three year old program provided they have turned three years of age by April 30 in the year of attendance. This means that children who turn three years of age from 31<sup>st</sup> January –30<sup>th</sup> April of the year they commence the three-year-old program will not be able to attend until their third birthday.

Parents/guardians must pay Term 1 fees even if their child/ren are ineligible to attend to hold their place in the program.

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 demand exceeds availability the Approved Provider will refer to the service's values, philosophy and relevant policies to determine the priority of access. This will include using the criteria below in the following order –

- High priority children (see table above)
- Children who were eligible to attend in the previous year but deferred or withdrew on or before the last day of term one.
- Children who have siblings attending the kindergarten providing their application was received by 1<sup>st</sup> May in the year prior to attendance.
- Children whose siblings attended the kindergarten in past years providing their application was received by 1<sup>st</sup> May in the year prior to attendance.
- Proximity to the kindergarten
- All remaining positions will be allocated randomly using a computer generated system.

## ATTACHMENT 2

### General enrolment procedures

#### 1. Application for a place

- Enrolment applications will be accepted any time after the child has turned two years of age.
- Enrolment application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- A separate application form must be completed for each child.
- 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*).
- A copy of the child's birth certificate must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee of \$25. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to the Enrolment Manager by email [friend.st.kin@kindergarten.vic.gov.au](mailto:friend.st.kin@kindergarten.vic.gov.au) or mail to Friend St. Kindergarten, 5 Friend St. Mont Albert Nth 3129.
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the closing dates set by Friend Street Kindergarten (see below) 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 Friend Street Kindergarten.

#### 2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

- 1<sup>st</sup> May 2019 for children to attend the funded kindergarten program in 2020 including high priority children.
- 1<sup>st</sup> May 2019 for children to attend the three-year-old program in 2020 including high priority children.

#### 3. Offer of places

- Tentative 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 immunisation documentation has been received, assessed and found acceptable.
- Friend Street Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation 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* (search 'Immunisation enrolment toolkit')

- The Key Dates work form (search 'Key Dates work form')
- Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR 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 Friend 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 acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- 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 the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- Second-round offers will be made two weeks after first-round offers. Further rounds of offers will be made as necessary.
- A fee of \$200 must be paid in accordance with the Friend Street Kindergarten's Fees Policy by the date indicated on the letter of offer by cheque to Friend Street Kindergarten Inc. or by direct deposit to hold the place for the following year. This fee is only refundable once the child has been enrolled for a full year's attendance at Friend Street Kindergarten and will be deducted from fourth term fees in the final year of attendance.
- An enrolment form and other relevant information will be provided by Friend Street Kindergarten to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

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



FRIEND STREET KINDERGARTEN

## FRIEND STREET KINDERGARTEN INC.

5 FRIEND STREET, MONT ALBERT NTH 3129

Phone: 9857 6583 Fax: 9816 4281

EMAIL : [friend.st.kin@kindergarten.vic.gov.au](mailto:friend.st.kin@kindergarten.vic.gov.au)

### ATTACHMENT 3 - Application Form Information

#### ALLOCATION OF PLACES

Friend Street Kindergarten is managed directly through the Kindergarten's Enrolment Manager. Please read the full Enrolment and Orientation Policy for information regarding criteria for selection.

#### PRODECURE

- Applications will be accepted from a child's second birthday and will not be processed prior to this date.
- Proof of the child's age must be supplied with the application.
- A non-refundable application fee must be included with the application.
- All children enrolling in early childhood service must meet No Jab, No Play legislation and provide relevant immunisation documentation with application.
- Submitting this application is NOT a guarantee of placement.
- Applications can only be made for one year each of 3yo and/or 4yo kindergarten.
- **Applications close on 1 May the year prior to entry.** Applications received after this date will be placed on a waitlist.
- During June of the year prior to entry the kindergarten will determine places and send offers to successful applicants.
- If successful, you will be required to accept a position by forwarding a deposit to the kindergarten (details will be provided with the letter of offer)

#### ENROLMENT & IMMUNISATION INFORMATION

- The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.
- Parents/guardians offered tentative places will be asked to provide immunisation documentation to Friend Street Kindergarten that shows that their child's immunisations are up to date for their age or that an exemption applies.
- Confirmation of places is finalised after the documentation has been assessed that the child is up to date 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 as being eligible for a 16 week grace period.
- Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)
- The Enrolment and Orientation Policy is available on the Friend Street Kindergarten website.

#### ELIGIBILITY/YEAR OF ENTRY

- To be eligible for the 3 yo kindergarten program your child must turn 3 on or before the 30<sup>st</sup> April in the year in which they will attend. Children may only commence at the kindergarten after their third birthday.
- To be eligible for the 4yo kindergarten program your child must turn 4 on or before 30<sup>th</sup> April in the year in which they will attend.

#### SUBMITTING YOUR APPLICATION

Please complete this application form and return either by hand, email to [friend.st.kin@kindergarten.vic.gov.au](mailto:friend.st.kin@kindergarten.vic.gov.au) or post to:

Enrolment Manager  
Friend Street Kindergarten  
5 Friend Street  
MONT ALBERT NORTH VIC 3129

A \$25 per child, non-refundable application fee, is payable by direct debit to the following account:

BSB & Bank Account: 063 784 566466

Bank: Commonwealth Bank of Australia – Bank First

Or cheque/money order (made payable to Friend Street Kindergarten) or cash and must accompany the application form.

Any enquiries about kindergarten applications or to notify change or address or contact details please phone email the Enrolment Manager [friend.st.kin@kindergarten.vic.gov.au](mailto:friend.st.kin@kindergarten.vic.gov.au)

The personal information requested is being collected by Friend Street Kindergarten for the primary purpose or directly related purposes of kindergarten enrolments. The Enrolment Manager may disclose this information to the committee of management. Friend Street Kindergarten will not divulge this information to any other organisation or authority. Requests for access and/or correction of applications should be made to the Enrolment Manager on 9857 6583

# FRIEND STREET KINDERGARTEN APPLICATION FORM

## 1. CHILD'S DETAILS

Given Name \_\_\_\_\_ Family name/Surname \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YY) Gender: Female  Male

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Preferred email: \_\_\_\_\_

Does this child have any allergies? Yes  No

(Please provide details)

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## 2. PARENT'S/GUARDIAN'S DETAILS

Parent/Guardian 1: \_\_\_\_\_  
(Title) (Given Name) (Family Name/Surname)

Contact Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_  
(Title) (Given Name) (Family Name/Surname)

Contact Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

## 3. PLEASE TICK THE APPROPRIATE BOXES BELOW

I wish to enrol my child for 3 year old kindergarten commencing year \_\_\_\_\_

I wish to enrol my child for 4 year old kindergarten commencing year \_\_\_\_\_

## 4. ADDITIONAL DETAILS – where required please attach supporting documentation

Has your child had siblings attend Friend St. Kindergarten? Yes  No

Does your child have additional needs? Yes  No

**If YES supporting documentation is required to be considered under DET priority of access guidelines**

Is this child known to a child protection agency due to risk of abuse or neglect, including children in Out of Home Care?

Yes  No

**If YES supporting documentation is required to be considered under DET priority of access guidelines**

Is this child of Aboriginal or Torres Strait Islander descent? Yes  No

Do the child or parents/guardians hold a Health Care Card, Pension Concession Card or Veterans Affairs Card or Asylum Seeker or Refugee Visa? (If 'yes' a copy must be sighted with the submission of this form by the Educational Leader)

Yes  No  Card or Visa Type \_\_\_\_\_ Expiry \_\_\_\_\_

## 7. DECLARATION

I/We have made \$25 payment via direct debit (date of transaction) \_\_\_\_\_ or enclosed cash or cheque/money order made payable to Friend Street Kindergarten. I/We have attached proof of the child's date of birth  and relevant immunisation information . I/We declare that the information provided on this application is true and accurate. I/We understand that in lodging an application an offer of enrolment is not guaranteed. I/We understand the procedures of enrolment and accept the terms of the Enrolment Policy selection criteria.

## **ATTACHMENT 4 – Letter for parents/guardians without acceptable immunisation documentation**

Friend Street Kindergarten

[Address]

[Insert date]

Dear [insert name]

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

I am contacting you regarding your tentative place for [insert child's name] at Friend 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
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

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

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

- your doctor
- [insert details of local government immunisation service]
- 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 Friend Street Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Friend Street Kindergarten

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

Date: \_\_\_\_\_