

ENROLMENT AND ORIENTATION POLICY

Mandatory Quality Area 6

PURPOSE

This policy will outline:

- the criteria for enrolment at Hurlingham Preschool
- the process to be followed when enrolling a child at Hurlingham Preschool
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Hurlingham Preschool.
- an equal and efficient system for both enrolling children, and the allocation of children into the various kindergarten groups at Hurlingham Preschool.
- an equal and efficient system for managing late enrolments.
- the process for withdrawal from the kindergarten, extended absence, deferments and repeating a kindergarten year.
- the 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

Hurlingham Preschool is committed to:

- equal access for all children, based on the criteria set out in this policy
- meeting the needs of the local community
- complying with DET funding requirements relating to the enrolment of children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service
- ensuring that the handling of all enrolment applications including the allocation of children to the various kindergarten groups is performed on an equitable basis

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hurlingham Preschool

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*.

Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme. *Hurlingham Preschool is a participant in the Bayside Council Central Enrolment as dictated by our Service Agreement.*

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), as amended 2011
- *Children, Youth and Families Act 2005* (Vic), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 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/>

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.

Hurlingham Preschool Confirmation of Acceptance Form: A form that is completed once an applicant has accepted their offer via the Bayside City Council Kindergarten Portal, confirming that they accept their offer to attend Hurlingham Preschool and paying a non-refundable confirmation deposit (**Health Care Card (HCC) holders are exempt from this deposit**). This form collects contact details, basic personal /medical information and immunisation documentation from parents/guardians about their child. Refer Attachment 2

4 Year Old Group Preference Form; A form that is to be completed after the Confirmation of Acceptance Form has been submitted to Hurlingham Preschool, indicating a family's preference for the two 4 year old groups which are available, that they would like their child to attend. (Refer Attachment 4)

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.

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 and must be over 18 unless individual approval is obtained from the HPS committee.*

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 officially withdraws 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*.

Registration application fee: A payment to Bayside City Council to cover administrative costs associated with the processing of a child's registration application for a place in a program at the service.

Online Registration form: An online form to apply for a place at the service provided by Bayside City Council.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record and is kept confidential by the service. Refer Attachment 3

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; names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs; 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.

Health Care Card: A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at www.centrelink.gov.au/internet/internet.nsf/payments/conc_cards_hcc.htm

Kindergarten Confirmation Deposit: A charge to secure a place that has been offered in a program at Hurlingham Preschool. This is non-refundable.

Fees: A charge for a place within a program at Hurlingham Preschool.

Bayside Council Kindergarten Parent Portal: An online process where parents can be offered places, change their details and accept kindergarten places directly with Bayside Council

Extended Care (Platypus Group): A fully supervised, educational program taught by two suitably qualified educators. It is a full fee paying program and is provided as a service to families and not for profit. It is open to any child currently enrolled in the 3 or 4yr old programs at Hurlingham.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Immunisation Register:
<https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register>
- *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:*
<http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard>
- *Priority for allocating places in child care services:* <http://education.gov.au/priority-allocating-places>
- *Immunisation enrolment toolkit for early childhood education and care services 2015:*
www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit

- Victorian Department of Health: www.health.vic.gov.au/immunisation
- Victorian kindergarten policy, procedures and funding criteria:
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

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 and Persons with Management or Control are responsible for:

- determining the criteria for priority of access to programs at Hurlingham Preschool, based on funding requirements and the service's philosophy and ensuring that Bayside City Council Central Enrolments also comply
- 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. [Bayside Council in 2017 requested this person be an employee rather than Committee member for continuity and professionalism reasons](#)
- 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)
- ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and 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).
- approving any changes to this policy
- responding to any questions/concerns that arise in relation to any aspect of the policy
- consulting the current and future users of the centre to determine the suitability of programs and program times offered at the centre. Any changes to programs or program times will need to consider enrolment numbers and the financial viability of proposed changes.
- participating in the annual centre open day.

The person responsible for the enrolment process is accountable for the following:

- providing the relevant webpage link to the Confirmation of Acceptance Form to Bayside City Council (refer Attachment 2)

- providing enrolment forms (refer to Attachment 3 – Sample Enrolment Form) collating enrolment applications
- processing and collating the 4yr old Group Preference Form and adhering to procedures for allocating the groups
- referring all families interested in a place at Hurlingham to register with Bayside Council
- ensuring confirming deposits are paid to HPS administrator for receipting and banking
- providing relevant paperwork to families in accordance with this policy
- providing a regular report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in a lockable file and a secure online environment (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- making families aware that a copy of the *Enrolment and Orientation Policy* is contained in the policy book in the foyer and on Hurlingham's portal
- processing Extended Care (Platypus) enrolments

The Nominated Supervisor, Person 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 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
- participating in the annual centre open day.

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
- ensuring that enrolment forms are completed prior to the child's commencement at the service
- 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 online registration form, the Confirmation of Acceptance Form, and Group Preference Form (if applicable) and the Confidential Enrolment Form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all 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:

- where appropriate, 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, where appropriate, at least 14 days before making any significant changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Hurlingham Preschool enrolment procedures
- Attachment 2: Hurlingham Preschool Confirmation of Acceptance Form
- Attachment 3: Hurlingham Preschool Confidential Enrolment Form
- Attachment 4: Hurlingham Preschool 4yr old Group Preference Form
- Attachment 5: Hurlingham Preschool Extended Care Enrolment Form
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Hurlingham Preschool on 2nd May 2019.

Review date: **02/05/2020**

ATTACHMENT 1

Hurlingham Preschool Enrolment Procedure

Hurlingham Preschool offers 22 three year old places comprising one group, and 44 four year old places comprising of two groups of 22 children each. We also offer an Extended Care group of up to 22 children of both three and four year olds.

Central Registration Process – Bayside City Council

Hurlingham Preschool participates in the Bayside City Council Central Registration system. It is the current and prospective parents' responsibility to familiarise themselves with and keep up to date with the requirements of this aforementioned system, details of which may be obtained directly from the Bayside City Council website. Please refer to <https://www.bayside.vic.gov.au/kindergarten>

Hurlingham Preschool will not accept any enrolment applications directly. All enrolment applications, including late enrolments, must be lodged through Bayside City Council Central Registration System.

The Extended Care group comprises current enrolled students only, so there is no need to go through the Bayside Central Registration system for this group.

Bayside City Council's Central Registration Policy will be adhered to in all circumstances and situations, except where flexibility is granted in terms of the system.

Bayside City Council will be responsible for sending Letters of Offer (via the Kindergarten Parent Portal) directly to successful applicants as determined by the Central Registration system. Hurlingham Preschool will not be in any way held responsible for the determination of recipients or delivery of these Letters of Offer to applicants.

Open and Closing Dates for Central Registration

Bayside City Council Central Registration for attendance at kinder in the following year, open April 1st and close April 30th. Applications are available to complete online from Bayside City Council website. There is an application fee charged by Bayside City Council that must be paid upon lodging the application.

Procedures for Offers of Places (supplied by Bayside City Council)

Four Year Old and Three Year Old Enrolments

3.1 How are offers allocated?

Offers are allocated in accordance with the State and Commonwealth Funding legislation Priority of Access guidelines which prioritises access for children who are vulnerable, at risk, or have a disability. For information on priority of access eligibility, visit the Department of Education's website at <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria>

All other places are offered in accordance with Bayside's local criteria which are reviewed on an annual basis taking into account feedback from Kindergarten teachers, Committees, families and guidance from Department of Education and Training.

These criteria are only applied where there are more applicants than places available in order to create equitable access for children applying for kindergarten in Bayside.

3.2 What are the classification criteria for Bayside?

The registration form requires the applicant to agree that the information provided is true and correct and gives permission for Council to verify information supplied on the registration form if deemed necessary.

The registration classification criteria include continuity and proximity. Each of these criteria will be allocated a weighting. An applicant will not be excluded from applying or selection because they do not meet one or all of the classification criteria.

Classification		Weighting
Continuity	Current three year old child applying for a place in a four year old program at the same service. OR	70%
	Incoming sibling of a current (2019) enrolment applying for a place in a three or four year old program at the same service. OR	40%
	Incoming child of a former enrolment who attended in 2018 or prior, applying for a place in a three or four year old program at the same service.	20%
AND		
	Registration for a place in either the three or four year old program where the first preference kindergarten is the closest community delivered kindergarten to the child's primary place of care ¹ OR	
	Resident ² registration for a place in either the three or four year old program which is not at their closest community delivered kindergarten	100%

¹ Primary place of care includes: Resident family home; Family Day Care service³; Occasional Care service³

² Residents includes families moving into Bayside. Evidence of future Bayside address will need to be provided. Please contact Family Services 9599 4755 prior to registering.

³ If Family Day Care or Occasional Care is the primary place of care on a kindergarten day, evidence will need to be provided. Please contact Family Services 9599 4755 prior to registerin

3.3 How and when are offers made?

The bulk of offers are issued throughout the month of June starting on June 3rd for all on-time registrations.

Offers are emailed to the address provided on the Registration Form on the council website. Families are strongly encouraged to check their inbox and SPAM on June 3rd. (Offers are sent in batches throughout the day so may still arrive late in the afternoon.)

Where a kinder is not fully subscribed, all on-time registrations will receive an offer.

Where a kinder is over subscribed, the priority criteria are applied and the maximum number of ***Families have up to 7 days to respond to an offer. Failure to respond will result in an expired offer.***

A declined or expired offer from the initial round results in new vacancies which are then offered to the next family/ies on the waitlist (on a day to day basis as they become known).

If you do not receive an offer on June 3rd, continue to monitor your emails throughout June for subsequent offers.

In most cases, families will be offered a place at their first preference kindergarten.

3.4 How do I accept/decline an offer for a kindergarten place?

Failure to respond within the 7 days will result in the offer being forfeited – In fairness to all families who registered on time, council will expire offers older than 7 days and continue to offer places where waiting lists exist

3.5 What happens after I accept an offer?

You will be directed to the kindergarten website where you will find instructions on how to finalise the enrolment. This final step in the process may be slightly different for each kindergarten.

3.6 What if I do not receive an offer in June?

You will receive an email notification advising that you are on the waitlist for subsequent offers should a vacancy become available. The email will also prompt you to make contact with Family Services to discuss options at other kindergartens.

4.1 What documentation will I need to provide to the Kindergarten to finalise the enrolment?

Child's birth certificate or passport as proof of identity and age;

Immunisation History Statement from the Australian Immunisation Register (A.I.R.);
Medical/Disability/Behavioural diagnosis and/or action/management plans

4.2 How long do I have to finalise the enrolment?

The kindergarten will require completed enrolment forms AND deposit within 7 days.

Process for 2 year olds turning 3 between 01 Feb and 30 April, 2020

Process for these children if they receive and accept a place in first round offers:

1. Family accepts the offer by paying a non-refundable Confirmation Fee to secure the place until it can be used either by themselves OR a newly registered family. If a new family registers, the 'holding' family are given the option to pay a pro-rata term-fee from the next session date to secure the place or relinquish the hold and revert to waiting list. The Confirmation Fee is not refunded if the family relinquishes the place.
- *If the kindergarten is over subscribed for the first round of offers, and a 2 year old defaults for a place after priority of access is applied, they will be required to either pay the full term fee as per above, or move to the waitlist.*
- *The non-refundable Confirmation Fee, provides families the opportunity to secure a place at their preferred kindergarten. A family who chooses not to put down a Confirmation Fee will be offered a 3yo vacancy where one is available when the child turns 3.*

Council will advise each kindergarten of any children yet to turn 3 who have enrolled and whether they have accepted and holding the position.

Section 5 GENERAL INFORMATION

5.1 Central Registration Service

Bayside City Council provides a Central Registration Service for both three and four year old kindergarten on behalf of 17 community delivered kindergartens within the Bayside municipality. There are other early year's services in Bayside offering a kindergarten program that do not participate in Council's Central Registration Service.

The Central Registration Service is administered by Family Services which is a division of Council's Community Services Department.

5.2 Multiple births and blended families

Where possible, multiple births and siblings from blended families who will attend kindergarten during the same period will be kept together.

5.3 Deferrals

Families cannot elect to defer an offer during the rounds of offer. An offer can either be accepted or declined at the time it is offered.

Three year old enrolments cannot be deferred once the offer has been accepted. If a family decides not to commence the year or to withdraw once the child has commenced, a new registration will need to be submitted for the following year and will not be eligible for additional weighting related to a year of attendance.

Deferrals are only available for offers that have been accepted for a four year old enrolment. However, once a child has commenced in the four year old kindergarten program, deferrals are not available if the kindergarten has provided their yearly enrolment data to the Department of Education and Training (which is any time during first term). If you have concerns about your child's readiness, you will need to discuss this with your child's teacher at your earliest opportunity.

5.4 Repeats

Requests to repeat three year old kindergarten are only considered for children with additional needs or disadvantage and require documentary support from the kindergarten teacher and approval on a case by case basis by the Family Services Project Team Leader.

A repeat four year old year occurs where a child is assessed by the teacher or another early childhood professional as having delayed development identified in two or more areas and has been approved as eligible for a second year of funded kindergarten by the Department of

Education and Training. Where a child is not approved as eligible for a second year of funded kindergarten they will not be offered a kindergarten place until all applicants eligible for a funded kindergarten place have been offered places. The child will need to be self-funded during the repeat year. For information regarding receiving a second year of 4 year old funded kindergarten please visit www.education.vic.gov.au.

5.5 Confidentiality

Council is bound by privacy principles which govern the way information is collected, stored, used and disclosed under the Information Privacy Act 2000 and the Health Records Act 2001. Personal and health information relating to kindergarten aged children, their parent/guardian(s) and Kindergartens is collected for the primary purpose of providing services associated with offering kindergarten placements. All personal information will be kept secure from any unauthorised access or modification.

Extended Care Enrolments

- All children enrolled at Hurlingham Preschool are eligible to apply to the Extended Care group (Platypus). This includes both the 3 and 4 year old groups
- Information about the group and enrolment forms are provided to families with all other enrolment forms once they have accepted a place at Hurlingham
- Applications will be accepted on a “first in, best dressed” basis except where a Priority of Access child is identified.
- Confirmation of enrolment in the Extended Care group is upon receipt of the Enrolment form for this group and payment of the deposit
- The maximum for the group is 22 and the minimum is determined each year on October 30th when the budget is finalised

Receipt of Confirmation of Acceptance Forms and Group Allocation

Receipt of Confirmation of Acceptance forms must be accompanied by a Kindergarten Confirming Fee (see *Definitions*) of \$100 (either by credit card or EFT payment) and a copy of AIR Immunisation History Statement. This documentation also provides proof of the child's age. Confirmation of Acceptance forms will be officially accepted and recognised providing they have adhered to the following:

- a. Acceptable immunisation documentation has been confirmed as supplied to council or is attached; and
- b. The \$100 confirming fee is paid at the time of receipt unless asking to be invoiced for credit card payment

Please note: Health Care Card and Concession Card holders are not required to pay the \$100 kindergarten confirming fee as the kinder wants to ensure there is no financial impediment to a child accepting a place. Proof of Identity documentation for those children not born in Australia and who do not have access to their documentation ie refugee families, can be accessed through the Centrelink Management System and is not required to be provided by the family before the Group Preference can be accepted by Hurlingham Preschool.

4yr Old Group Preference Form

Returned 4yr Old Group Preference forms will be taken in order of emailed time. Where possible, children will be allocated into their group of choice based on the email i.e. positions will be allocated to those children with the earliest time. Applicants who are successful in their choice of kindergarten group will be notified in writing (email) of a confirmed place. Once a particular kindergarten group has been filled, a waitlist will be generated for that group to accommodate any oversubscription. Families who are unsuccessful in obtaining a place in their preferred group will be placed on a waitlist and notified in writing (email).

The 4yr Old Group Preference Form **MUST** be emailed at or after the date/time stipulated on the acceptance of offer forms. Any emails received prior to this time will be asked to resend email or be assessed as having submitted at 5pm.

Anybody who does not have access to email is requested to contact the kinder's Enrolment Officer prior to the official 'opening time' for the 4yr Old Group Preference Form submission.

Please note that children who are repeating 4yr old and/or are considered high priority, as defined by DET, will be allocated to their preferred group before the groups are 'opened' to all other 4yr old children.

Families are not in any way permitted to 'swap' allocated kindergarten groups or waitlist positions.

Due to the Privacy Act, details of family names, allocation of groups or waitlist positions cannot be disclosed.

Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the committee in writing as soon as possible.

Places will not be allocated to children until any substantial debt owed by the family to the centre is paid in full. (Refer to *Fees Policy*).

Completing a 2nd Year of Funded Kindergarten

A teacher may recommend that a child is unlikely to be ready to progress to the next level at the end of the year. Such a decision will be made during *Term Two* after the teacher has had time to observe the child within the kindergarten environment. In the event that this occurs, and the parents agree to complete a 2nd year, it is the parents responsibility to familiarise themselves with the Bayside Central Registration System and the requirements concerning enrolment procedures where a child is completing a 2nd year.

Requests to repeat three year old kindergarten are only considered for children with additional needs or disadvantage. These repeats will require documentary support from the kindergarten teacher and will be approved on a case by case basis by the Family Services Project Team Leader at Bayside Council.

A repeat four year old year occurs where a child is assessed by the teacher or another early childhood professional as having delayed development identified in two or more areas and has been approved as eligible for a second year of funded kindergarten by the DET.

The teacher will communicate information to the parents concerned via informal discussion, information evenings or parent-teacher interviews throughout the first two terms of the year if there is any concern regarding their child's progression.

In the event of a child requiring a 2nd year of four year old kindergarten, a **funded** place cannot be guaranteed. Parents will need to contact the four year old teacher for assessment as required by the Department of Human Services in order to apply for a second year of funded kindergarten.

For information regarding receiving a second year of 4 year old funded kindergarten please visit www.education.vic.gov.au.

Where a child is not approved as eligible for a second year of funded kindergarten they will not be offered a kindergarten place until all applicants eligible for a funded kindergarten place have been offered places. The child will need to be self-funded during the repeat year.

Kindergarten Deferment

Three year old enrolments cannot be deferred once the offer has been accepted. If a family decides not to commence the year or to withdraw once the child has commenced, a new application will need to be submitted for the following year and will not be eligible for additional weighting related to a year of attendance.

Deferrals are only available for offers that have been accepted for a four year old enrolment. However, once a child has commenced in the four year old kindergarten program, deferrals are not available.

Responses to Letters of Offer must be either acceptance or decline.

Changes to number of places

All places in four year old kindergarten are offered subject to State Government funding. For these places, the Committee of Management is bound by the Funding and Service Agreement. Should the funding be substantially altered (either increased or decreased) the Committee of Management reserves the right to alter the number of places offered correspondingly.

In the event that the actual enrolment numbers exceed or fall short of the quota for the four year old program, the Committee of Management may re-evaluate the services offered, and may change the hours or increase or decrease the number of groups. Families will be notified of any such changes at least 30 days prior.

Procedure for Late Enrolment

Bayside City Council will accept enrolment applications directly where they occur after the Bayside Central Registration System registration period, and which are for the current year i.e. no applications will be accepted for future years. Where there are insufficient places available to accommodate these applicants, they will be entered onto the waitlist, and be subject to the same conditions as stipulated in the 'Procedures for Offers of Places' Section.

The Committee of Management can apply for funding for additional places in July where the total net enrolment numbers have increased from the previous data collection and the children concerned have not received funding for a year of kindergarten elsewhere.

Procedure for Extended Absence

Extended absence is defined as being any time period greater than one week teaching period.

To assist teaching staff with numbers for sessions, it is advised that parents notify respective staff members of any proposed extended absences.

In the event of an extended absence by a child without prior notification, the Committee of Management will endeavour to make every reasonable effort to contact the parents concerned to establish their intention to retain the kindergarten place. Where every reasonable effort has been made, the Committee of Management reserves the right to fill the place with the next person on the waiting list. In this case confirming fee and any unused term fees, will not be refunded.

Confirming fee will **NOT** be refunded on withdrawal unless determined by the Committee of Management.

Once the term has commenced and a child is withdrawn, the Committee of Management reserves the right to fill the available place with no refund of unused term fees.

Procedure for Withdrawal of Enrolment

Children who withdraw from the four year old funded program prior to April 30th and who complete the necessary Department of Human Services paperwork will be considered eligible for a funded place in the following year provided they re-register with Bayside City Council Central Registration Department. Children who are withdrawn after this date will need to be assessed and approved through the Department of Human Services application process to access a second year of funding.

Hurlingham Preschool is required to receive written notification of a parent's intention to withdraw a child from the kindergarten as soon as is practically possible.

Procedure for Vacancies during the Year

The normal enrolment process (as outlined above) will occur when vacancies are available and applicants must still register through Bayside City Council

ATTACHMENT 2 – CONFIRMATION OF ACCEPTANCE FORM (SEE PDF)

ATTACHMENT 3- Confidential Enrolment Form (see PDF)

ATTACHMENT 4- 4YR Old Group Preference Form (*see pdf*)

ATTACHMENT 5

Letter for parents/guardians without acceptable immunisation documentation

Hurlingham Preschool

1 Palmer Avenue,

Brighton East VIC 3187

[Insert date]

Dear [insert name]

Re: Enrolment at Hurlingham Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Hurlingham Preschool 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
- Health.vic <https://www2.health.vic.gov.au/public-health/immunisation>
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application via Bayside City Council and accompanied by acceptable immunisation documentation. The new application would be considered in line with Hurlingham preschool's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

Enrolment Officer

Hurlingham Preschool