



ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Cara Armstrong Kindergarten
- the process to be followed when enrolling a child at Cara Armstrong 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 Cara Armstrong 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

Cara Armstrong 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 Cara Armstrong 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. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

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

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.

Approved child care providers: providers that operate services that have Australian Government approval to receive Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved child care providers include centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

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

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers (refer to *Definitions*). Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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 30th 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 30th in the year of enrolment and is enrolled 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 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 (see *Attachment 3: Sample Enrolment Application Form*)

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.

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

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.

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*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (see *Source*).

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 Torres 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
- 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/
- *Guide to the National Quality Standard*: 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
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

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

- determining the criteria for priority of access to programs at Cara Armstrong Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – General Enrolment Procedure)
- 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 1 – 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 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 a minimum of three years after the last date on which the child was educated and cared for by the service (Regulation 183). However, as enrolment records often contain health information and records of incidents, this information needs to be stored until the child turns 25 years of age (refer to the Privacy and Confidentiality Policy for more information).
- 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).
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

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.
- 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 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 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.

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 weeks 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.
- notify Cara Armstrong Kindergarten 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: General enrolment procedures
- Attachment 2: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 3: Extended Kindergarten Hours Enrolment Form
- Attachment 4: Cancellation of enrolment and non-attendance

AUTHORISATION

This policy was adopted by the Approved Provider of Cara Armstrong Kindergarten on November 2021.

REVIEW DATE: NOVEMBER 2023

Attachment 1

General enrolment procedures

1. Application for a place

Cara Armstrong Kindergarten participates in the Boroondara Kindergarten centralised Enrolment Scheme (BKCES). Parents can visit <https://www.boroondara.vic.gov.au/residents/families-children/kindergartens> for more information.

Applications for Boroondara Kindergarten Central Enrolment Scheme (BKCES) member kindergartens can be made online. Information about the programs offered by Cara Armstrong Kindergarten is available in the BKCES Information kit. BKCES application forms are also available from BKCES Member Kindergartens, Maternal and Child Health Centres, Libraries and Council Offices. Hard copies of any forms can also be mailed out on request.

The Enrolment Policy is the same as that adopted by Boroondara Central Kindergarten Enrolments Scheme, with the following exception: An extra point is allocated to those families that have served on the Cara Armstrong committee in the past five years.

The following link will take you to the BKCES Enrolment policy:
<https://www.boroondara.vic.gov.au/residents/families-children/kindergartens>

Applications for three and four-year-old kindergarten can be made once children have turned two years of age. BKCES enrolment enquiries should be directed to the BKCES Central Enrolment Officer on 9278 4444 or bkces@boroondara.vic.gov.au.

Please see below an excerpt from the BKCES Information Kit about the application process and criteria.

Eligibility/Year of entry

No Jab, No Play

Under the 'No Jab, No play' legislation, children are required to be fully vaccinated for their age to attend kindergarten. Early childhood services will be required to obtain evidence that the child is: fully immunised for their age, or on a vaccination catch-up program or unable to be fully immunised for medical reasons. Conscientious objection is not an exemption.

Your child must be 3 years of age before commencing 3-year-old kindergarten and must be 4 years of age by 30 April in the year of attendance at 4-year-old kindergarten. Below is a guide to inform you when your child is eligible to attend 3- & 4-year-old kindergarten.

You may **lodge your enrolment application form** when your child turns two years of age.

| DATE OF BIRTH | 3-YEAR-OLD KINDER | 4-YEAR-OLD KINDER |
|---------------|-------------------|-------------------|
| | | |

| | | |
|----------------------------|------|------|
| 1 May 2015 - 30 April 2016 | 2019 | 2020 |
| 1 May 2016 - 30 April 2017 | 2020 | 2021 |
| 1 May 2017 - 30 April 2018 | 2021 | 2022 |
| 1 May 2018 - 30 April 2019 | 2022 | 2023 |

For children born between January and April, whilst eligible, there is a growing trend to delay entry by one year, to coincide with a later school entry.

Allocation of kindergarten positions

Please note that BKCES can NOT guarantee a kindergarten place. Generally all four year olds will be placed by the end of the offers process, however there continues to be a demand for three year old places in some kindergartens across the City of Boroondara.

Places will be allocated to eligible children who are on the waiting list in accordance with preferences indicated on the Enrolment Application Form and the selection criteria of the BKCES Enrolment Policy (March 2016) as outlined below. All applications are sorted in the following priority order:

Selection Criteria for 3-Year-Old Kindergarten

Commencing with applicants' first preference kindergarten, places are allocated according to the following criteria:

1. **High Priority children** - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
2. **Deferrals** – Children who were eligible to attend a 3 year old program at the Member Kindergarten in the previous year but deferred or withdrew from the program in writing to the Kindergarten Central Enrolment Officer on or before 30 April are placed at the same kindergarten.
3. **Siblings** – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same kindergarten, within a 5 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.
 - (a) **Non-City of Boroondara** residents who have been verified as high priority children.
 - (b) All other non-residents

* Early Start Kindergarten and Three-Year-Old Kindergarten

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) 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 ESK, 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.

Cara Armstrong Kindergarten also has a Parent Participation Policy that affects selection criteria for admission to both 3- and 4-year-old kindergarten. If you have served on the Committee within the past 5 years, please complete the relevant section on the BKCES Enrolment Application Form. For further information, contact the Cara Armstrong Enrolment Officer.

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

4-Year-Old Selection Criteria

Commencing with applicants first preference kindergarten, places are allocated according to the following criteria:

1. **High Priority children** - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
2. **Repeats** – Children currently enrolled at the kindergarten who have received funding for a second year of 4 year old kindergarten are placed at the same kindergarten.
3. **Deferrals** – Children who were eligible to attend a 4 year old program at the Member Kindergarten in the previous year but deferred or withdrew from the program in writing to the Kindergarten Central Enrolment Officer on or before the last day of Term 1 are placed at the same kindergarten.
4. **3 year olds** – Children who have attended and completed the 3 year old program at the Member Kindergarten in the previous year, and have applied for the 4 year old

program at the same kindergarten.

5. **Siblings** – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same Member Kindergarten within a 5 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

Cara Armstrong Kindergarten also has a Parent Participation Policy that affects selection criteria for admission to both 3- and 4-year-old kindergarten. If you have served on the Committee within the past 5 years, please complete the relevant section on the BKCES Enrolment Application Form. For further information, contact the Cara Armstrong Enrolment Officer.

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

Completing Your Enrolment Application

- You can enrol your child in a kindergarten through the Boroondara Kindergarten Central Enrolment Scheme when they turn 2.
<http://www.boroondara.vic.gov.au/residents/families-children/kindergartens>
- If you are intending to send your child to both 3 and 4yo kindergarten, you are advised to lodge both the 3- and 4-year-old applications at the same time.
- When you lodge an enrolment application form you are asked to specify your kindergarten choices, preferred groups within your chosen kindergartens and any optional extended hours. You may preference up to 5 kindergartens.
- You are advised to select all available groups in each of your preferred kindergartens.
- Lower preferences will only be considered where vacancies exist. For some 3 year old kindergarten programs, it is unlikely that all first preference applications will be allocated due to a limited number of 3 year old places.
- As current 3-year-olds going onto 4-year-old kindergarten, you are advised to **nominate as your first preference Cara Armstrong Kindergarten as attended by your 3-year-old or by a sibling**. Please note, 4-year-old selection criteria still applies.
- Where a kindergarten provides more than one 3- or 4-year-old group or extended hours, places within the groups will be allocated by the applicant's priority into the kindergarten according to the selection criteria above. Extended hours are offered after confirmation of a kindergarten place.
- You can update your preferences after you submit your application by logging in to your central enrolment account.
- Changing preferences must be completed by the end of term 2 in the year before your child starts kindergarten. For changes after this time contact Central Enrolments at kindergarten@boroondara.vic.gov.au or on 9278 4444 as late changes will move your child's application to the waiting list.

Letters of Offer Timetable

Boroondara Kindergarten Central Enrolment Scheme offer places according to the preferences you nominate in your application and according to the selection criteria.

Kindergarten places start being offered from late July of the year before your child starts kindergarten. You will receive an email with either a kindergarten offer or your child's position on the waiting list. Further offers are made as positions become available until all kindergarten places are allocated.

Offers of placement will only be made if there are no outstanding debts owed to any of the BKCES Member Kindergartens.

Repeating a Kindergarten Year

Repeating 3-year-old kindergarten

There is no option to repeat 3-year-old kindergarten in 2023.

Children accessing 3-year-old kindergarten will transition to 4-year-old kindergarten the following year.

How do you know your child is ready for kindergarten? Read [When to start kindergarten](#) for more information.

Repeating 4-year-old kindergarten

Four-Year-Old Kindergarten is partially funded by the State Government and every child is entitled to one year of 4-year-old funded kindergarten. To receive funding for a second year of 4 year old kindergarten, a child must demonstrate 2 or more aspects of their development that are below the expected level for children attending school the next year. Your kindergarten teacher must lodge a completed 'Declaration of a child deemed eligible for a second year of funded kindergarten' (with the Department of Education and Training) by the end of Term 3 in the year prior to the repeat year. Your kindergarten teacher may consult with the City of Boroondara Preschool Field Officer (PSFO) to discuss your child's funding application.

If the teacher thinks a second year of kindergarten is right for your child, they will contact the Department of Education and Training. The teacher needs to declare that your child is eligible to receive a second year of funding. Parents/guardians of children applying to BKCES for a second year of funded kindergarten (4-year-old) must submit

1. Contact the central enrolment team to commence your application to repeat and pay the application fee by email to kindergarten@boroondara.vic.gov.au or call 9278 4444.
2. To ensure a place is held for a second year at the same kindergarten, you need to complete your enrolment application and pay the relevant fees before the end of term 2.

Please note:

- Thinking a child is 'young for their age' does not guarantee funding for a second year of 4-year-old kindergarten.
- Applications for a second year of 4-year-old kindergarten in a different member kindergarten are treated as new applications.

The role of the Preschool Field Officers (PSFO)

The Preschool Field Officer (PSFO) Program is a State Government funded program which provides support to kindergarten staff and families to guide the inclusion and participation of all children especially those with additional needs. The Pre School Field Officer program provides support, resourcing and advice to families and kindergarten teachers. Pre School Field Officers are experienced early childhood educators who are able to provide telephone support, share resources and visit the service to observe children in their kindergarten setting.

The Pre School Field Officers are able to provide advice and support in relation to development, school readiness and behaviour. Families or kindergarten teachers who would like to speak to a Preschool Field Officer directly about the services that are offered can telephone the Pre School Field Officers directly on 9278 4642 or 9278 4370.

Deferred Applications

You may defer your kindergarten position: 3 year old kindergarten requests for deferral must be lodged in writing with the BKCES by 30 April. 4 year old deferral requests must be received by the end of Term 1.

Submitting Your Enrolment Application Form

Applications may be received by the Boroondara Kindergarten Central Enrolment Scheme from the child's second birthday. If you choose not to submit an online application, one enrolment application form covering both 3- and 4-year-old application must be completed correctly and submitted with the appropriate application fee.

For new applications the non-refundable fee is charged for each year of enrolment to cover administrative costs. Payment must accompany each completed enrolment application form. Payment Options are detailed on the enrolment application form. You will receive a letter confirming receipt of your enrolment application form. After your application has been lodged on the BKCES system, you will receive an Application Acknowledgement by email. **If you do not receive a confirmation letter, your enrolment application form may not have been received.**

If your circumstances change after you lodge your enrolment application form – if you relocate or wish to change your preferences – please advise BKCES in writing by submitting a completed Change of Application **Details online form at www.boroondara.vic.gov.au/kindergartens**

A change of preference after the end of Term 2 in the year preceding attendance **will be placed at the end of the waiting list.**

Holders of Concession Cards are entitled to a reduced Application Fee as detailed on the enrolment application form. The type of concession and expiry date must be provided. On confirmation of a 4 year old kindergarten place, please advise the kindergarten of your concession entitlements.

Additional Needs or Special Circumstances

Please indicate (by ticking the box) on the enrolment application form if your child has additional needs. Children with additional needs are those whose development, in one or more of the following areas, needs specialist support – mobility, expressive and/or receptive communication, social behaviour and/or control, fine or gross motor skills, vision, hearing, self-care, thinking skills.

To be eligible for high priority access, applications **must** be submitted with supporting

documentation from a medical practitioner, health care worker or an authority with particular expertise in a field.

By detailing your child's additional need, this information will be passed onto the kindergarten on acceptance of a place. This will ensure appropriate support and planning can be made for your child.

Separate documentation regarding any other special circumstances relevant to your application may be attached to the enrolment application form.

Special Consideration

Applications for Special Consideration for 3 and 4-year-old kindergarten can be submitted with the enrolment application or by completing the online form at www.boroondara.vic.gov.au/kindergartens (follow link to Enrol in Kindergarten). All applications for Special Consideration **must** be submitted with supporting documentation from a medical practitioner, health care worker or an authority with particular expertise in a field.

Special Consideration may be granted to a family based on genuine need and taking into consideration the circumstances of the child and/or family. In order to be granted Special Consideration, assessment will be based on any one of the following criteria: disability, illness or other circumstances as they arise. Eligible Applications will be assessed by a panel from the Family, Youth and Recreation Department.

Change of contact details must be notified to BKCES. An inability to contact you due to change of email address or phone number will result in your application being withdrawn.

Applicants who live outside the City of Boroondara who wish to lodge an application with BKCES: Parents who live outside the municipality may apply for positions in BKCES kindergartens. Applications will be processed according to the BKCES policy and criteria. Parents should be aware that priority of access is based on residential address as described in the BKCES Policy. (March 2016).

7. 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.
- Cara Armstrong Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment as soon as the place is offered. Enrolment documentation which constitutes the offer of a place will not be provided until the immunisation certificate is provided.
- 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 Cara Armstrong Kinder 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.
- Term 1 fees must be paid in full for the place to confirmed.
- Parents will need to complete the Cara Armstrong Kindergarten Enrolment Form.

ATTACHMENT 2

Letter for parents/guardians without acceptable immunisation documentation

Cara Armstrong Kindergarten

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Cara Armstrong Kindergarten for

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] 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 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 accompanied by AIR History Statement. The new application would be considered in line with Cara Armstrong Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Cara Armstrong Kindergarten

Attachment 3: Extended Kindergarten Hours Enrolment Form

Extended Kindergarten Hours Enrolment

- Positions are available only for children currently attending Cara Armstrong Kindergarten.
- There are 22 positions available in the Bumblebees (3YO) and Grasshoppers (4YO) program. This may be reviewed by the committee if there is sufficient demand for more places.
- Preference for places are given in accordance with the date the enrolment form for the program is received by the Enrolments officer as the program is subject to availability.
- Enrolment is for a minimum of 1 term. Individual sessions are not possible.
- To enrol in Extended Kinder Hours please complete this enrolment form and send it to cakenrolments@gmail.com or cakassistant@gmail.com by the advised deadline.
- Fees are payable in advance. Extended Kinder Hours term invoices will be issued along with kinder term fees and must be paid by the due date.
- Extended Kinder Hours is not funded by the government therefore full fee payment is required. Full payment must be received prior to commencement.
- Extended Kinder Hours will commence once the Orientation Program has concluded in term 1.
- To opt out of the extended hours program for the following term, the Enrolment Officer must be informed in writing by the advised deadline.

Extended Kindergarten Hours Enrolment Form

Name of Child: _____

Kindergarten Group and Term/s to be enrolled in (**please circle**):

Bumblebees (3YO) Term: 1 2 3 4

Grasshoppers (4YO) Term: 1 2 3 4

I understand and commit to pay \$300.00 per term fee for the Extended Kindergarten Hours program, due by invoice due date.

Signature: _____

Please print name: _____

Date: _____

Office Use only:

Date and Time enrolment received: _____

Committee signature: _____

Attachment 4

Cancellation of enrolment and Non-attendance

Cancellation of Enrolment

Families MUST notify [Service Name] and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the [Service Name] 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

- Term One

Families that have accepted a placement and have not completed an enrolment form and not attend the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

- Families Traveling Overseas

Families are required to notify [Service Name] prior to extended periods of travel, and ensure any applicable fees paid if they wish to return to the service.

- Non-contactable Families

- After one week of a child not attending the service, Educator to call the family. If there is no response, Educator to log this attempt and place in the child's file.
 - After second week of the child not attending and the family has made no attempts to contact the service, Educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
 - After third week of non-attendance, Educators to inform Nominated Supervisor and cross check families contact details.
- Nominated Supervisor or Approved Provider to email family, ensuring a response date is documented in the email.
 - If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
 - If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.

