

ENROLMENT AND ORIENTATION

QUALITY AREA 6



PURPOSE

This policy provides a clear set of guidelines and procedures for:

- enrolling a child at an ECKA Service
- the orientation of new families and children into ECKA Services
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education [DE] Kindergarten Funding Guide.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- adhering to DE's priority of access requirements for both three and four-year-old children



POLICY STATEMENT

VALUES

ECKA is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- engaging collaboratively and respectfully with parents/guardians during enrolment and orientation to learn about their expertise, culture, values and beliefs and priorities for their child's learning and wellbeing
- being transparent in the process and allocation of places through consistent communication and information sharing
- supporting parents/guardians to meet the requirements for enrolment through the provision of information and communication
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- meeting the needs of the local community
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten (*refer to Definitions*) eligible children into full 15 hours of kindergarten program

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of ECKA, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
1. Ensuring that copies of the <i>Enrolment and Orientation Policy</i> and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection	R	√			
2. Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
3. Ensuring that the <i>Enrolment and Orientation Policy</i> and procedures are followed (<i>Regulations 170</i>)	R	√	√		√
4. Applying the Priority of Access criteria to funded programs at ECKA, as described in the Department of Education’s [DE] <i>The Kindergarten Funding Guide</i> (<i>refer to Attachment 1</i>)	R	√	√		
5. Working with local council, other local kindergarten services, key stakeholders and the local ECIB to ensure all eligible children have access to a kindergarten or Pre-Prep place	√	√			
6. Ensuring not to exceed the maximum number of children whom the service is licensed to provide care for	R	√			
7. Ensuring all enrolled children are six years of age and under. Children aged six years old will require to complete an exemption from school form from the Department of Education	R	√			
8. Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood teacher, VIT registered teacher, and offering at least: <ul style="list-style-type: none">15 hours per week for 40 weeks of the year, or600 hours per year Providing free Pre-Prep to eligible* (<i>refer to Attachment 6</i>) children who turn four years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: <ul style="list-style-type: none">up to 30 hours per week for 40 weeks of the year, orup to 1,200 hours per year Children participating in integrated Long Day Care will receive the Victorian Government Fee Offset.	R				
9. Ensuring children eligible for Pre-Prep (<i>refer to Definitions</i>) are enrolled for a minimum of 16 hours per week for 40 weeks of the year (or 640 hours per year)	R	√			
10. Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will attend, that is delivered by a qualified early	R				

childhood teacher and offering between 5 to 15 hours a week or 200 to 600 a year					
11. Ensuring families sign DE's one funded kindergarten place form in Term 4 and confirm in writing in Term 1. Service providers must use the form provided on the department's template and must not adapt the content into service's own templates (<i>refer to Sources</i>)	R	√			
12. Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	R	√			
13. Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	R	√		√	
14. Ensuring that Kindergarten attendance data collection is implemented as per the Arrival requirements (<i>refer to Sources</i>) or on Hubworks for those in integrated programs.	R	√			
15. Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	R				
16. Providing parents/guardians easy-to-read information about how the service operates and what the service will provide (including information about inclusion and learning)	√	√	√		
17. Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April (<i>refer to Sources</i>)	√	√	√		√
18. Ensuring the following is displayed: <ul style="list-style-type: none"> the current Kindergarten Program Certificate the current Kinder Tick information promoting ESK information promoting the KFS in services not participating in Free Kinder operating times and name(s) of the qualified teachers delivering the program. 	R	√			
19. Communicating to parents: <ul style="list-style-type: none"> waiting lists access and inclusion policies availability of ESK and KFS where applicable details of the annual kindergarten parent opinion survey to parents, carers or legal guardians that the service will prepare a Transition Statement for all children to help them transition to school. 	R	√			
20. Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> Early Start Kindergarten (<i>refer to Definitions</i>) Early Start Kindergarten extension grants (<i>refer to Definitions</i>) Access to Early Learning (<i>refer to Definitions</i>) Additional year of funded three or four-year-old kindergarten or Pre-Prep (<i>refer to Definitions</i>) 	R	√	√		
21. Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (<i>refer to Attachment 2</i>)	√	√	√		

22. Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program or Pre-Prep	R	√	√		
23. Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes: <ul style="list-style-type: none"> statement from the Australian Immunisation Register (AIR) Medicare card letter from the doctor or midwife who attended the birth doctor's note attesting to a child's age passport citizenship documents or Australia visa documents or Immicard. 	R	√			
24. Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
25. Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	R	R			
26. Ensuring parents/guardians have access to and are aware of: <ul style="list-style-type: none"> Parent information handbook Statement of Philosophy Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety Fees Policy Privacy Statement Code of Conduct Policy Acceptance and Refusal of Authorisations Dealing With Medical Conditions Incident, Injury, Trauma and Illness Delivery and Collection of Children 	R	√	√		
27. Developing strategies on how to communicate with parents/guardians with varying literacy skills, or where English is not a first language	√	√	√		
28. Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to Attachment 2 and 3</i>)	R				
29. Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
30. Providing parents/guardians with consistent and transparent communication on waitlist management processes (<i>refer to Attachment 1</i>)	R	√			
31. Where applicable; considering access and inclusion for children experiencing vulnerability/disadvantage in the allocation of places at the service (<i>refer to Attachment 1 and 2</i>)	R	√			
32. Where applicable, providing families with consistent and transparent communication on waitlist management processes (<i>refer to Attachment 2</i>)	R	√			
33. Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	R	R	R	√	√
34. Providing opportunities for interested families to attend the open days to observe the program and become familiar with the service prior to their child commencing in the program except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider,	R	√	√		

nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>					
35. Seeking information from parents about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition	R	√	√	√	
36. Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	R	√	√	√	
37. Providing any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service				√	
38. Gathering information from parents/guardians to support continuity of care between home and the service	√	√	√		
39. Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to Definitions</i>) and accessing immunisation services	R	√	√		
40. Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to Definitions</i>) has been assessed as being acceptable or the child has been assessed as eligible for the grace period	R	√	√		
41. Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (<i>refer to Sources</i>) 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 supported period (<i>refer to Definitions</i>)	R	√	√		
42. Ensuring that only children whose AIR Immunisation History Statements (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the supported period (<i>refer to Definitions</i>) have confirmed places in the program	R	√	√		
43. Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) and who are not eligible for the supported period that their children are not able to attend the service and referring them to immunisation services (<i>refer to Attachment 3</i>)	R	√	√		
44. Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from a parent/guardian of a child enrolled under a supported 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).	R	√	√		
45. Completing the enrolment record prior to their child's commencement at the service and providing all associated enrolment documents and AIR Immunisation History Statement (<i>refer to Definitions</i>) of their child's immunisation status				√	
46. Where a child is eligible for the 16 weeks supported period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) to the service				√	
47. Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment,	R	√	√		

timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>)					
48. Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record for each child (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>) as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation	R	√		√	
49. Ensuring that the enrolment record for each child (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and DE funding requirements (Arrival) and that it effectively meets the management requirements of the service	R	√	√		
50. Ensuring that enrolment record for each child (<i>refer to Definitions</i>) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances	R	√	√	√	√
51. Ensuring that enrolment records for each child (<i>refer to Definitions</i>) are kept confidential (<i>Regulations 181, 182</i>) 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 (<i>Regulation 183 (1a) (2d)</i>)	R	√	√		
52. Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	R	√	√		
53. Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
54. Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (<i>Regulation 157</i>), 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, early childhood teachers or educators under the <i>National Law: Section 167</i>	R	R	√	√	√
55. Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 4</i>)	√	√	√		
56. Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i>)	√	√	√		
57. Accessing the Inclusion Support Program (<i>refer to Sources</i>) when applicable	R	√			
58. Ensuring that the orientation program meets the individual needs of children and parents/guardians	√	√	√		
59. Communicating with parents/guardians when their child will be eligible for a funded year of kindergarten	√	√	√		
60. Encouraging parents/guardians to: <ul style="list-style-type: none"> stay with their child as long as required during the orientation period, keeping in mind the best interest of the child make contact with educators at the service, when required 	√	√	√	√	
61. Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	

62. Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
63. Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	
64. Developing strategies to assist new families to: <ul style="list-style-type: none"> feel welcomed into the service and help them to become familiar with service policies and procedures share information about their family beliefs, values and culture and feel culturally safe share their understanding of their child's strengths, interests, abilities and needs value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs discuss the values and expectations they hold in relation to their child's learning provide comfort and reassurance to children who are showing signs of distress when separating 	√	√	√	√	
65. Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection				√	
66. Notifying ECKA in writing [if possible] if they wish to cancel their enrolment.				√	
67. Ensuring the service adheres to the DE Kindergarten Funding Guide (refer to Sources) when the family withdraws enrolment, ensuring all necessary steps are taken prior to annual confirmation.	R	√			
68. Ensuring that obligations under the Education and Care Services National Law and National Regulations are met	R	√			
69. Enrolling children as per the Family Assistance Law for all children who attend ECKA Childcare subsidy approved programs.	R	√			
70. Informing families that children who haven't attended a session of childcare subsidy approved care in 26 consecutive weeks will no longer be eligible for Child Care Subsidy.	R	√			
71. Informing families if they are receiving Child Care Subsidy, they must update Centrelink on any changes to their income, activity and other circumstances via their Centrelink online account	R	√			
72. Review enrolments to see if the family qualifies for CCS preschool exemption	√	√			



PROCEDURES

The information contained within the procedure is to be used as a guide and modified according to the services context.

GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Provide reassurance to the family that they may stay with their child for as long as they choose during the orientation period
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
 - they can leave their child initially for a shorter day, gradually increasing the length of time
 - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
 - the early childhood teacher/educators will keep them informed on how their child is settling in
 - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
 - send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the information and Communication Technology Policy*). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
 - asking the family how they have settled in and if they have any questions or concerns.
 - [As required] Arrange telephone, on-site or video interpreters to assist with orientation conversations with parents/carers who speak a language other than English or use Auslan. See [Early Childhood Language Services](#) for more information.
- Refer to [Attachment 2](#) for the general kindergarten or Pre-Prep registration and enrolment procedures
- Refer to [Attachment 4](#) for cancellation of enrolment and non-attendance procedures.



BACKGROUND AND LEGISLATION – KINDERGARTEN & PRE-PREP

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\(2\) \(k\)](#)).

All eligible Victorian children (*refer to Definitions*) will have access to two years of Free Kinder before commencing school. From 2025, Four-Year-Old Kindergarten will gradually transition to Pre-Prep, with programs across Victoria increasing from 15 to 30 hours each week. Led by qualified teachers, Pre-Prep will give 4-year-old children greater opportunities to socialise and learn through play. Pre-Prep will be delivered through standalone (sessional) kindergartens and long day care centres.

By 2036, all children across Victoria will have access to 1,800 hours of funded kindergarten before school, including 600 hours of Three-Year-Old Kindergarten and 1,200 hours of Pre-Prep. Both Pre-Prep and Three-Year-Old Kinder are part of the Free Kinder program.

Where demand is higher than availability, approved providers must adhere to their eligibility and DE's 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 DE's 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 a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

The Central Registration and Enrolment Scheme (CRES), co-designed by DE provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. Currently more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

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](#)).

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- 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)
- 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)



BACKGROUND AND LEGISLATION – LONG DAY CARE

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\(2\) \(k\)](#)).

Long Day Care services providing approved child care ([refer to Definitions](#)) must abide by the [Family Assistance Legislation Amendment \(Jobs for Families Child Care Package\) Act 2017](#) ([refer to Legislation and standards](#)). Australian families receive help with the cost of child care through the Child Care Subsidy (CCS). The Australian Government, through the Department of Education (DE) and Services Australia, administers the Child Care Subsidy (CCS). Providers must be approved by the department to receive CCS.

DE is responsible for the legislation that underpins CCS. This legislation is called Family Assistance Law (FAL). All providers that receive CCS must follow the rules under FAL. DE monitors providers' compliance with FAL.

The Australian Government subsidises the cost of child care. State and territory governments are responsible for the health, safety, wellbeing and educational outcomes of children.

CCS is paid directly to approved providers and passed on to families as a fee reduction.

Additional Child Care Subsidy ([refer to Sources](#)) provides additional fee assistance to support vulnerable or disadvantaged families and children. This support recognises the preventative and protective influence of quality child care on a child's health, wellbeing and development; and the importance of continuity of care.

There are four different payments under Additional Child Care Subsidy:

- Additional Child Care Subsidy (child wellbeing): to help children who are at risk of serious abuse or neglect.

- Additional Child Care Subsidy (grandparent): to help grandparents on income support who are the principal caregiver of their grandchildren.
- Additional Child Care Subsidy (temporary financial hardship): to help families experiencing financial hardship.
- Additional Child Care Subsidy (transition to work): to help low-income families transitioning from income support to work.

The Inclusion Support Program is designed to assist early childhood education and care services to include children with additional needs by providing support, in the form of practical and tailored advice and strategies on effective inclusive practice, from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

The Community Child Care Fund is designed to help eligible child care providers address barriers to child care participation, particularly in disadvantaged communities, including Indigenous communities.

The Australian Government considers that immunisation is an important health measure for children and their families, as it is the safest and most effective way of providing protection against harmful and often deadly diseases. To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the standard vaccination schedule, be on an eligible catch-up vaccination schedule or have an approved exemption from being immunised.

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) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Care Subsidy Minister's Rules 2017
- Child Care Subsidy Secretary's Rules 2017
- 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)



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Access to Early Learning (AEL): a is an early intervention program for a child who is at least three years old on April 30th in the year of enrolment It aims to provide intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

Additional year of funded kindergarten: Eligibility for a second year of Four-Year-Old Kindergarten is determined by the child's early childhood teacher, if the child is observed as having developmental delays in at least 2 VEYLDF Learning and Development Outcomes and there is evidence to suggest the child will achieve better outcomes at kindergarten than if they go to school. From 2026, across Victoria, children who meet the eligibility requirements due to their learning or developmental needs can access an additional year of either, three-year-Old Kindergarten; or Pre-Prep (or Four-Year-Old Kindergarten for children not eligible for Pre-Prep), but not both.

Australian Immunisation Register (AIR) Immunisation History Statement: The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable). In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

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

Centrelink: The agency that delivers payments and services to individuals and parents/guardians on behalf of the Australian Government.

Childcare software: software developed and provided by commercial providers to interact with the Australian Government's Child Care Subsidy System (information technology system) and to support other administrative and management activities for childcare providers.

Child Care Safety Net: Targeted assistance to vulnerable and at-risk children and their families, as well as supporting childcare services in disadvantaged communities to address barriers in accessing childcare.

The Child Care Safety Net has three components:

- Additional Child Care Subsidy
- Community Child Care Fund
- Inclusion Support Program.

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible parents/guardians with the cost of childcare. Payments are paid directly to approved childcare providers (*refer to Definitions*).

CCS Preschool Exemption: This exemption states, Parents who do not meet and are not otherwise exempt from the Child Care Subsidy activity test will be entitled to 36 hours of subsidised care per fortnight to support their preschool-aged child to attend a preschool program at a Centre Based Day Care service.

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): 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 experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; 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)

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

Central Registration and Enrolment Scheme (CRES): CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

Central Registration System (CRS): Provides an equitable and transparent application and allocation process, enabling families to access local kindergarten services within a local government area.

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 annual confirmation in April DE considers that this child has not accessed a year of funded kindergarten and is therefore eligible for a DE funded kindergarten place in the following year.

Complying Written Arrangement: A written arrangement between a childcare provider and an individual to provide childcare in return for fees. The arrangement includes certain required information:

- details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- the names and contact details of the provider and the individual(s)
- the date the arrangement starts
- the name and date of birth of the child (or children)
- if care will be provided on a routine basis and if so: details about the days on which sessions of care will usually occur, the usual start and end times for these sessions of care
- Additional information can be included to support the individual's understanding of their payment obligations

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free kindergarten each week led by a qualified early childhood teacher registered with Victorian Institute of Teaching (VIT). ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection.

These children can also access free kindergarten the year-before-school through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

Early Start Kindergarten extension grant: provides eligible children with 15 hours of free kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- A child is not required to access ESK in the previous year to access the ESK extension grant.

Eligible child: as defined by the Victorian DE Kindergarten Funding Guide:

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

- a child who is at least four years old on 30 April in the year of attendance, enrolled for up to 30 hours per week or up to 1200 hours per year in a Pre Prep program, and not enrolled at a Pre Prep or funded kindergarten program at another service.
- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week
- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks supported period

Enrolment notice: The notice given by a provider through the Child Care Subsidy System that they have an arrangement with an individual or organisation to provide care to a child.

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

Free Kinder: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

Free Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service and up to 30 hours of Pre Prep (where eligible)
- providing a free 5 to 15-hour program to 3-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

Inclusion Support Program: A program that assists child care services to include children with additional needs by providing tailored inclusion advice and support from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES/CRS Provider ([refer to Definition](#)) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten ([refer to Attachment 2](#))

Local Government Area (LGA): a geographic area governed by a local council or shire.

Orientation: Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.

Pre Prep: From 2026 across the state, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services can access to up to 25 hours of Pre-Prep a week, increasing to up to 30 hours a week from 2028. Children from this priority cohort can be enrolled in more than 1 group at a single service (including 4-year-old, mixed age, and 3-year-old groups). In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from 2026.

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 DE Kindergarten Funding Guide ([refer to Attachment 1 and Sources](#)).

Provider Entry Point: The online interface that providers can use to sign in and access the Child Care Subsidy System.

Registration: The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

School Readiness Funding: funding provided by DE for programs and supports that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

Supported 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 support period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week support period starts on the first day of the child's attendance at the service. During the support 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. Note: services are not required to exclude the child from the program at the end of the support period if an up-to-date history statement is not provided, except in the instance of an outbreak of an infectious disease.



SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au
- Community Child Care Fund: www.education.gov.au/community-child-care-fund
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Department of Education, Arrival: Information for sessional services: <https://www.vic.gov.au/arrival-information-sessional-kindergarten#more-information>
- Department of Education: [Stating age calculator](#)
- Department of Education: [Early Childhood Language Services](#)
- Department of Education: [Supporting CALD families to engage in kindergarten](#)
- Department of Education: [Information about kindergarten in your language](#)
- Department of Education, Resources for funded kindergartens: www.vic.gov.au/resources-funded-kindergartens
- Free Kinder funding requirements for long day care providers: www.vic.gov.au
- Guide to Additional Child Care Subsidy (child wellbeing): www.education.gov.au
- 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
- Inclusion Support Program: www.education.gov.au/inclusion-support-program
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au
- Going to kindergarten if your child is 6 years old: www.vic.gov.au
- Prep-Prep Roll Out: www.vic.gov.au
- Priority of Access Guidelines for child care service: www.education.gov.au
- 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): www.education.gov.au

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Code of Conduct Policy
- Compliments and Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality



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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172](#)).



ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program & Pre-Prep
- Attachment 2: kindergarten/Pre-Prep registration and enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Cancellation of enrolment and non-attendance
- Attachment 5: Beaufort Early Childhood Centre Long day Care Booking Enquiry Form 2025
- Attachment 6: Pre Prep Rollout



AUTHORISATION

This policy was adopted by the approved provider of ECKA on 21/9/2016

Last Review: 22/8/2023, 1/8/2024, 20/06/2025

NEXT REVIEW DATE: 20/6/2026

ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA FOR A FUNDED KINDERGARTEN THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM OR PRE-PREP

The approved provider must notify all families of the priority of access (PoA) policy that applies when they enrol their child.

- Prioritise children based on the Department of Education (DE) criteria listed in the table below
- Work with other local kindergarten services and the regional DE office to ensure all eligible children have access to a kindergarten place.

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

Build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

If participating in a central registration and enrolment scheme, the CRES/CRS provider will allocate places in accordance with DE's PoA criteria, and other local criteria if applicable

Services must first apply the DE's PoA criteria, and following this may apply locally developed criteria, as per examples below.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in each child's confidential enrolment record and entered into Arrival, where applicable.

DE's Priority of Access criteria

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> • eligible for ESK or AEL, and/or • family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or • referred by one of the following: <ul style="list-style-type: none"> • Child Protection • Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) • Maternal and Child Health nurse • out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in Arrival
Asylum seeker and refugee children	<p>Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or</p> <p>Referred as a refugee or asylum seeker by a CALD outreach worker.</p>
<p>From 2026 across the state, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services can access to up to 25 hours of Pre-Prep a week, increasing to up to 30 hours a week from 2028. Children from this priority cohort can be enrolled in more than 1 group at a single service (including 4-year-old, mixed age, and 3-year-old groups). In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from 2026.</p>	
Children eligible for the Kindergarten Fee Subsidy	<p>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</p> <p>The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.</p>

High priority children	Criteria and processes for verifying need(s)
Children with additional needs, defined as children who: <ul style="list-style-type: none"> with an identified specific disability or developmental delay who require additional assistance in order to fully participate in the kindergarten program who require a combination of services which are individually planned 	The child: <ul style="list-style-type: none"> holds a Child Disability Health Care Card, and/or has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or has been referred by: <ul style="list-style-type: none"> the National Disability Insurance Scheme Early Childhood Intervention Services Preschool Field Officer Maternal and Child Health nurse, or is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.
In LGAs eligible to offer Pre-Prep	Families who reside in the LGA will have priority for Pre Prep places.

Second priority

- children who turn four years of age by 30 April in the year they will attend kindergarten; or
- children who turn three 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 DE
- Date of application

Note: DE's PoA guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, PoA guideline will equally prioritise three and four-year-old children that are considered high priority. Where programs for three- and four-year old children are provided separately, the PoA criteria will be applied separately for each age cohort.

* Early Start Kindergarten and Three-Year-Old Kindergarten

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) (*refer to Definitions*) 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 ESK eligible children can continue to access 15-hour kindergarten programs and allows the correct calculation of the service's SRF entitlement.

The Kindergarten Funding Guide 2023 states for ESK funding, service providers should:

- provide up to 15 hours in a kindergarten program free of charge and maximise access to 15 hours of kindergarten (children accessing ESK can be enrolled in a 3-year-old group, a 4-year-old group, a mixed age group or a combination of groups in order to access the full 15 hours per week)

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.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- have had contact with Child Protection
- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and office.

Refer to the Department of Education's website for up-to-date information: www.education.vic.gov.au

Allocation of Groups – (Where more than one group is offered)

In instances where more children apply for a specific group than there are places available, allocation of places will be based on:

- DE priority of access criteria
- Date of application

ATTACHMENT 2. KINDERGARTEN / PRE PREP REGISTRATION AND ENROLMENT PROCEDURES

Pre Prep: Your child must be 4 years of age by 30th of April in the year of attendance at Pre Prep.

Funded 4-Year-Old Kindergarten: Your child must be 4 years of age by 30th of April in the year of attendance at 4 year old kindergarten.

Funded 3-Year-Old Kindergarten: Your child must be 3 years of age by 30th of April in the year of attendance at 3-year-old kindergarten.

CENTRAL REGISTRATION



The following ECKA Managed kindergartens participate in Central Kindergarten Registration with the City of Ballarat for both 3- and 4-year-old programs: *(services in the city of Ballarat abide by the central kindergarten registration policy)*

Bakery Hill Kindergarten	Midlands Kindergarten
Black Hill Kindergarten	Mt Clear Community Kindergarten
Bonshaw Kindergarten	Mt Pleasant Kindergarten
Brown Hill Kindergarten	Phoenix Kindergarten
Delacombe Kindergarten	Sebastopol South Kindergarten
Fidelity Club Kindergarten & ELC	Soldiers Hill Kindergarten
Iris Ramsay Kindergarten	St Alipius Kindergarten
Linda Brown Preschool	

Please lodge a registration application online with the Ballarat City Council here: <https://kinder.ballarat.vic.gov.au/>

Additional Information about the kindergartens listed above can be collected from:

The Kindergarten	
The City of Ballarat The Phoenix Building, 25 Armstrong Street Sth Ph. 53205720 email: kindergarten@ballarat.vic.gov.au web: www.ballarat.vic.gov.au	ECKA 11 Grandview Grove, Wendouree 3355 Ph: 5339 5055 Email: info@ecka.org.au
Maternal & Child Health Centres: click here	Ballarat Libraries: click here



The following ECKA Managed kindergartens participate in the Central Registration & Enrolment Scheme with Moorabool Shire for both 3- and 4-year-old programs: *(services in the Moorabool Shire abide by the CRES policy)*

Ballan Community Kindergarten
Ballan Early Education
Wallace & District Preschool

The application form is found here:

<https://www.moorabool.vic.gov.au/residents/family-services/family-and-children/education-and-care-services>

or by calling the Moorabool Shire offices Early Years team on [5366 7100](tel:53667100)



The following ECKA Managed kindergartens participate in the Central Registration & Enrolment Scheme with Golden Plains Shire for both 3- and 4-year-old programs: (*services in the Golden Plains Shire abide by the CRES policy*)

Haddon Preschool
Napoleons Kindergarten

Haddon Community Childcare
Woody Yaloak Kindergarten

The application form is found here:

<https://www.goldenplains.vic.gov.au/central-registration-scheme-kindergartens>

or by calling the Golden Plains Shire offices Children's Services team on **5220 7127**

INDIVIDUAL REGISTRATION

The following ECKA Managed Kindergartens accept application/registration forms for both 3 and 4 year old kindergarten programs:

Clunes and District Preschool
Hepburn Kindergarten
Trentham Early Learning
Waubra Preschool

Creswick and District Preschool
Daylesford Preschool
Elizabeth Watkins Preschool (Beaufort)

Registration forms can be found here: <https://ecka.org.au/how-to-enrol/enrol-in-kindergarten/#step1>

Or by contacting the ECKA office on **5339 5055**

Registration

1. Application for a place

- Applications/registrations for either 3yo or 4yo kindergarten programs or Pre Prep can be lodged from January 1st in the year your child turns 2. **Please Note – applications for Moorabool Shire Kindergartens are accepted in March the year prior to your child's attendance.*
- Application/registration forms are completed online in accordance with the general enrolment procedures above. Additional information is provided 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* at www.ecka.org.au
- ECKA and CRES will determine the date(s) by which applications must be received for offer of places in all programs.
- A separate application/registration form must be completed for each child and must detail each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the enrolment application/registration form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for an additional year of funded kindergarten or currently attending a three-year-old program must also submit a registration/application form for the following year.
- Access to completed application/registration 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/registrations will be entered on the waiting list using the eligibility and priority of access criteria.

2. Offer of places

- places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria, making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.

Enrolment

Once a kindergarten place has been accepted, the enrolment process can begin.

To enrol a child, families will need to provide copies of (if not already done so):

- Proof of identity: child's birth certificate, birth notice or passport
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week 'support period'. More information is available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Documents detailing any medical conditions or requirements the child has.

* Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:

- statement from the Australian Immunisation Register (AIR)
- Medicare card
- letter from the doctor or midwife who attended the birth
- doctor's note attesting to a child's age
- passport
- citizenship documents or Australia visa documents or Immicard.

Kindergartens may also require additional documentation. The kindergarten should ensure that information regarding any additional documentation is easily accessible for families, carers and support services.

Enrolment Records

Enrolment records (*refer to Definitions*) form part of the enrolment procedure and are completed by families after they have been allocated a place, and before commencing attendance.

Cancellations

Families to notify ECKA in writing (if possible) of their intention to leave the service.

Additional year of funded Kindergarten

Families of children who have been determined as eligible for an additional year must complete and submit a kindergarten registration form for an additional year, signed and dated by the early childhood teacher.

- The Declaration of Eligibility Form for an additional year of kindergarten must be submitted to the Department of Education
- From 2026, across Victoria, children who meet the eligibility requirements due to their learning or developmental needs can access an additional year of either, three-year-old Kindergarten; or Pre-Prep (or Four-Year-Old Kindergarten for children not eligible for Pre-Prep), but not both.

Early entry to Four-Year-Old kindergarten

Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.

- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in Four-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
 - Children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early.
 - To start school early, the child must possess suitable academic ability as evidenced by a formal cognitive assessment, and be considered at risk of long-term educational disadvantage if they don't early entry to school

School Exemption

- Children who will turn six during the kindergarten year must apply for an exemption from school from the relevant their local ECIB that their child is seeking an exemption from school by submitting an [Exemption from school due to attendance in kindergarten program form](#) to the appropriate departmental regional office by 1 November in the year prior to the child turning 6.
- The kindergarten service must sight the approved exemption form from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.
- Children who will turn 6 while attending their second year of Four-Year-Old Kindergarten can be exempted from school if a Declaration of eligibility for a second year of funded kindergarten has been completed by the child's kindergarten teacher

Withdrawal

Some children who have commenced Kindergarten may benefit from withdrawing from the program, in order to access Kindergarten in the following year.

A withdrawal can occur without any impact on government funding for that child's place the following year, only if it is implemented **before** the first funding data collection that occurs in, or early March each year.

Adapted from the Kindergarten Funding Guide, 2023



ATTACHMENT 3. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

[Insert date]

Dear [insert name]

Re: Enrolment at [Service] for [insert year]

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 of immunisations and is used to assess whether your child is fully vaccinated for their age.

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 support period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

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

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register: www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/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 an AIR Immunisation History Statement. The new application would be considered in line with ECKA's *Enrolment and Orientation policy*.

Yours sincerely

[Insert name]

[Insert title]

ECKA

Eureka Community Kindergarten Association

11 Grandview Grove, Wendouree, Victoria 3355
Registration No: A00442672 ABN: 72 072 125 464

P: (03) 5339 5055
ecka.org.au

Enriching children's lives through learning



Example of an immunisation history statement


 Australian Government
 Department of Human Services
medicare

Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
Next immunisation/s due				Date due
Diphtheria Tetanus Pertussis Poliomyelitis				01 Nov 2020

ATTACHMENT 4. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

FOR FUNDED KINDERGARTEN

Cancellation of Enrolment

Families MUST notify ECKA and/or an Enrolment Officer in writing (if possible) of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the ECKA 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; early childhood teacher or educator 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 attended 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 ECKA prior to extended periods of travel, and ensure any applicable fees are paid if they wish to return to the service.

Non-contactable Families

- After two/three weeks of a child not attending the service, early childhood teacher or 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, early childhood teacher or 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, early childhood teacher or educator 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 email, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt email before the response date, their placement will be cancelled.

Long Day Care Booking Form 2025

New Booking



ATTACHMENT 5. BECC LONG DAY CARE BOOKING FORM 2025

Contact Details

Expected Start Date	/	/		
Parent Name		Parent DOB	/	/
Parent CRN				
Address				
Mobile Phone		Home Phone		
Work Phone		Email		

2025 Fees

Full Day Fee \$122

Half Day Fee (4.5hr) \$61

Kinder day only fee (7.5 hr) \$95

Days & Times of Care

Please tick the day/s and times you require care in 2025.

		Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	8:00am - 5:30pm					
Half Day (AM)	8:00am - 12:30pm					
Half Day (PM)	1.00pm - 5:30pm					
Kinder only	8.30am - 4.00pm					

(Half days may be limited depending on availability. Your child's kindergarten sessions will be advised separately by kinder teachers)

Declaration

I have read the information in this pack and have selected the days of care I need. I understand that this enquiry form does not guarantee a place and that I will be notified by the Service as to whether there is a place available.

Signed (parent)		Date	
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Please return this form directly to the centre or email to
coordinator.kin@kindergarten.vic.gov.au

Long Day Care Booking Form 2025

New Booking



Kindergarten programs

In 2025 kindergarten programs for three- and four-year-old children will be subsidised by the Victorian government for all families receiving Childcare Subsidy. The amount of up to \$2000 will be applied as a discount to families' invoices over 20 fortnights.

Kindergarten programs will consist of 15 hours of kindergarten per week for both 3yo and 4/5yo children. The kindergarten program for children booked into childcare will run from 8.30am to 4pm during the normal childcare hours of 8am to 5.30pm on specified days.

Each family's fees will differ depending on the percentage of CCS, number of hours attended and number of hours funded and whether before and after kinder care is required.

How the fees work:

Kinder program and childcare	Fee
Example 1. Your child attends childcare one day per week and on two other days your child attends two kindergarten programs only for a total of 15 hours (without any before or after kinder care).	Childcare day is charged at \$122 per day. CCS paid based on the percentage determined by Centrelink. E.g., if you are assessed at 80% then the fee you are to pay for this day is \$24.40 per week . Your invoice will show this as a 'weekly gap fee'. For the two days of kindergarten, they are charged at a kinder day rate because you don't use any before or after kinder care, so this will be a total of $2 \times \$95 = \190 . You will receive CCS amount estimate of \$150 and a Victorian Government free kindergarten fee offset amount of \$40 totalling \$190, making the two kindergarten sessions free .
Example 2. Your child attends childcare two days per week and on two other days your child attends two kindergarten programs which include before and/or after kinder care. This is four full days per week in the service.	Your child accesses before and after care on the kinder program days, as well as the two full days of childcare, every day is charged at \$122 per day. CCS is paid based on the percentage determined by Centrelink. E.g., if you are assessed at 60% you will receive \$292 for the week in CCS. For the two days of kindergarten, which include before and or after kinder care, you will receive CCS as well as a Victorian Government free kindergarten fee offset to cover your gap fee for the 15 hours of kindergarten, up to a limit of \$2000. The gap fee that applies to the before and after kinder care is paid by parents.

Billing

Families will be emailed their invoice on a fortnightly basis. Families are expected to pay the gap fee shown on the invoice within 14 days of receiving the invoice and not allow fees to fall more than two weeks into arrears. Invoices will show all subsidies you receive, and the weekly gap amount due to be paid. *You will need to assess your ability to pay this gap amount each week for you to take up a place in Childcare.* The invoice will detail the days and times of attendance in childcare, the childcare subsidy paid by the government and any parent payments.

To view our full Fee Policy, please visit the ECKA website and find the 'About' tab and select 'Policies'.

Fee Subsidy Entitlements and CRN

Australian families will need to satisfy the Australian Governments Activity test to be eligible for childcare subsidy. More information about eligibility can be found at

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>.

Beaufort Early Childhood Centre

13 Park Rd, Beaufort 3373

5349 2185 / 0457 810 034

elizabeth.watkin.kin@kindergarten.vic.gov.au

ecka.org.au/our-centres/

A member of



A calculator on your MyGov page can estimate your entitlements or you can ring the MyGov hotline on 132 307 if you have any subsidy queries.

Before your child starts, you will be required to lodge a Child Care Subsidy claim through Centrelink and confirm your child's enrolment details. Centrelink will notify us when your claim is confirmed. We will also require you to sign a Complying Written Arrangement confirming your childcare days and fees.

The CRN is a 10-digit number allocated individually to you and your child/ren from the Family Assistance office (Centrelink). This number is required for both you and your child on this form if you wish to claim the Child Care Subsidy.

Payment methods

The Australian Government requires EFT payments only; therefore, several methods are available for fee payments:

1. Credit/debit card is accepted over the phone (Phone ECKA: 5339 5055)
2. You can also pay via our secure portal on our website
<https://www.bpoint.com.au/Payments/eureka>
3. Direct deposit into the ECKA account via internet to:

Account Name: ECKA
BSB: 063-507
Account No: 10415235

Put your child's Surname, Initial and the Centre's Number 18 as a reference (e.g., Smith B 18)

Before commencement

1. Complete an online **Confidential Enrolment form** through the ECKA website: [Confidential Enrolment Form - ECKA Kindergartens](#)
2. Provide a copy of your child's **Immunisation History statement** from the Australian Childhood Immunisation Register (can be accessed through Medicare website or ring ACIR on 1800653809)
3. **Return** this booking enquiry form signed by parent/guardian. E:
coordinator.kin@kindergarten.vic.gov.au
4. Please **discuss with staff** and supply any Medical Condition plans and medication e.g., Asthma (plan signed from doctor and Ventolin).
5. Obtain confirmation from Centrelink of your confirmed childcare registration and subsidy rate.

What to bring to childcare

1. Morning and afternoon snack, lunch, bottles/formula
2. Nappies
3. Change of Clothing
4. Comforters or special items

Public/Christmas Holidays and Professional Development

Fees are not charged when the service is closed for public holidays and the Christmas holiday closure period.

ECKA believes that ongoing professional development and training is vital for our staff to remain at the forefront of their profession and continue to provide quality early childhood education and care. ECKA may close the service one day per year to allow all educators to attend a professional development day. On this

day all ECKA Services will be closed. Families will need to arrange alternative care for their children on this day and will be notified of the day in advance. Families will not be charged for services on this day.

Absenteeism and Family holidays

When a child does not attend the service for reasons such as illness or holidays, families will continue to be charged for services according to the child's regular booking. Families who take extended holiday periods but wish to hold their child's place at the centre will be expected to pay the regular fees for the place at the centre.

If a child is to be absent for the day, parents are requested to telephone the service as soon as possible to inform educators. If the child is sick, it is important to inform the service of the nature of the illness, symptoms and any diagnosis is helpful in containing the spread of illness. Parents are still expected to pay for these sessions. If you receive the Childcare Subsidy (CCS) you will receive a subsidy for a limited number of days per year. For more information please visit: <http://www.dese.gov.au/child-care-package/child-care-subsidy/absences>

Cancellation of booking

Centrelink requires Families to provide 2 weeks' notice in writing of the cancellation of a booking. Fees will continue to apply for the two weeks' notice period unless cancellation of booking is due to an illness and a medical certificate is provided.

ATTACHMENT 6. PRE PREP ROLLOUT BY YEAR

Pre-Prep rollout by year

LOCAL GOVERNMENT AREA AND ELIGIBLE COHORT

Year	LGAs / eligible cohort	Program hours per week
2026	All LGAs across Victoria: <ul style="list-style-type: none"> Aboriginal and Torres Strait Islander children Children from a refugee or asylum seeker background Children who have had contact with Child Protection services 	<ul style="list-style-type: none"> In 2026 and 2027, 16 to 25 hours From 2028, up to 30 hours
	Pyrenees Shire	<ul style="list-style-type: none"> In 2026, 2027 and 2028, 16 to 20 hours In 2029 and 2030, up to 25 hours From 2031, up to 30 hours
2027	Moorabool Shire	<ul style="list-style-type: none"> In 2027 and 2028, 16 to 20 hours In 2029 and 2030, up to 25 hours From 2031, up to 30 hours
2028	All LGAs across Victoria: <ul style="list-style-type: none"> Children who have (or have a parent or guardian who has) a Commonwealth concession card Children who are a multiple birth child (triplets or more) 	<ul style="list-style-type: none"> In 2028 and 2029, 16 to 25 hours From 2030, up to 30 hours
	Golden Plains Shire	<ul style="list-style-type: none"> In 2028, 16 to 20 hours
	Hepburn shire	<ul style="list-style-type: none"> From 2031, up to 30 hours
2032	Ballarat City	<ul style="list-style-type: none"> In 2032, 16 to 25 hours From 2033, up to 30 hours