

# **ENROLMENT AND ORIENTATION POLICY**

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**Mandatory – Quality Area 6**

## **PURPOSE**

This policy outlines:

- the criteria for enrolment at Eureka Community Kindergarten Association Inc. (ECKA) Early Education and Care Services
- the process to be followed when enrolling a child at Eureka Community Kindergarten Association Inc. (ECKA) Early Education and Care Services
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Eureka Community Kindergarten Association Inc. (ECKA) Early Education and Care Services.
- 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**

Eureka Community Kindergarten Association Inc. (ECKA) 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 a Eureka Community Kindergarten Association Inc. (ECKA) Education and Care Service.

### **3. BACKGROUND AND LEGISLATION**

#### **Background**

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children (refer to *Definitions*) will have access to two years of kindergarten before commencing school in line with Govt policy. However, a shortage of places in some areas can impact on choice of service for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for family's childcare package) Act 2017*

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services*

*National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008*

to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (jobs for families) 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 Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Acceptable immunisation documentation:** documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

**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:** Approved child care services are services that have Australian Government approved to receive Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents. Approved child care includes 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. 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*).

**Eligible child:** as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30<sup>th</sup> in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30<sup>th</sup> in the year of enrolment and is enrolled 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/registration form:** A form to apply for a place at the service.

**Confidential Enrolment form:** A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

**Enrolment record:** The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. 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.

**Funded Kindergarten programs:** State Government Funded three-year-old kindergarten is available in some local government areas and the number of funded hours is set by the government for each area (see DET website for full details of areas eligible for funded three-year-old kindergarten). All local government areas in Victoria offer funded four-year-old kindergarten to all children in the year before school.

**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 Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places

**Unfunded three-year-old kindergarten programs:** In local government areas where the state government does not provide funding for three-year-old kindergarten unfunded programs can be offered.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register: [www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- 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>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Guide (Department of Education and Training)*: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

- *Immunisation enrolment toolkit for early childhood education and care services 2015:* [www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

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

## PROCEDURES

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

- determining the criteria for priority of access to programs at Eureka Community Kindergarten Association Inc. (ECKA), based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures) In the case of central enrolment/registration schemes this duty will be managed by a person appointed by the local government authority responsible.
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 3 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- 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 three years after the last date on which the child was educated and cared for by the service (Regulation 183)

- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment

**The Nominated Supervisor Persons in Day to Day Charge and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
  - responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in. **For children born between 1 January and 30 April**, parents have a choice about whether they commence school in the year they turn five, or in the following year, and therefore whether they commence 4yo kindergarten in the year they turn four or the year they turn five; or 3yo kindergarten in the year they turn three or the year they turn four.
  - encouraging families to carefully consider the best time for their child to start kindergarten, as all children learn and develop in different ways
  - provide families with advice and reassurance about how the kindergarten program will support their child's learning and development
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 3– Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

**All educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
  - feel welcomed into the service
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child's strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

**Parents/guardians are responsible for:**

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the Confidential Enrolment form 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
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.
- Notifying ECKA in writing if they wish to cancel their enrolment

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

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation

**AUTHORISATION**

This policy was adopted by the Approved Provider of Eureka Community Kindergarten Association Inc. (ECKA) on 21/9/16.

Reviewed: 25/10/17, 23/03/2018, 01/10/2019, 01/06/2020, 15/04/2021

**REVIEW DATE:** 25/04/22

## ATTACHMENT 1

### Eligibility and priority of access criteria

#### 1. Eligibility and priority of access criteria for the funded kindergarten programs (both three and four-year-old funded programs. See definitions)

The following children are eligible for attendance in the funded kindergarten programs:

- three-year-old\* Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: [www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx](http://www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx)
- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Children who turn three years\* of age by 30 April in the year they will attend funded three-year-old kindergarten (two years before the child will start school). A child must have turned 3yo before beginning to attend the service.
- children who turn four years\* of age by 30 April in the year they will attend funded four-year-old kindergarten (one year before they attend school)
- **\*For children born between 1 January and 30 April**, parents have a choice about whether they commence school in the year they turn five, or in the following year, and therefore whether they commence 4yo kindergarten in the year they turn four or the year they turn five; or 3yo kindergarten in the year they turn three or the year they turn four.
- Service providers should therefore:
  - encourage families to carefully consider the best time for their child to start kindergarten, as all children learn and develop in different ways
  - encourage families to consult with relevant early childhood professionals for guidance
  - provide families with advice and reassurance about how the kindergarten program will support their child's learning and development
  - advise families that children are expected to complete a full year of kindergarten in the year they enrol and begin attending and that funding is limited to one year for each child (unless they are eligible for an Early Start Kindergarten grant or a second year of funded kindergarten in the year before school).
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs

When demand exceeds availability, the Approved Provider will refer to the priority of access criteria listed below and as outlined in *The Kindergarten Guide* available at:

[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

ECKA Services located in the City of Ballarat and Moorabool Shire are participating in a central registration scheme, the priority of access for that scheme will be implemented. Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

**Priority of Access** is given to:

- Children at risk of abuse or neglect,



including children in Out of Home Care

- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy: a child or parent hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who: require additional assistance to fully participate in the kindergarten program, require a combination of services which are individually planned, have an identified specific disability or developmental delay
- Residents living in the Local Government Area in which the kindergarten service is located.
- After first priority places have been allocated, all other applications will be allocated offers based on the date of receipt of Application form.

## **2. Eligibility and access criteria for the Unfunded three-year-old kindergarten program (Not applicable after 1-1-2022)**

Three-year-old kindergarten programs in local government areas not receiving government funded programs will operate an unfunded program.

Children must turn 3 years of age by the 30<sup>th</sup> of April in the year of attendance at unfunded 3 year old kindergarten.

Children are eligible for attendance in the unfunded three-year-old kindergarten program provided they have turned three prior to commencement.

ECKA reserve the right to enrol children who turn three after April 30, if it is in the best interest of the child, or program.

Eligibility and priority of access criteria applicable to the service (not applicable after 1-1-2022):

- children recommended by an educator for an additional year in the three-year-old program
- Date of application – families can enrol for the program in the year their child has turned two.

## **3. Allocation within groups**

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

## ATTACHMENT 2

### General enrolment procedures

**Enrolment Application/Registration; Enrolment Applications/registrations for either 3 or 4 year old kindergarten can be lodged from January 1<sup>st</sup> in the year that your child turns 2.**

Enrolment Application/Registration

**Funded 4 Year Old Kindergarten: Your child must be 4 years of age by 30<sup>th</sup> 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 30<sup>th</sup> of April in the year of attendance at 3 year old kindergarten.**

**Unfunded 3 Year Old Kindergarten (not applicable after 1-1 2022):** Your child must turn 3 years of age by the 30<sup>th</sup> of April in the year of attendance at 3 year old kindergarten.

ECKA reserve the right to enrol children who turn three after April 30, if it is in the best interest of the child, or program (not applicable after 1-1-2022).

Specific details relating to each ECKA Kindergarten can be found in the 'Find a Kindergarten' section of the ECKA website. [www.ecka.org.au](http://www.ecka.org.au).

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**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)**

**Please lodge a registration application online with the Ballarat City Council.**

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

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

- The Kindergarten
- ECKA Office – 11 Grandview Grove, Wendouree
- Maternal and Child Health Centres
- Ballarat Libraries
- The Phoenix Building – City of Ballarat council offices, 25 Armstrong Street Sth
- You may also contact the Ballarat City Council  
on: **Ph:53205720** email: [kindergarten@ballarat.vic.gov.au](mailto:kindergarten@ballarat.vic.gov.au) web: [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

**Wallace and District Kindergarten and Ballan & District Preschool registrations for the funded four-year-old program** are accepted by the Moorabool Shire Central Enrolment Scheme. The application form is found at the website below or by calling the Moorabool Shire offices:

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

**Applications/registration for three-year-old kindergarten at Wallace and Ballan can be made on the ECKA website: [www.ecka.org.au](http://www.ecka.org.au)**

**The following ECKA Managed Kindergartens accept enrolment application/registration forms for both 3 and 4 year old kindergarten programs online at [www.ecka.org.au](http://www.ecka.org.au) Register for Kinder**

Clunes and District Preschool	Haddon Kindergarten
Creswick and District Preschool	Hepburn Kindergarten
Daylesford Preschool	Trentham Kindergarten
Elizabeth Watkins Preschool (Beaufort)	Woody Yaloak Kindergarten
Waubra Preschool	Wallace Kindergarten (3 year old only)
Ballan Preschool (3 year old only)	

Enrolment Application/registration forms are to be filled in on the ECKA website [www.ecka.org.au](http://www.ecka.org.au) or can be collected from the kindergarten.

## 1. Application for a place

**Application/registration; Enrolment Applications/registration for either 3 or 4 year old kindergarten programs can be lodged from January 1<sup>st</sup> in the year that your child turns 2.**

- 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](http://www.ecka.org.au)
- ECKA and central enrolment/registration schemes 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 a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- Access to completed enrolment 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.

- ECKA requires parents/guardians who have been offered a place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
  - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
  - The Key Dates work form (search 'Key Dates work form')
  - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
  - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
  - That the child has a medical reason not to be vaccinated, or,
  - That the child has been assessed by ECKA 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).
- 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, as soon as possible.
- A confidential enrolment form and other relevant information will be provided by ECKA to the parent/guardian after a confirmed place has been accepted.

## ATTACHMENT 3

### Immunisation Letter for parents

Dear Parent/Guardian,

I am contacting you regarding your application to enrol your child at our ECKA Kindergarten service.

TO finalise your child's application to enrol we are required to see copies of the following:

1. Australian Immunisation Record

Evidence of up to date immunisation must be provided within the two months prior to your child commencing at our service.

An immunisation History Statement from the Australian Immunisation Register must be used as evidence of up to date vaccination.

Other immunisation records such as 'homeopathic immunisation' or statutory declaration from you are not acceptable.

The quickest way to get your statement is by using your Medicate online account through myGov or the Express Plus Medicare mobile app. Alternatively, you can request an Immunisation History Statement in person at your local Medicare service centre or call the Australian Immunisation Register enquiries line on 1800 653 809 to request a statement is posted to you. It can take 14 days to get your statement in the post.

If you are experiencing difficulties accessing vaccinations or required related documents please contact us for assistance as soon as you are able. In some cases children can commence at the service while the required documents are obtained.

Yours Sincerely,

Nominated Supervisor