

# ENROLMENT AND ORIENTATION

## FREE KINDERGARTEN

QUALITY AREA 6 | Version 1.3



### PURPOSE

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

- enrolling a child at Leslie Moorhead Pre-School Centre Inc.
- the orientation of new families and children into Leslie Moorhead Pre-School Centre Inc
- 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

Leslie Moorhead Pre-School Centre Inc. 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
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- 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 Leslie Moorhead Pre-School Centre Inc., 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					
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	√			
Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: <ul style="list-style-type: none"> <li>• 15 hours per week for 40 weeks of the year, or</li> <li>• 600 hours per year</li> </ul> [if merging this policy with LDC Enrolment and Orientation Policy - Providing a kindergarten program to children who turn three and four years of age... Directly offsetting the full and correct Free Kinder entitlement from fees. : <ul style="list-style-type: none"> <li>• 15 hours per week for 40 weeks of the year, or</li> <li>• 600 hours per year]</li> </ul>	R				
Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering between 5 to 15 hours a week or 200 to 600 a year	R				
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
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 (refer to Sources)	R	√			
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				
Applying the Priority of Access criteria to funded programs at Leslie Moorhead Pre-School Centre Inc., as described in the Department of Education's [DE] <i>The Kindergarten Funding Guide</i> (refer to Attachment 1)	R	√	√		

Working with local council, other local kindergarten services, key stakeholders and the local ECIB to ensure all eligible children have access to a kindergarten place	√	√			
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> )	√	√	√		√
Ensuring the following is displayed: <ul style="list-style-type: none"> <li>the current Kindergarten Program Certificate</li> <li>information promoting ESK</li> <li>information promoting the KFS in services not participating in Free Kinder</li> <li>operating times and name(s) of the qualified teachers delivering the program.</li> </ul>	R	√			
Communicating to parents: <ul style="list-style-type: none"> <li>waiting lists</li> <li>access and inclusion policies</li> <li>availability of ESK and KFS where applicable</li> <li>details of the annual kindergarten parent opinion survey to parents, carers or legal guardians</li> <li>that the service will prepare a Transition Statement for all children to help them transition to school.</li> </ul>	R	√			
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> <li>Early Start Kindergarten (<i>refer to Definitions</i>)</li> <li>Early Start Kindergarten extension grants (<i>refer to Definitions</i>)</li> <li>Access to Early Learning (<i>refer to Definitions</i>)</li> <li>Second year of funded four-year-old kindergarten (<i>refer to Definitions</i>)</li> </ul>	R	√	√		
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> )	√	√	√		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	R	√			
Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	R	√		√	
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	R	√	√		

<p>Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available</p> <p>Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:</p> <ul style="list-style-type: none"> <li>• statement from the Australian Immunisation Register (AIR)</li> <li>• Medicare card</li> <li>• letter from the doctor or midwife who attended the birth</li> <li>• doctor's note attesting to a child's age</li> <li>• passport</li> <li>• citizenship documents or Australia visa documents or Immicard.</li> </ul>	R	√			
Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
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			
<p>Ensuring families have access to:</p> <ul style="list-style-type: none"> <li>• <i>Parent information handbook</i></li> <li>• <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i></li> <li>• <i>Fees Policy</i></li> <li>• <i>Privacy Statement</i></li> <li>• <i>Code of Conduct Policy</i></li> <li>• <i>Acceptance and Refusal of Authorisations</i></li> <li>• <i>Dealing With Medical Conditions</i></li> <li>• <i>Incident, Injury, Trauma and Illness</i></li> </ul>	R	√	√		
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				
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
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	√			
Where applicable, providing families with consistent and transparent communication on waitlist management processes ( <i>refer to Attachment 2</i> )	R	√			
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	√	√
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	√	√	√		
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	√	√	√	

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	√	√	√	
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				√	
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 support period ( <i>refer to Definitions</i> )	R	√	√		
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 support period ( <i>refer to Definitions</i> ) have confirmed places in the program	R	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement ( <i>refer to Definitions</i> ) and who are not eligible for the support period that their children are not able to attend the service and referring them to immunisation services ( <i>refer to Attachment 4</i> )	R	√	√		
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 support period within 16 weeks from when the child begins attending ( <b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
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				√	
Where a child is eligible for the 16 weeks support 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				√	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) from all parents/guardians after enrolment, 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> )	R	√	√		
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	√		√	

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 that it effectively meets the management requirements of the service	R	√	√		
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	√	√	√	√
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	√	√		
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	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
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	√	√	√
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment ( <i>refer to Attachment 5</i> )	√	√	√		
Reviewing enrolment applications to identify children with additional needs ( <i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i> )	√	√	√		
Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the orientation period, keeping in mind the best interest of the child</li> <li>make contact with educators at the service, when required</li> </ul>	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	

Developing strategies to assist new families to: <ul style="list-style-type: none"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> <li>share their understanding of their child's strengths, interests, abilities and needs</li> <li>value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>discuss the values and expectations they hold in relation to their child's learning</li> <li>providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>	√	√	√	√	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection				√	
Notifying Leslie Moorhead Pre-School Centre Inc. in writing [if possible] if they wish to cancel their enrolment.				√	



## 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 orientation and once the child commences.
- 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.

- Refer to *Attachment 2* for the general kindergarten registration and enrolment procedures
- Refer to *Attachment 5* for cancellation of enrolment and non-attendance procedures.

## BACKGROUND AND LEGISLATION



### BACKGROUND

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

It is intended by 2022 that all eligible Victorian children (*refer to Definitions*) will have access to two years of kindergarten before commencing school. 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. In 2020 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)



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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## 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 program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**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).

**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.

**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.

**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.

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. 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

- known to child protection.

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

**Early Start Kindergarten extension grants:** provides eligible children with 15 hours of free or low cost 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:

- 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 grace period

**Enrolment Fee:** A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service (*Refer to Free Kindergarten Fees policy*)

**Enrolment record:** the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; 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.

**Kindergarten registration fee:** a payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable. (*Refer to Free Kindergarten Fees policy*)

**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 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 3*)

**Grace period:** allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the grace period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage families to access immunisation services.

**Local Government Area (LGA):** a geographic area governed by a local council or shire. Our LGA is the Mornington Peninsula Shire Council

**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*).

**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.

**Second year of funded four-year-old kindergarten:** second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 4 (the year before the child is to attend school) when a second year is being considered.

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## SOURCES AND RELATED POLICIES



### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- Department of Education: [Stating age calculator](#)
- Department of Education, Resources for funded kindergartens: [www.vic.gov.au/resources-funded-kindergartens](http://www.vic.gov.au/resources-funded-kindergartens)
- Free Kinder funding requirements for long day care providers: [www.vic.gov.au](http://www.vic.gov.au)
- 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 Funding Guide (Victorian Department of Education): [www.education.vic.gov.au](http://www.education.vic.gov.au)
- Going to kindergarten if your child is 6 years old: [www.vic.gov.au](http://www.vic.gov.au)

### RELATED POLICIES

- Acceptance and Refusal of Authorisations
- 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*).

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## ATTACHMENTS



- Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General kindergarten registration and enrolment procedures
- Attachment 3: Procedures for completing an Enrolment at Leslie Moorhead Pre-School Centre
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance
- Attachment 6: Legislation and Standards relating to this policy.

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## AUTHORISATION

This policy was adopted by the approved provider of Leslie Moorhead Pre-School Centre Inc. on 25<sup>th</sup> August 2021.

Revised and Reviewed by Sallie McCarthy

Ratified Date 3<sup>rd</sup> February 2025

**REVIEW DATE:** June 2025 for 2026 Enrolments

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## ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

### FOR A FUNDED KINDERGARTEN THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM

The approved provider must notify all families of the priority of access (PoA) policy that applies when they enrol their child. In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

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

This criteria must be used by the approved provider when prioritising enrolments. Guidance is available from the Department's regional offices if required.

Service providers should 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 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 the child's confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

DE's Priority of Access criteria	Process that could be used to verify need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	<p>The child is:</p> <ul style="list-style-type: none"> <li>• This information can be obtained from the child's carer/family as part of the enrolment process and/or received from a referral source which may include: <ul style="list-style-type: none"> <li>○ Child Protection</li> <li>○ Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>○ Maternal and Child Health nurse, or</li> <li>○ Out-of-Home Care provider</li> </ul> </li> </ul>
<b>Aboriginal and/or Torres Strait Islander children</b>	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?'</li> </ul>
<b>Asylum seeker and refugee children</b>	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers should respectfully ask whether the family/child holds a visa or ImmiCard identifying the child and/or parents as a refugee or asylum seeker</li> </ul>
<b>Children eligible for the Kindergarten Fee Subsidy</b>	<ul style="list-style-type: none"> <li>• A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>• Multiple birth children (triplets, quadruplets).</li> <li>• Asylum seeker and/or refugee children</li> </ul>
<b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	<p>The child:</p> <ul style="list-style-type: none"> <li>• is assessed as having delays in two or more areas and is declared eligible for a second funded year of 4-year-old kindergarten, or</li> <li>• holds a Child Disability Health Care Card, or</li> <li>• has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>○ the National Disability Insurance Scheme</li> <li>○ Early Childhood Intervention Service</li> <li>○ Preschool Field Officer, or</li> <li>○ Maternal and Child Health nurse</li> </ul> </li> </ul>

#### Examples to consider for 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 DET
- children who have a sibling that has previously attended the same kindergarten as their first preference
- home address falls within the same suburb as the kindergarten
- family lives, works, studies or attends child care in [LGA]

#### Examples to consider for third priority

- service for transient families e.g. RAAF, seasonal workers and tourism workers
- date of application
- local community zoning

**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 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
- are known to 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 Training office.

Refer to the Department of Education and Training website for up-to-date information: [www.education.vic.gov.au](http://www.education.vic.gov.au)

## ATTACHMENT 2. GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

### KINDERGARTEN REGISTRATION PROCESS

Stage	CRES Role	Family Role	Kindergarten Role
1. Proactive engagement and awareness	Ensures families are aware of the importance of ECEC, the CRES and available assistance to help them engage with the CRES.	Searches for information about ECEC and CRES. Receives information from a service provider, MCH staff or support service they have contact with.	Communicates information about ECEC and CRES to families Obtains consent for family contact details to be shared with the [CRES Provider].
2. Registration	Obtains information about children to initiate the process of allocating places.	Completes a registration form.	Supports families to complete registration forms if they find it difficult, or refers them directly to the CRES Provider.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.	Receives an update on the progress of their registration.	
4. Confirmation and communication	Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list.	Accepts their offer of place or rejects the offer and goes on a waiting list.	Supports families to understand what an offer means and what they need to do next.
5. CRES planning, maintenance and development	Plans for success every year by evaluating and improving the CRES.	Begins to engage with the service provider to start the enrolment process.	Supports families to enrol and begin kindergarten. Provides feedback to the Mornington Peninsula Shire Council about your experience so they can improve it for the coming year.

\* If the kindergarten believes a family will need extra support completing a registration form or are likely to miss the first round registration date, refer them to the Mornington Peninsula Shire Council with the attached referral form. The Mornington Peninsula Shire Council will follow up with this family or carer to offer support in getting their children into kindergarten.

### Kindergarten registration dates

If families miss the registration close deadline, they can still register although they will be placed into a pool for second-round (or even later rounds) of allocation and are less likely to get their top preference. After second round offers have been confirmed, Mornington Peninsula Shire Council will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw, or when kindergartens add capacity.

Date	Activity
Friday 1 <sup>st</sup> March 2024	Registrations open
Sunday 21 <sup>st</sup> July 2024	Registrations close*
Monday 5 <sup>th</sup> August 2024	Initial offers – 4 Year Old
Monday 12 <sup>th</sup> August 2024	Initial offers – 3 Year Old
Wednesday 14 <sup>th</sup> August 2024	Final day for 4 Year Old to accept/decline offer
Wednesday 21 <sup>st</sup> August 2024	Final day for 3 Year Old to accept/decline offer

Wednesday 28 <sup>th</sup> August 2024	Subsequent 3 Year Old and 4 Year Old offers
Friday 6 <sup>th</sup> September 2024	Kindergartens to have their 3 year old and 4 year old Lists
Friday 20 <sup>th</sup> September 2024	Kindergartens to have completed their enrolment process
Wednesday 9 <sup>th</sup> October	Kindergartens to advise of families not confirming their child's enrolments
Wednesday 16 <sup>th</sup> October 2023	Offers to late resident/ratepayers

\*Registrations will still be accepted after this date, but registrations received prior will be allocated first. Children eligible for Priority of Access will be prioritised regardless of when registration is received.

## Registration

The quickest way to complete a registration form is online at <https://www.mornpen.vic.gov.au/Community-Services/Children-Family/Kindergarten>

A separate registration form must be completed for each child.

Families cannot register directly with the kindergarten that are part of the CRES, they must go through the centralised registration process. Kindergarten's can direct families to register through Mornington Peninsula Shire Council and assist them to complete the registration.

To fill out the registration form, families will need to provide information about themselves and their child. At this stage they do not need to attach any supporting documentation. They will need a credit card (to pay the registration fee. This fee is waived for all families and carers eligible for Priority of Access allocation.

The registration form asks families for:

- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Contact details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
  - Is Aboriginal or Torres Strait Islander
  - Is from a multiple birth (triplet or greater)
  - Is known to Child Protection
  - Is in Out-Of-Home Care
  - Holds, or has a family member who holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran's Affairs Gold Card or White Card, or a Refugee or Asylum Seeker Visa.
- Subsidy card and immigration visas (where applicable).
- Documents from Family Support Services or a MCH nurse confirming high support needs and/or disability, or letter from a doctor for complex medical needs (where applicable).
- Credit card (to pay the registration fee). This fee is waived for all families and carers eligible for ESK/KFS/priority allocation.

## Enrolment

Leslie Moorhead Pre-School will receive a list of 3 Year Old and 4 Year Old Children whose families have accepted an offer of a position at the pre-school, this list will be sent by the 6<sup>th</sup> September 2024.

Once a kindergarten place has been accepted, our in-house enrolment process can begin.

Leslie Moorhead Pre-School uses EnrolNow to enrol children at the centre.

To complete a full enrolment for a child, families will need to provide copies of:

- 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 'grace 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.

### 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. An example enrolment form can be found on the DE website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

### Cancellations

Families to notify Leslie Moorhead Pre-School Centre Inc. in writing of their intention to leave the service. If the service is not informed, fees will continue to be generated for that place.

### Second Year Registration

- Families of children who have been determined as eligible for a second year must complete and submit a kindergarten registration form for a second year, signed and dated by the early childhood teacher.
- It will be weighted with the relevant points and allocated accordingly.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.

### Children Younger than the Eligible Preschool Age

- If a child is aged less than four by April 30 in the year they are to attend Kindergarten, the family must request early school entry approval in writing for their child to attend school in the following year. Requests should be made to the officer in charge, usually a director of the relevant government education authority region, or the non-government school that the child will be attending.
- Should the child not attend school the following year, the child will not be eligible for another year of funded preschool, as identified in the relevant funding criteria.

### Children Older than the Eligible Preschool Age

- Some children may turn six years of age during their preschool year. This is usually relevant in the case of children who have been identified as requiring a second year of preschool.
- Children who will turn six during the preschool year must apply for an exemption from school from the relevant Regional Director of the education department.
- Families must complete an 'Exemption from School due to attendance in kindergarten program' form before the child starts kindergarten and submit it to relevant regional office of the education department authority. The form is available on the website or by contacting the Regional Office.
- The kindergarten service must sight the approved exemption letter 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.

### 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. PROCEDURES FOR COMPLETING AN ENROLMENT AT LESLIE MOORHEAD PRE-SCHOOL CENTRE

### Procedures for completing an Enrolment at Leslie Moorhead Pre-School Centre

The Mornington Peninsula Shire Council will advise us when all 44 places in 4 Year Old and 22 places in 3 Year Old at Leslie Moorhead Pre-School have been allocated with a child has been offered a position with us and their family has accepted. We will not know our students for 2025 until Friday 6<sup>th</sup> September 2024, this will be after families are aware that they have a position. The Mornington Peninsula Shire Council will advise us of the child's name and the parents contact details so that we can continue with Leslie Moorhead Pre-School's in-house enrolment process.

#### Stage 1

As soon as practical after receiving the list of children who have applied to attend from the Mornington Peninsula Shire Council, this date has been identified as 6<sup>th</sup> September 2024 we will send via email through the EnrolNow software

- Welcome letter with information on what we require from families and the Enrolment Process

The family returns via the software link that expires within 7 days

- Submission of Group Preference
- Immunisation Status acknowledgment and information on No Jab No Play
- Kinder Fee Subsidy Information
- Additional Needs Information
- Payment of Enrolment Fee by Stripe

#### Stage 2

On receipt and processing of these using an in-house checklist to ensure completeness of information, we will send via email through the EnrolNow software directly to 3 Year Old Children as there is no choice for group for them to complete the EnrolNow Enrolment Form.

We will then allocate children to 4 Year Old groups and we will send via email through the EnrolNow software for them to complete the EnrolNow Enrolment Form

The family returns via the software link that expires within 14 days

- Enrolment Form completed.
- Copy of Birth Certificate or passport
- Proof of residency in the Mornington Peninsula Shire
- Copy of an up-to-date ACIR Immunisation Statement
- Copy of any Medical Plans provided for the child by a health professional.

On receipt and processing of these using an in-house checklist to ensure completeness of information, following up any identified issues that the process has identified, such as immunisation updates, and medical issues.

### What happens next after the enrolment process

We have two further forms that families need to complete prior to our AGM

We will send via email through the EnrolNow software, a Department of Education One Funded place declaration which will need to be completed and held on file, we acknowledge that DE may update this form in January 2025 and we may need to ask for a revised version to be completed.

We will send via email through the EnrolNow software for families to complete a Transition to Pre-School Form, that asks questions about the child and important aspects of their life, we use the information from this to get to know the children prior to them attending pre-school, to ask for more information at our Stay and Play events and to set goals in collaboration with families for Term 1.

Following this we will:

- Send an Invitation to our AGM
- Send an invitation to our “Stay and Play at Kinder” afternoon
- Teachers will contact families of children with additional needs/medical plans

Our AGM will be held Mid-November, it will provide:

- Information regarding programs from 2024 and what will be happening in 2025
- Presentation from Peninsula Health on School Readiness
- Information regarding Orientation Days
- Distribution of Parental Handbook (this may be done electronically)

A Starting Pre-School Social Story book will be mailed out in January with pictures of the staff in the child’s Pre-School Group and the routines at kinder to help with the transition.

Orientation days as usual at the start of Term 1, with an introduction to pre-school schedule to build up to the 5 hour days for 3 Year Olds and 7.5 hour days for 4 Year Olds.

### **Allocation into Leslie Moorhead Pre-School Groups**

The process of sorting acceptances of offers into specific groups (e.g. for 4 year olds into Seahorse or Dolphins) based on parent/guardian preferences received at the initial enrolment,

All children allocated to the 3 Year Old program will automatically have a place in the 2025 Jellyfish Group.

Children allocated into 4 Year Old program in 2025 will be able to submit via the enrolment form a preference into either the

- Dolphin (Monday & Thursday) Group;
- Seahorse (Tuesday & Friday) Group; or
- If no preference for groups please advise this in the any other information space.

After the 13<sup>th</sup> September 2024, we will allocate children to their groups with regard to any preference selected on their enrolment form.

If all children have been allocated a position and no group is oversubscribed, we will advise parents by email of their child’s group in 2025.

In the event that any group is oversubscribed, group allocation will occur in the order of priority:

1. Children with Priority of Access.
2. Children attending a second year of pre-school.
3. Children or siblings of children who have previously attended Leslie Moorhead Pre-School.
4. Individual reason for group preference provided on enrolment form.
5. Families who indicated no group preference.

If after the above process is complete there is still an oversubscription in one group, we will allocate places as per the preference indicated in their enrolment form to:

1. Children with Priority of Access; and
2. Children attending a second year of pre-school

The remaining places in the oversubscribed group will be determined by ballot, with remaining children to be placed into the other undersubscribed group. Parents will be advised via email of their child’s group after the ballot process is completed.

Please note, we reserve the right to alter group allocation should we deem that the allocation of teaching/educator resources in either group is not commensurate to the group’s requirements.

## ATTACHMENT 4. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION



Leslie Moorhead  
Pre-School Centre Inc  
The Pre-School in the heart of Mornington

Dear Family,

### Re: Enrolment at Leslie Moorhead Pre-School Centre Inc for 2025

I am contacting you regarding your tentative place for your child at Leslie Moorhead Pre-School Centre Inc in the 3 year old / 4 year old program in 2024.

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for your child by the due date, we are unable to confirm a place at our service for 2024 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
- Mornington Peninsula Shire Council Immunisation Services
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>



Should you wish to re-apply for a place for your child, we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation.

The new application would be considered in line with Leslie Moorhead Pre-School's Enrolment and Orientation policy.

Yours sincerely,

President, for and on behalf of the Committee of Management

Example of an immunisation history statement

  
 Australian Government  
 Department of Human Services  


### 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	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
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
<b>Next immunisation/s due</b> Diphtheria Tetanus Pertussis Poliomyelitis				<b>Date due</b> 01 Nov 2020

## ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

### FOR FUNDED KINDERGARTEN

#### Cancellation of Enrolment

Families MUST notify Leslie Moorhead Pre-School Centre Inc. and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the Leslie Moorhead Pre-School Centre Inc. 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

- Families Traveling Overseas  
Families are required to notify Leslie Moorhead Pre-School Centre Inc. 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 letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.

## ATTACHMENT 6. LEGISLATION AND STANDARDS RELEVANT TO THIS POLICY

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183

<p>Regulation 160</p>	<p><b>Child enrolment records to be kept by approved provider and family day care educator</b></p> <p>(1) The approved provider of an education and care service must ensure that an enrolment record is kept that includes the information set out in subregulation (3) for each child enrolled at the education and care service.</p> <p>(2) A family day care educator must keep an enrolment record that includes the information set out in subregulation (3) for each child educated and cared for by the educator.</p> <p>(3) An enrolment record must include the following information for each child—</p> <p>(a) the full name, date of birth and address of the child;</p> <p>(b) the name, address and contact details of—</p> <p>(i) each known parent of the child; and</p> <p>(ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and</p> <p>(iii) any person who is an authorised nominee; and</p> <p><b>Note</b></p> <p><b>Authorised nominee</b> means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.</p> <p>(iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and</p> <p>(v) any person who is authorised to authorise an educator to take the child outside the education and care service premises;</p> <p>(c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;</p> <p>(d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;</p> <p>(e) the gender of the child;</p> <p>(f) the language used in the child's home;</p> <p>(g) the cultural background of the child and, if applicable, the child's parents;</p> <p>(h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;</p> <p>(i) the relevant authorisations set out in regulation 161;</p> <p>(j) the relevant health information set out in regulation 162.</p> <p>(4) In this regulation—</p> <p><b>parenting order</b> means a parenting order within the meaning of section 64B(1) of the <i>Family Law Act 1975</i> of the Commonwealth;</p> <p><b>parenting plan</b> means a parenting plan within the meaning of section 63C(1) of the <i>Family Law Act 1975</i> of the Commonwealth, and includes a registered parenting plan within the meaning of section 63C(6) of that Act.</p>
<p>161</p>	<p><b>Authorisations to be kept in enrolment record</b></p> <p>(1) The authorisations to be kept in the enrolment record for each child enrolled at an education and care service are—</p> <p>(a) an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek—</p> <p>(i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and</p> <p>(ii) transportation of the child by an ambulance service; and</p>

	<p>(b) if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.</p> <p>(2) The authorisations to be kept in the enrolment record for each child educated and cared for by a family day care educator are—</p> <p>(a) an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the family day care educator to seek—</p> <p>(i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and</p> <p>(ii) transportation of the child by an ambulance service; and</p> <p>(b) if relevant, an authorisation given under regulation 102 for the family day care educator to take the child on regular outings.</p>
162	<p><b>Health information to be kept in enrolment record</b></p> <p>The health information to be kept in the enrolment record for each child enrolled at the education and care service is—</p> <p>(a) the name, address and telephone number of the child's registered medical practitioner or medical service; and</p> <p>(b) if available, the child's Medicare number; and</p> <p>(c) details of any—</p> <p>(i) specific healthcare needs of the child, including any medical condition; and</p> <p>(ii) allergies, including whether the child has been diagnosed as at risk of anaphylaxis; and</p> <p>(d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c); and</p> <p>(e) details of any dietary restrictions for the child; and</p> <p>(f) the immunisation status of the child; and</p> <p>(g) if the approved provider or a staff member or family day care educator has sighted a child health record for the child, a notation to that effect.</p>
168	<p><b>Education and care service must have policies and procedures</b></p> <p>(2) Policies and procedures are required in relation to enrolment and orientation</p> <p>(k) enrolment and orientation</p>
177	<p><b>Prescribed enrolment and other documents to be kept by approved provider</b></p> <p>(1) For the purposes of section 175(1) of the Law, the following documents are prescribed in relation to each education and care service operated by the approved provider—</p> <p>(a) the documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74;</p> <p>(b) an incident, injury, trauma and illness record as set out in regulation 87;</p> <p>(c) a medication record as set out in regulation 92;</p> <p>(d) a record of assessments of family day care residences and approved family day care venues conducted under regulation 116;</p> <p>(e) in the case of a centre-based service, a staff record as set out in regulation 145;</p> <p>(f) a record of volunteers and students as set out in regulation 149;</p> <p>(g) the records of the responsible person at the service as set out in regulation 150;</p> <p>(h) in the case of a centre-based service, a record of educators working directly with children as set out in regulation 151;</p> <p>(i) a record of access to early childhood teachers as set out in regulation 152;</p> <p>(j) in the case of a family day care service, a record of staff, family day care co-ordinators engaged by the service and family day care educator assistants approved by the service, kept under regulation 154;</p> <p>(k) a children's attendance record as set out in regulation 158;</p> <p>(l) child enrolment records as set out in regulation 160;</p> <p>(m) a record of the service's compliance with the Law as set out in regulation 167;</p> <p>(n) a record of certified supervisors placed in day to day charge of the education and care service under section 162 of the Law.</p>



	<p>(2) The approved provider of the education and care service must take reasonable steps to ensure the documents referred to in subregulation (1) are accurate. Penalty: \$2000.</p> <p>(3) Subject to Subdivision 4, the approved provider of the education and care service must ensure that—</p> <p>(a) subject to subregulation (4), the documents referred to in subregulation (1) in relation to a child enrolled at the service are made available to a parent of the child on request;</p> <p>(b) the record of compliance referred to in subregulation (1)(m) is able to be accessed on request by any person. Penalty: \$2000.</p> <p>(4) If a parent's access to information of the kind in the documents referred to in subregulation (1) is limited by an order of a court, the approved provider must refer to the court order in relation to the release of information concerning the child to that parent.</p> <p>(5) An approved provider of a family day care service is not required to keep a document set out in subregulation (1) if an equivalent record is kept by a family day care educator under regulation 178.</p> <p>Note A compliance direction may be issued for failure to comply with subregulation (2) or (3).</p>
183	<p><b>Storage of records and other documents</b></p> <p>(1) The approved provider of an education and care service must ensure that records and documents set out in regulation 177 are stored—</p> <p>(a) in a safe and secure place; and</p> <p>(b) for the relevant period set out in subregulation (2).</p> <p>(2) The records must be kept—</p> <p>(a) if the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years;</p> <p>(b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years;</p> <p>(c) if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death;</p> <p>(d) in the case of any other record relating to a child enrolled at the education and care service, until the end of 3 years after the last date on which the child was educated and cared for by the service;</p> <p>(e) if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service;</p> <p>(f) if the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service;</p> <p>(g) in case of any other record, until the end of 3 years after the date on which the record was made.</p> <p>Note A compliance direction may be issued for failure to comply with this regulation.</p>

National Quality Standard 6

QA 6	<b>Collaborative Partnerships with Families and Communities</b>	
	6.1.1	There is an effective enrolment and orientation process for families