

# ENROLMENT AND ORIENTATION

## FREE KINDERGARTEN

QUALITY AREA 6 | Version 1.4



### 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				
1. Ensuring that copies of the <i>Enrolment and Orientation Policy</i> and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection	R	√			
2. 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 (refer to Attachment 1)</i>	R	√	√		
3. Working with the local council, other local kindergarten services, key stakeholders and the local ECIB to ensure all eligible children have access to a kindergarten place	√	√			
4. Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least:  15 hours per week for 40 weeks of the year, or 600 hours per year	R				
5. Ensuring children eligible for Pre-Prep ( <i>refer to Definitions</i> ) are enrolled for a minimum of 16 hours per week for 40 weeks of the year (or 640 hours per year)	R	√			
6. Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will attend, that is delivered by a qualified early childhood teacher and offering between 5 to 15 hours a week or 200 to 600 a year	R				
7.					
8. Providing communication to families explaining their access to one year of three-year-old and one year of four-year-old funded kindergarten program	R	√			
9. Ensuring families sign DE's one funded kindergarten place form in Term 4 and confirm in writing in Term 1. Service providers must use the form provided on the department's template and must not adapt the content into service's own templates ( <i>refer to Sources</i> )	R	√			
10. Ensuring that attendance data collection is implemented as per the Arrival requirements ( <i>refer to Sources</i> )	R	√			
11. Communicating to families the days and times the service will operate, planned closures (including public holidays and	R				

child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations					
12. 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> )	✓	✓	✓		✓
13. Ensuring the following is displayed: the current Kindergarten Program Certificate information promoting ESK information promoting the KFS in services not participating in Free Kinder operating times and name(s) of the qualified teachers delivering the program.	R	✓			
14. Communicating to parents: waiting lists access and inclusion policies availability of ESK and KFS where applicable details of the annual kindergarten parent opinion survey to parents, carers or legal guardians that the service will prepare a Transition Statement for all children to help them transition to school.	R	✓			
15. Supporting inclusion and access through specific funding stream (for eligible families): Early Start Kindergarten ( <i>refer to Definitions</i> ) Early Start Kindergarten extension grants ( <i>refer to Definitions</i> ) Access to Early Learning ( <i>refer to Definitions</i> ) Additional year of funded four-year-old kindergarten ( <i>refer to Definitions</i> )	R	✓	✓		
16. 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> )	✓	✓	✓		
17. Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	R	✓			
18. Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	R	✓		✓	
19. 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	✓	✓		
20. Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available	R	✓			

Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:  statement from the Australian Immunisation Register (AIR) Medicare card letter from the doctor or midwife who attended the birth doctor's note attesting to a child's age passport citizenship documents or Australia visa documents or Immicard.					
21. Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
22. 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			
23. Ensuring families have access to:  Parent information handbook Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety Fees Policy Privacy Statement Code of Conduct Policy Acceptance and Refusal of Authorisations Dealing With Medical Conditions Incident, Injury, Trauma and Illness	R	√	√		
24. 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				
25. Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
26. 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	√			
27. Where applicable, providing families with consistent and transparent communication on waitlist management processes ( <i>refer to Attachment 2</i> )	R	√			
28. 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	√	√
29. 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	√	√	√		
30. 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	√	√	√	

31. 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	√	√	√	
32. 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				√	
33. 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	√	√		
34. 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	√	√		
35. 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	√	√		
36. 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	√	√		
37. 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				√	
38. 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				√	
39. 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	√	√		
40. 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	√		√	

41. Ensuring that the enrolment record for each child ( <i>refer to Definitions</i> ) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and DE funding requirements (Arrival) and that it effectively meets the management requirements of the service	R	√	√		
42. 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	√	√	√	√
43. 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	√	√		
44. 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	√	√		
45. Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
46. 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	√	√	√
47. Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment ( <i>refer to Attachment 5</i> )	√	√	√		
48. Reviewing enrolment applications to identify children with additional needs ( <i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i> )	√	√	√		
49. Encouraging parents/guardians to: stay with their child as long as required during the orientation period, keeping in mind the best interest of the child make contact with educators at the service, when required	√	√	√	√	
50. Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
51. Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
52. Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	

53. Developing strategies to assist new families to: feel welcomed into the service and help them to become familiar with service policies and procedures share information about their family beliefs, values and culture and feel culturally safe share their understanding of their child's strengths, interests, abilities and needs value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs discuss the values and expectations they hold in relation to their child's learning providing comfort and reassurance to children who are showing signs of distress when separating	√	√	√	√	
54. Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
55. Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection				√	
56. 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 period
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
  - they can leave their child initially for a shorter day, gradually increasing the length of time
  - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
  - the early childhood teacher/educators will keep them informed on how their child is settling in
  - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
  - send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (refer to the information and Communication Technology Policy). Note: For children in out-of-home care, the educator may need to



seek permission from Child Protection before taking and distributing photos of the child

- asking the family how they have settled in and if they have any questions or concerns.
  - [As required] Arrange telephone, on-site or video interpreters to assist with orientation conversations with parents/carers who speak a language other than English or use Auslan. See [Early Childhood Language Services](#) for more information.
- Refer to [Attachment 2](#) for the general kindergarten 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):** is an early intervention program for a child who is at least three years old on April 30th in the year of enrolment. It aims to provide intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**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.

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

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

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or

- the family have had contact with child protection.

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

**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 support period

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

**Enrolment deposit:** 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 Fees - Free Kinder policy*)

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

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

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

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

**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/CRS Provider (*refer to Definition*) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten (*refer to Attachment 3*)

**Support period:** allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the support

period eligibility form with families during enrolment and keep a copy with each child's enrolment record. The 16-week support period starts on the first day of the child's attendance at the service. During the support period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage families to access immunisation services. Note: services are not required to exclude the child from the program at the end of the support period if an up-to-date history statement is not provided, except in the instance of an outbreak of an infectious disease.

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

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

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

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate places 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.

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

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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, Arrival: Information for sessional services: <https://www.vic.gov.au/arrival-information-sessional-kindergarten#more-information>
- Department of Education: [Stating age calculator](#)
- Department of Education: [Early Childhood Language Services](#)
- Department of Education: [Supporting CALD families to engage in kindergarten](#)
- Department of Education: [Information about kindergarten in your language](#)

- Department of Education, Resources for funded kindergartens: [www.vic.gov.au/resources-funded-kindergartens](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*).

#### 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.



## 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 19<sup>th</sup> May 2025

**REVIEW DATE:** June 2026 for 2027 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 each child's confidential enrolment record and entered into Arrival, where applicable.

High priority children	Criteria and processes for verifying need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	The child is:  eligible for ESK or AEL, and/or family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or referred by one of the following: Child Protection Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) Maternal and Child Health nurse out-of-home care provider.
<b>Aboriginal and/or Torres Strait Islander children</b>	As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in Arrival
<b>Asylum seeker and refugee children</b>	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or  Referred as a refugee or asylum seeker by a CALD outreach worker.
From 2026 across the state, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services can access to up to 25 hours of Pre-Prep a week, increasing to up to 30 hours a week from 2028. Children from this priority cohort can be enrolled in more than 1 group at a single service (including 4-year-old, mixed age, and 3-year-old groups). In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from 2026.	

<b>Children eligible for the Kindergarten Fee Subsidy</b>	<p>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</p> <p>The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.</p>
<b>High priority children</b>	<b>Process that could be used to verify need(s)</b>
<p><b>Children with additional needs, defined as children who:</b></p> <ul style="list-style-type: none"> <li>with an identified specific disability or developmental delay</li> <li>who require additional assistance to fully participate in the kindergarten program</li> <li>who require a combination of services which are individually planned</li> </ul>	<p>The child:</p> <ul style="list-style-type: none"> <li>holds a Child Disability Health Care Card, and/or</li> <li>has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or</li> <li>has been referred by: <ul style="list-style-type: none"> <li>the National Disability Insurance Scheme</li> <li>Early Childhood Intervention Services</li> <li>Kindergarten Field Officer</li> <li>Maternal and Child Health nurse, or</li> </ul> </li> <li>is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.</li> </ul>

**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
December to February			
1. Proactive engagement and awareness	Provides kindergarten with promotional and registration materials for families and carers, including a promotional pack, registration form copies or online link, and an information pack for CRES partners.	Searches for information about ECEC and CRES.  Receives information from a service provider, MCH staff or support service they have contact with.  Receives information that kindergarten registration will open shortly.	Receives CRES information for the year from the Mornington Peninsula Shire Council.  Communicates with Mornington Peninsula Shire Council to revise service agreement and provide any necessary information for the following enrolment cycle (such as capacity and session times).  Communicates information about ECEC and CRES to families  Notifies CRES Provider of vulnerable families currently accessing their service with prekindergarten aged children and an action plan to ensure they reach kindergarten.
March to May			
2. Registration	Provides the registration form, or link to the form, to families and carers. Supports families and carers to complete the registration form if necessary.  Captures registration data in a standard format.	Completes a registration form.  Receives assistance from support services or MCH to complete the form if necessary.	Encourages awareness and registration for the Mornington Peninsula Shire Council system.  Supports families and carers in completing the registration form if needed.  Ensures families with children in Three-Year-Old Kindergarten register for Four-Year-Old Kindergarten.  Refers families needing additional support to relevant services.

June to July			
3. Allocation	<p>Allocates children to kindergarten places, ensuring appropriate session capacity and options.</p> <p>Follows registered preferences and standard guidelines, prioritising based on:</p> <ul style="list-style-type: none"> <li>• DE's Priority of Access criteria</li> <li>• Locally agreed criteria</li> </ul> <p>Reserves spots for late registration of priority groups, based on historical data.</p>	<p>Receives confirmation that their registration has been received and a timeline for allocation and enrolment processes.</p>	<p>Identifies children who may be eligible for a second year of funded kindergarten, and flag this with the Mornington Peninsula Shire Council</p> <p>Assists any families or carers who did not register before the closing date to register and informs them of the process for second round allocation.</p>
August to September			
4. Confirmation and communication	<p>Informs family, nominated contacts, and support services of child's placement or waitlist status.</p> <p>Provides service providers with a list of allocated children and contact details for support services, with consent.</p> <p>Adds any families or carers who have declined their offered position to the list of next round allocations.</p>	<p>Receives confirmation of placement or waitlist status in the <b>First Round Allocations</b>.</p> <p>Accepts or declines the offered kindergarten place.</p> <p>If declined, receives timeline for second round allocations and can update preferences.</p> <p>If changing mind after acceptance, calls the CRES Provider for re-allocation or waitlist placement.</p> <p><b>Subsequent Round Allocations</b> - receives confirmation of their child's placement in kindergarten and accepts the offer or is assisted to find an alternative place if none are available.</p> <p>Receives information about next steps to enrol their child with the kindergarten directly.</p> <p>Completes enrolment forms with their kindergarten.</p>	<p>Receives list of allocated children for their kindergarten sessions.</p> <p>Informs the Mornington Peninsula Shire Council if a child they are aware of (through siblings or community, or a child requiring a second year of funded kindergarten) should be registered but is not and requests that a space is held in the next allocation round. Supports these families and carers to register.</p> <p>Enrols children through a consistent internal process, including interviews, orientation days and other preparation activities.</p>

October to January			
5. CRES planning, maintenance and development	Plans for success every year by evaluating and improving the CRES.	Begins to engage with the kindergarten to start the enrolment process.	<p>Complete one- funded letter and confirmation of enrolment in a 3YO/4YO funded kindergarten program</p> <p>Gives information to [CRES Provider] about service capacity and session times.</p> <p>Continue to support families to enrol and begin kindergarten.</p> <p>Provides feedback to the Mornington Peninsula Shire Council about your experience so they can improve it for the coming year.</p>

\* 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
Thursday 1 <sup>st</sup> March 2025	Registrations open
Wednesday 2 <sup>nd</sup> July 2025	On-time Registrations close*
Wednesday 23 <sup>rd</sup> July 2025	1 <sup>st</sup> round offers commence
Monday 28 <sup>th</sup> July 2025	Final day to accept/decline 1 <sup>st</sup> round offer
Wednesday 6 <sup>th</sup> August 2025	2 <sup>nd</sup> round offers commence
Monday 11 <sup>th</sup> August 2025	Final day to accept/decline 2 <sup>nd</sup> round offer
Wednesday 20 <sup>th</sup> August 2025	3 <sup>rd</sup> round offers commence
Monday 25 <sup>th</sup> August 2025	Final day to accept/decline 3 <sup>rd</sup> round offer

\*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 need to attach their proof of address as a supporting documentation. There is no fee to register a child for kindergarten through the Mornington Peninsula Shire Kindergarten Central Registration Scheme.

To fill out the online registration form, families will need to provide information about themselves and their child, including:

- child's name, date of birth, language spoken at home, any previous kindergarten attendance and immunisation status
- contact details
- Proof of address, like a recent utility bill, driver's licence, rental agreement or rates notice
- Details of any additional support the child might need to participate in the kindergarten program due to diagnosed disability, development delay or complex medical conditions
- Whether their child is eligible for priority access to a kindergarten place or meets the Mornington Peninsula Shire local allocation criteria

When families complete the kindergarten registration form, they will be asked to nominate up to four kindergarten options, in order of preference.

From 2026, for each option, families will be asked to select both the kindergarten and group they would like their child to attend. Kindergarten session days and times are available on the Mornington Peninsula Shire website

After families submit their kindergarten registration, they will get an email confirming that Council has received their application.

If a family doesn't receive an email confirmation, they should contact the Kindergarten Central Registration team by phone or email.

### Kindergarten Allocations

Allocation to kindergarten groups commences in July each year. Council uses EnrolNow to manage the allocation process and ensure it is carried out fairly and consistently, and in line with the Priority of Access and Allocation procedure.

Three-year-old and four-year-old kindergarten places are allocated separately. Council aims to place children at the same kindergarten for both years, but this is not guaranteed. Kindergartens must follow national regulations on the number of children they can enrol. If there are more registrations than places, some children may not get a four-year-old place at the same kindergarten they attended for three-year-old kindergarten.

### Enrolment

Leslie Moorhead Pre-School will receive details of 3 Year Old and 4 Year Old Children whose families have accepted an offer of a position at the pre-school..

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.

We use a two-step enrolment process

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
- 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.

## Additional year of funded Kindergarten

- Families of children who have been determined as eligible for an additional year must complete and submit a kindergarten registration form for an additional year, signed and dated by the early childhood teacher.
- The Declaration of Eligibility Form for an additional year of kindergarten must be submitted to the Department of Education
- From 2026, across Victoria, children who meet the eligibility requirements due to their learning or developmental needs can access an additional year of either, three-year-old Kindergarten; or Pre-Prep (or Four-Year-Old Kindergarten for children not eligible for Pre-Prep), but not both.

## Early entry to Four-Year-Old kindergarten

- Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.
- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in Four-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
- Children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early.
- To start school early, the child must possess suitable academic ability as evidenced by a formal cognitive assessment, and be considered at risk of long-term educational disadvantage if they don't early entry to school.

## School Exemption

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

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 are moving to use Enrol Now to perform the registration process for allocating places at the sessional pre-schools on the Mornington Peninsula. This is the first year, and this process has not been tested.

We will be advised when a 3 Year Old or 4 Year Old is allocated a place at Leslie Moorhead Pre-School. The Mornington Peninsula Shire Council will advise us of the child's name and the parent's 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 an allocated child, 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

- Confirmation 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 the Stage 1 forms using an in-house checklist to ensure completeness of information, we will send via email through the EnrolNow software directly to families.

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

- Enrolment Form completed.
- Copy of Birth Certificate or passport
- 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 2026 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 2025 and what will be happening in 2026
- Presentation from Peninsula Health on School Readiness
- Information regarding Orientation Days
- Distribution of Parental Information packs
  - The pack includes
    - A Parent handbook
    - A Starting Pre-School Social Story book with pictures of the staff in the child's pre-school group and the routines at kinder to help with the transition.
    - Information booklet from Peninsula Health
    - Information regarding where to get Pre-School Logo t-shirts and sweaters

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 registration process will allocate children into their groups within Leslie Moorhead Pre-School. Once in a group, the family will need to organise a change of group with the Mornington Peninsula Shire Council's registration team. The pre-school is not able under any circumstance to move children between the groups.



## 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 2026

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 2026.

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 Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP

<b>Next immunisation/s due</b> Diphtheria Tetanus Pertussis Poliomyelitis	<b>Date due</b> 01 Nov 2020
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## 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

Regulation 160	<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>
161	<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