

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Gum Nut Gully Pre-School
- the process to be followed when enrolling a child at Gum Nut Gully Pre-School
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Gum Nut Gully Pre-School
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Gum Nut Gully Pre-School is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, early childhood teachers, Person in Day-to-day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Gum Nut Gully Pre-School.

3. BACKGROUND AND LEGISLATION

Background

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

It is intended by 2022 that all eligible children (refer to *Definitions*) will have access to two years of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Providers must adhere to their eligibility and priority access criteria (refer to *Definitions* and *Attachment 1*) policy in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be

immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- *Equal Opportunity Act 2010* (Vic)
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

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

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

4. DEFINITIONS

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

Australian Immunisation Register (AIR) Immunisation History Statement: is the only form of acceptable evidence of immunisation. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form, and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

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

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

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30th in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30th in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment application form: A form to apply for a place at the service (see *Attachment 3: Sample Enrolment Application Form*).

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

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

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

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide* (see *Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funded kindergarten program*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (see *Source*).

Vulnerable Children/Families: Children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child being vulnerable include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, known to Child Protection, Out of Home Care, substance abuse, or mental health; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the *Kindergarten Funding Guide*)

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Australian Government Department of Health, *National Immunisation Program Schedule*:
<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- Priority of Access Guidelines for child care service:
<https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *The Kindergarten Funding Guide (Department of Education and Training)*:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

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

PROCEDURES

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

- determining the criteria for priority of access to programs at Gum Nut Gully Pre School, as described in The Kindergarten Funding Guide; and/or as describe under the Family Assistance Law for CCS recipients, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*)
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)
- ensuring that the enrolment record (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183 (1a) (2d))
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria

- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

The Nominated Supervisor, Person in Day to Day Charge and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians concerning their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.
- making reasonable attempts to contact non attending families (refer to Attachment 5) and consult with Nominated Supervisor of outcomes.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing AIR Immunisation History Statement of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing AIR Immunisation History Statement to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.
- notify Gum Nut Gully Pre-School in writing if they wish to cancel their enrolment.

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

EVALUATION

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

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



ATTACHMENTS

- Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application form)
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance
- Attachment 6: Letter of offer 4 Year Old Pre-School
- Attachment 7: Letter of offer 3 Year Old Pre-School
- Attachment 8: Reply to offer of placement - 4 Year Old Pre-School
- Attachment 9: Reply to offer of placement - 3 Year Old Pre-School

AUTHORISATION

This policy was adopted by the Approved Provider of Gum Nut Gully Pre-School on **15/3/2021**

REVIEW DATE **MARCH 2022**

ATTACHMENT 1

ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA FOR A FUNDED KINDERGARTEN 3 AND 4-YEAR-OLD PROGRAM

The Approved provider must notify all families of the priority of access 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 DET criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding 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 enrolment scheme, the priority of access for that scheme will be implemented.

Services must first apply the DET's Priority of Access criteria, and following this may apply locally developed criteria, as per examples below.

DET's Priority of Access criteria	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"> • attending a three-year-old kindergarten program through Early Start Kindergarten* or Access to Early Learning, or is referred by: <ul style="list-style-type: none"> – Child Protection – Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) – Maternal and Child Health nurse, or – Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> • 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 KIM.
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or • Multiple birth children (triplets, quadruplets). • Asylum seekers and refugee children
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program 	The child: <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card

<ul style="list-style-type: none"> • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<ul style="list-style-type: none"> • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> – the National Disability Insurance Scheme – Early Childhood Intervention Service – Preschool Field Officer, or – Maternal and Child Health nurse.
<p>Examples to consider for second priority</p>	
<ul style="list-style-type: none"> • 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 	
<p>Examples to consider for third priority</p>	
<ul style="list-style-type: none"> • service for transient families e.g. RAAF, seasonal workers and tourism workers • date of application • local community zoning 	

Note: DET's Priority of Access (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 vulnerable. 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) 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.

Allocation within groups

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

Considerations may include:

- Needs of individual children
- Needs of the group



- Parental wishes.

Group Schedule for 2021

Gum Nut Gully will run a schedule of two 4 groups for the four year old program, and 1 group for the three year old program:

Mon	Tues	Wed	Thurs	Fri
Blue Group 4yo 8.30am - 2.30pm	Yellow Group 3yo 8.30am - 11.30pm	Green Group 4yo 8.30am - 12.30pm	Blue Group 4yo 8.30am - 11.30am	Green Group 4yo 8.30am - 2.30pm
	Green Group 4yo 12.00pm-5.00pm	Blue Group 4yo 1.00pm - 5.00pm	Yellow Group 3yo 2.00pm - 4.30pm	

3 Year Old Pre-School

Children **must** be 3 years of age prior to the 30th April to be eligible to attend that year, and may only commence after their third birthday.

Sessions: 1 group is available, with 2 sessions per week (total of 5.5 hours per week).

Yellow Group	
Tuesday	8.30am – 11.30am
Thursday	2.00pm – 4.30pm

Term fees will be due and payable one term in advance. This means that Term 1 fees will be due and payable by 1st December of the year prior, Term 2 fees will be due and payable by 1st March, Term 3 fees due and payable by 1st June, and Term 4 fees due and payable by 1st September. If the first of the month falls on a weekend or public holiday, fees will be due and payable on the next business day after.

4 Year Old Pre-School

Children **must** be 4 years of age before the 30th April to be eligible to attend Pre-School that year.

Sessions: 4 rotational groups are available, each with 3 sessions per week (total of 15 hours per week).

Blue Group	Green Group
Mon 8.30am -2.30pm	Tues 12.00pm - 5.00pm
Wed 1.00pm – 5.00pm	Wed 8.30am - 12.30pm
Thurs 8.30am - 1.30pm	Fri 8.30 – 2.30pm

Term fees will be due and payable one term in advance. This means that Term 1 fees will be due and payable by 1st December of the year prior, Term 2 fees will be due and payable by 1st March, Term 3 fees due and payable by 1st June, and Term 4 fees due and payable by 1st September. If the first of the month falls on a weekend or public holiday, fees will be due and payable on the next business day after.

ATTACHMENT 2

GENERAL ENROLMENT PROCEDURES

1. Application for a place

- Enrolment applications will be accepted any time after the child has turned two (2) years of age.
- Enrolment application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining AIR Immunisation History Statement and a copy of the *Enrolment and Orientation Policy*.
- Gum Nut Gully Pre-School will determine the date(s) by which applications must be received for offer of places in the three-year-old and the four-year-old funded kindergarten program.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the enrolment application should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate and proof of address must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee in accordance with Gum Nut Gully Pre-School's Fees Policy. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at Gum Nut Gully Pre-School, 58-60 Larnoo Drive, Doncaster East 3109, or emailed to enrolments@gumnutgullypreschool.com.au
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Gum Nut Gully Pre-School will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Gum Nut Gully Pre-School.

2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until an up to date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Gum Nut Gully Pre-School requires parents/guardians who have been offered a tentative place to provide acceptable an up to date AIR Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:

- That the next due vaccine for the child on the ACIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
- That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
- That the child has been assessed by Gum Nut Gully Pre-School as being eligible for a 16 week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is **not** eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A fee must be paid in accordance with Gum Nut Gully Pre-School's Fees Policy to hold the place for the following year. This fee will be deducted from Term 4 fees.
- An enrolment form and other relevant information will be provided by Gum Nut Gully Pre-School to the parent/guardian after a confirmed place has been accepted and the fee has been paid..
- Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

ATTACHMENT 3

ENROLMENT APPLICATION FORM FOR 3 & 4 YEAR OLD PRE-SCHOOL

CHILD'S DETAILS

Surname: _____ Given Names: _____

Date of Birth: _____ Sex: Male/Female

Address: _____

Postcode: _____

ENROLMENT

Do you wish to enrol in the 3-year-old program: Yes/No Year: 20_____

Do you wish to enrol in the 4-year-old program: Yes/No Year: 20_____

PARENT/GUARDIAN DETAILS

Mother: _____ Father: _____

Phone: (AH) _____ Phone: (AH) _____

(BH) _____ (BH) _____

Email: _____ Email: _____

**Preferred email address Mother or Father (Please circle)

OTHER INFORMATION

- Please indicate if you have a Health Care Card. HCC holders may be entitled for a fee subsidy for
 - 4- year-old program
 - Card Number: _____ Expiry Date: _____
- Have any children in your immediate family attended Gum Nut Gully Pre-School in the past? Yes/No
 - If yes, who & when: _____
- Do you have any concerns regarding the development of this child? Yes/No
 - (For example, socially, emotionally, verbal, existing conditions, additional needs, etc.)
 - If yes, please detail: _____
- Does your child have any allergy or sensitivity? Yes/No If yes, type: _____
- Is English this child's main language? Yes/No If no, what is? _____
- Is your child of Aboriginal or Torres Strait Islander origin? Yes/No
- Are there any special circumstances that should be considered in the processing of this form? Yes/No
 - If yes, please detail: _____

(IMPORTANT: PLEASE DISCUSS YOUR CHILD'S NEEDS WITH THE TEACHER WHEN YOUR PLACE IS CONFIRMED)

Please note:

- Children applying for the 3-year-old program / 4- year old program must attain the age of 3 / 4 years of age respectively by 30th April in the year of attendance.
- Children may only commence the 3-year-old program when they have turned 3 years of age.
- If a place is to be reserved for a child in the 3-year-old program until they have turned 3 years of age, Term 1 fees are to be **paid in full** if:
 - a) the child commences the 3-year-old program part way through Term 1 or
 - b) the child commences the 3-year-old program in Term 2.
- Term fees for the 3- and 4-year-old programs are due and payable one term in advance.



Kindergarten Fee Subsidy

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

- Health Care Card Pensioner Concession Card Triplets or Quadruplets
- DVA Gold Card Aboriginal or Torres Strait Islander Bridging Visas A–F
- DVA White Card
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200–217

Supporting documentation will need to be sighted on commencement at Gum Nut Gully Pre-School by the Enrolment Officer **except if Aboriginal and Torres Strait Islander identification is selected.**

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx

Children with additional needs

Does your child have additional needs? Yes No

If yes, please specify: _____

(YOU ARE ENCOURAGED TO DISCUSS YOUR CHILD’S NEEDS WITH THE TEACHER WHEN YOUR PLACE IS CONFIRMED)

Is your child registered with a specific support service/agency? Yes No

Name of support service/agency: __

Declaration

I/We have made a \$20 payment via Internet Banking (Transaction Description:) or Cheque made payable to ‘Gum Nut Gully Pre-School’.

I/We understand that acceptable immunisation documentation must be provided for the enrolling child prior to commencement .

I/We give permission for Gum Nut Gully Staff and Committee of Management to use the email address(es) provided on this form for receipt of official communications .

The information supplied is true and accurate. I/We understand that no guarantee is given when applying for preschool. I/we further understand the procedures of enrolment and have read the application and fees information on this form .

Signature of Parent/Guardian: _____

Date: _____

Please advise us promptly if the details on this form alter. Your child’s place could be forfeited if you cannot be contacted on the address and phone number supplied.

Office Use Only

APPLICATION DATA	DEPOSIT DATA 3 YEAR OLD	DEPOSIT DATA 4 YEAR OLD
Date received: _____	Date received: _____	Date received: _____
Amount received: _____	Amount received: _____	Amount received: _____
Receipt number: _____	Receipt number: _____	Receipt number: _____

Submitting your application

Return via email to: enrolments@gumnutgullypreschool.com.au

or

Return via post to: Gum Nut Gully Pre-School
Attention: Enrolment Officer
58-60 Larnoo Drive, Doncaster East, Vic 3109

For a paper-based reply, please include a stamped, self-addressed envelope, otherwise please ensure email details have been provided.

With: Non-refundable \$20 Application Fee (GST inclusive)

Payment Options: **Internet Banking**

Account Name: Gum Nut Gully Pre-School

BSB: 633 000 Account: 1635 19846

Please type your child's name in the description of the transaction

Cheque

Payable to 'Gum Nut Gully Pre-School'

Complete this enrolment application form and:

- enclose a copy of the child's birth certificate or suitable evidence of the child's birth date
- enclose the \$20 enrolment application fee, which is not refundable and covers administrative costs
- forward the completed enrolment application form with attachments via email or post (refer above)
- notify the service of any changes to your address or other relevant information by contacting 9841 9556.

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered tentative places will be asked to provide immunisation documentation to Gum Nut Gully Pre-School within 2 weeks of letter of offer that shows that their child's immunisations are up to date.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has been assessed as being eligible for a 16 week grace period and the eligibility assessment form has been completed.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

ATTACHMENT 4

LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Gum Nut Gully Pre-School

58-60 Larnoo Drive, Doncaster East 3109

[Insert date]

Dear [insert name]

Re: Enrolment at Gum Nut Gully Pre-School for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Gum Nut Gully Pre-School in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age, or
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

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

- your doctor
- Manningham Local Council <http://www.manningham.vic.gov.au/immunisation>
- 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 [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with Gum Nut Gully Pre-School's Enrolment and Orientation policy.

Yours sincerely,

[Insert name]

Enrolment Officer

Gum Nut Gully Pre-School

ATTACHMENT 5

Cancellation of enrolment and Non-attendance

Cancellation of Enrolment

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

Note: This process does not apply to vulnerable children (refer to *Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; Educators will need to inform their Case Officer.

Non-attendance

- Term One

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

- Families Traveling Overseas

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

- Non-contactable Families

- After one week of a child not attending the service, Educator to call the family. If there is no response, Educator to log this attempt and place in the child's file.

- After second week of the child not attending and the family has made no attempts to contact the service, Educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.

- After third week of non-attendance, Educators to inform Nominated Supervisor and cross check families contact details.

- Nominated Supervisor or Approved Provider to email family, ensuring a response date is documented in the email.

- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.

- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.



ATTACHMENT 6

LETTER OF OFFER 4 YEAR OLD PRE-SCHOOL FOR [INSERT YEAR]

[insert name]

[Address]

[Insert date]

Dear [insert name]

RE: OFFER OF PLACEMENT INTO 4 YEAR OLD PRE-SCHOOL FOR [INSERT YEAR]

On behalf of Gum Nut Gully Pre-School I would like to offer your child, [insert child's name] a place in our 4 year old [insert year] program at Gum Nut Gully.

The timetable for [insert year] is yet to be confirmed, but you will be advised of the [insert year] session times when this occurs. If, for work reasons, you require a specific group, you will need to supply us with a letter from your employer. However, please keep in mind that the children are our first priority and we aim for gender and age balance to enhance the development of social interaction. Group allocation will be advised at the Annual General Meeting in November [insert current year].

OR

The Committee of Management and teachers have completed the proposed timetable for 2019, please note changes may occur and you will be notified of any alterations.

4 year old kindergarten program

Blue Group	Green Group
Mon 8:30am - 2:30pm	Tue 12:00pm - 5:00pm
Wed 1.00pm - 5:00pm	Wed 8:30am - 12:30pm
Thu 8:30am - 1:30pm	Fri 8.30am - 2.30pm

Group allocation will be advised at the Annual General Meeting.

The Schedule of fees and charges for 2022 for 4-year-old kinder can be found in our Fee Policy. Further information regarding this structure is located within the Fees Policy and on our website <http://www.gumnutgullypreschool.com.au/programs-sessions-fees>

Please note that kinder fees will be due and payable one term in advance. Term 1 Fees for 2022 will be due for payment in early December 2021.



To secure your child's place at Gum Nut Gully Pre-School you will need to do the following:

1. Pay a **non refundable deposit of \$150.00** which can be done via:

Cheque

Payable to 'Gum Nut Gully Pre-School'

Internet Banking

Account Name: Gum Nut Gully Pre-School

BSB: 633 000 Account: 1635 19846

Please type your child's name in the description for the transaction

This deposit will be deducted from the 4th term fees in **[insert year]**.

2. Complete the attached Reply to Offer form.
- 3.
4. Return the forms and payment via email or post.
5. To secure your place please return the reply form and payment to Gum Nut Gully Pre-School by **[insert date – 2 weeks from date of letter]**. After this date, the remaining available places will be offered to children on the waiting list and allocated according to the receipt date of the \$150 enrolment deposit.

An email or phone call would be appreciated if you do not wish to accept this offer.

If you have any queries regarding this letter, please do not hesitate to email enrolments@gumnutgullypreschool.com.au or contact staff at Gum Nut Gully Preschool on 9841 9556.

Yours sincerely,

[insert name]

Enrolment Officer
Gum Nut Gully Pre-School



ATTACHMENT 7

LETTER OF OFFER 3 YEAR OLD PRE-SCHOOL FOR [INSERT YEAR]

[insert name]

[Address]

[Insert date]

Dear [insert name]

RE: OFFER OF PLACEMENT INTO 3 YEAR OLD PRE-SCHOOL FOR [INSERT YEAR]

On behalf of Gum Nut Gully Pre-School I would like to offer your child, [insert child's name] a place in our 3 year old [insert year] program at Gum Nut Gully.

Gum Nut Gully currently operates one 3-year-old group in [insert current year] as follows:

Yellow Group

Tue 8:30am – 2:30pm

Thurs 2:00pm – 4:30pm

The timetable for [insert year] is yet to be confirmed, but you will be advised of the [insert year] session times when this occurs. If, for work reasons, you require a specific group, you will need to supply us with a letter from your employer. However, please keep in mind that the children are our first priority and we aim for gender and age balance to enhance the development of social interaction. Group allocation will be advised at the Annual General Meeting in November [insert current year].

Term fees for [insert current year] have been confirmed by the Committee of Management and have been set at [insert 3yr term fee] per term. This is reviewed annually and may change for [insert year].

Please note that kinder fees will be due and payable one term in advance. Term 1 [insert year] fees will be due for payment in early December [insert current year].

If a place is to be reserved for a child in the 3-year-old program until they have turned 3 years of age, Term 1 fees are to be paid in full if:

- a) the child commences the 3-year-old program part way through Term 1 or
- b) the child commences the 3-year-old program in Term 2.



To secure your child's place at Gum Nut Gully Pre-School you will need to do the following:

1. Pay a **non-refundable deposit of \$150.00** which can be done via:

Cheque

Payable to 'Gum Nut Gully Pre-School'

Internet Banking

Account Name: Gum Nut Gully Pre-School

BSB: 633 000 Account: 1635 19846

Please type your child's name in the description for the transaction

This deposit will be deducted from the fourth term fees in **[insert year]**.

2. Complete the attached Reply to offer form.
3. Provide immunisation documentation (if you have not already done so) that shows your child's immunisations are up to date or that an exemption applies. The government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed (for more details please refer to the enrolments section on our website)
4. Return the reply form and payment via email or post.
5. Please return the reply form and payment to Gum Nut Gully Pre-School by **[insert date – 2 weeks from date of letter]**. After this date, the remaining available places will be offered to children on the waiting list and allocated according to the receipt date of the \$150 enrolment deposit.

An email or phone call would be appreciated if you do not wish to accept this offer.

If you have any queries regarding this letter, please do not hesitate to email enrolments@gumnutgullypreschool.com.au or contact staff at Gum Nut Gully Preschool on 9841 9556.

Yours sincerely,

[Insert name]

Enrolment Officer
Gum Nut Gully Pre-School



ATTACHMENT 8
REPLY TO OFFER OF PLACEMENT – 4-YEAR OLD PRE-SCHOOL

Reply to Offer of Placement for 4-year-old Pre-School, **[insert year]**:

Parents:	
Child:	
Email:	

- Yes, we would like to place our child in Gum Nut Gully's 4-year-old program for **[insert year]** and enclose a **non-refundable deposit** of \$150.00 or details of my internet deposit.
- We have decided to defer our child until the **[insert following year]** 4-year-old program and enclose our holding deposit of \$150.00
- No, we have decided to place our child elsewhere for a **[insert year]** program.
- I/We give permission for Gum Nut Gully Staff and Committee of Management to use the email address(es) provided on this form for receipt of official communications.

Please return this form, with payment **ASAP**. Thank you!

Return via email to:	enrolments@gumnutgullypreschool.com.au
or	
Return via post to:	Gum Nut Gully Pre-School Attention: Enrolment Officer 58-60 Larnoo Drive, Doncaster East, Vic 3109
	<i>For a paper-based reply, please include a stamped, self-addressed envelope, otherwise please ensure email details have been provided</i>
	<i>or</i>
	<i>If your child is currently attending 3YO at GNG, please specify group and a receipt will be placed in his/her pocket. Group:.....</i>
With:	Non-refundable \$150 Deposit
Payment Options:	Internet Banking Account Name: Gum Nut Gully Pre-School BSB: 633 000 Account: 1635 19846 <i>Please type your child's name in the description of the transaction</i>
	Cheque Payable to 'Gum Nut Gully Pre-School'



ATTACHMENT 9

REPLY TO OFFER OF PLACEMENT – 3-YEAR OLD PRE-SCHOOL

Reply to Offer of Placement for 3-year-old Pre-School, **[insert year]**:

Parents:	
Child:	
Email:	

- Yes, we would like to place our child in Gum Nut Gully’s 3-year-old program for **[insert year]** and enclose a **non-refundable deposit** of \$150.00 or details of my internet deposit.
- We have decided to defer our child until the **[insert following year]** 3-year-old program and enclose our holding deposit of \$150.00
- No, we have decided to place our child elsewhere for a **[insert year]** program.
- I/We give permission for Gum Nut Gully Staff and Committee of Management to use the email address(es) provided on this form for receipt of official communications.

Please return this form, with payment **ASAP**. Thank you!

Return via email to:	enrolments@gumnutgullypreschool.com.au
or	
Return via post to:	Gum Nut Gully Pre-School Attention: Enrolment Officer 58-60 Larnoo Drive, Doncaster East, Vic 3109
	<i>For a paper-based reply, please include a stamped, self-addressed envelope, otherwise please ensure email details have been provided</i>
	<i>or</i>
	<i>If your child is currently attending 3YO at GNG, please specify group and a receipt will be placed in his/her pocket. Group:.....</i>
With:	Non-refundable \$150 Deposit
Payment Options:	Internet Banking Account Name: Gum Nut Gully Pre-School BSB: 633 000 Account: 1635 19846 <i>Please type your child’s name in the description of the transaction</i>
	Cheque Payable to ‘Gum Nut Gully Pre-School’