

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Doncaster Kindergarten
- the process to be followed when enrolling a child at Doncaster Kindergarten, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Doncaster Kindergarten
- 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

Doncaster Kindergarten 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, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Doncaster Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

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

It is intended that all eligible children (refer to *Definitions*) will have access to one year 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, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places 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. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

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

Legislation and standards

Relevant legislation and standards include but are not limited to:

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

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

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

4. DEFINITIONS

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

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

Approved child care: Approved child care services are services that have Australian Government approved to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care.

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

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

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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

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: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

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. This can be a hard copy or an online form. (see *Attachment 4: Enrolment Application Form*)

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

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

EzyKinder: A web-based kindergarten management system designed primarily for parent run committees.

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

Priority of access: in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *The Kindergarten Guide (Department of Education and Training)*: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- 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>
- 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 is responsible for:

- determining the criteria for priority of access to programs at Doncaster Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 4 – 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 acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation 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
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 3 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child cannot continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time 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).

The Nominated Supervisor 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 and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians concerning their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

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

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form (online or hard copy) and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation 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 acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.
- if it is suggested by staff or any other professional that a child requires a second year of three or four-year-old kindergarten, the parent/carer **MUST** make their final decision by the end of Term 3. Decisions made after this time may place the child on the waiting list if there are no places available for the following year. Once a decision has been made, written confirmation is required to be given to kindergarten staff.
- you are encouraged to discuss if your child has special/additional needs with the teacher when your child's place is confirmed
- upon accepting an offer of a place at the kindergarten it is the responsibility of the parent/guardian to advise staff if your child has a medical condition or special/additional need. This will assist with planning/training that may be required by staff to ensure that appropriate procedures and strategies

are put into place prior to the child commencing kindergarten. If the kindergarten is not made aware at the time of offer should a child need further assistance with their medical/special/additional need, it may result in the child's parent/guardian being in attendance at every session until the situation is resolved.

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

EVALUATION

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

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

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Enrolment Application Form

AUTHORISATION

This policy was adopted by the Approved Provider of Doncaster Kindergarten on 31 December 2019.

REVIEW DATE: 31/12/2020

ATTACHMENT 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the funded four-year-old kindergarten program

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four 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 (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

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

2. Eligibility and access criteria for the three-year-old kindergarten program

To be eligible to attend three-year-old kindergarten children must turn three years of age by 30th April in the year of attendance.

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

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings who have previously attended the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

3. Allocation within groups

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

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

- Enrolment applications will be accepted any time after the child has turned two years of age.
- Enrolment applications are able to be completed online via the EzyKinder website at <https://www.ezykinder.com.au/public/vic/dncstr/enrolment/apply>. Parents/guardians who submit an application online will receive an automatic email acknowledging the application.
- Enrolment application forms are also 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 acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- Doncaster Kindergarten will determine the date(s) by which applications must be received for offer of places in the three-year-old and the 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 form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- 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 line with Doncaster Kindergarten's Fees Policy of \$25.00. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed hardcopy enrolment application forms are to be forwarded to the Enrolment Officer, Nevania Visser, Doncaster Kindergarten, Suite 11A Manningham City Square MC2, 687 Doncaster Road, Doncaster, 3108.
- Parents/guardians will receive a confirmation email from the Enrolment Officer, Nevania Visser, on receipt of a completed Enrolment Application Form.
- Parents/guardians will be able to check the status of their application via an EzyKinder link provided in the confirmation email.
- Access to completed enrolment application forms will be restricted to the Enrolment Officer, Nevania Visser, the Fees officer, the Approved Provider, Nominated Supervisor, educators and administrative staff 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.

2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

- 30th June 2020 for children to attend the funded kindergarten program in 2021.
- 30th June 2020 for children to attend the three-year-old program in 2021.
- Applications received after the above dates set by Doncaster Kindergarten 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 Doncaster Kindergarten.

3. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated by the service in line with the eligibility and priority of access criteria. This includes but is not limited to the following:

- Committee members (active committee members e.g. attended three or more meetings per semester)
- Children with additional needs
- Working Parents - Letter from respective employer must be provided showing working hours do not suit attendance at the other group.
- NB: Funded kindergarten program (4 year old) only. Children who are currently enrolled in the three-year-old program
- Ballot for remainder of families if necessary

4. 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 immunisation documentation has been received, assessed and found acceptable.
- Doncaster Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the Enrolment Officer, Nevania Visser, on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Doncaster Kindergarten as being eligible for a 16 week grace period
- Parents/guardians will be advised via email whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded four year old 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 Enrolment Officer, Nevania Visser, in writing as soon as possible. Alternatively, parents/guardians can choose to decline the offer on EzyKinder.
- A fee of \$100.00 must be paid in accordance with Doncaster Kindergarten's Fees Policy within 4 weeks from when the "Letter of Offer" has been received. Payment options are by cheque, money order or internet banking to hold the place for the following year. This fee is non-refundable if you

withdraw your enrolment at a later date. Please note: if you hold a valid concession card, you may not be required to pay this amount. See the Kindergarten's Fees Policy for more information.

- An enrolment form and other relevant information will be provided by Doncaster Kindergarten 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

Letter for parents/guardians without acceptable immunisation documentation

Doncaster Kindergarten
Suite 11a Manningham City Square (MC2),
687 Doncaster Road, Doncaster 3108

[Insert date]

Dear [insert name]

Re: Enrolment at Doncaster Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided 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 [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 City Council Tel. (61 3) 9840 9256
- 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 Doncaster Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Doncaster Kindergarten

ATTACHMENT 4 Application Form

Suite 11a
Manningham City Square MC²
687 Doncaster Rd
Doncaster 3108



Telephone:
9848 3727

ABN 16318451186
www.doncasterkindergarten.com.au

application form

3^{and} 4-year-old kindergarten

Eligibility

To be eligible to attend **3-year-old** kindergarten children must turn 3 years of age by 30th April in the year of attendance.

It should be noted that the Children's Services Regulations prohibits children less than three years of age from attending Doncaster Kindergarten. Therefore, children cannot commence kindergarten until they have turned 3 years of age.

To be eligible to attend **4-year-old** kindergarten children must turn 4 years of age by 30th April in the year of attendance.

Children enrolled in 4-year-old kindergarten are eligible for one funded year.

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 Doncaster Kindergarten within four weeks of their written tentative offer being received that shows that their child's immunisations are up to date for their age or that an exemption applies.

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 a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period.

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

Allocation and Enrolment Process

Applications for **3-year-old and 4-year-old** kindergarten can be submitted on a child's second birthday or at any time thereafter. Applications before this time will not be accepted.

This **application form**, a **copy of the child's birth certificate** or suitable evidence of the child's date of birth and a **non-refundable fee of \$25.00** must be lodged at the Doncaster Kindergarten as per details on the following page. Without all relevant documentation and the fee, the application will not be processed.

Once your application is received by the kindergarten committee Enrolment Officer, Nevania Visser, you will receive a confirmation email. Please retain this as a record of your application.

Places are allocated in the year before your child is due to attend kindergarten. The Committee will notify you in writing between July and November in the year prior to kindergarten attendance, offering your child a place if one is available.

Please notify Doncaster Kindergarten of any changes to your address or other relevant information by contacting the Enrolment Officer Nevania Visser on 0491 120 654.

Should the number of applications exceed the places available at Doncaster Kindergarten, your child's name will be placed on a waiting list according to the date your application was received.

Additional information

Kindergarten Fee Subsidy is available to families on Health Care cards for the 4-year-old kindergarten program.

Children enrolled in our 3-year-old program are not automatically enrolled for a 4-year-old program place. Parents must submit a separate application for 4-year-old kindergarten.

Our Kindergarten is a parent participation kindergarten and parents or their nominees are required to assist 2 to 3 times a term in their child's class.

Please contact the Enrolment Officer Nevania Visser on phone 0491 120 654 or via email to enrolment.doncasterkinder@gmail.com if you have any queries regarding enrolments.

Submitting the Application Form/Applying online

Our Enrolment Policy is available in the foyer of the kindergarten or on our website. Please read through the policy prior to submission. By submitting and signing this Application Form you acknowledge having read the policy and understanding how it affects your application.

Enrolment applications are able to be completed online via the EzyKinder website at <https://www.ezykinder.com.au/public/vic/dncstr/enrolment/apply>

Enclose a cheque or money order made payable to **Doncaster Kindergarten**, or bank transfer receipt (BSB 063254 Account Number 10061071) of \$25.00 along with a copy of your child's birth certificate and this completed application in an envelope addressed as follows:

Enrolment Officer Nevania Visser
Doncaster Kindergarten
Suite 11a, Manningham City Square MC²
687 Doncaster Rd,
Doncaster 3108

Please note the application fee is non-refundable.

Suite 11a
Manningham City Square MC²
687 Doncaster Rd
Doncaster 3108



Telephone:
9848 3727

PLEASE NOTE: Enrolment applications are able to be completed online via the EzyKinder website at:
<https://www.ezykinder.com.au/public/vic/dncstr/enrolment/apply>

Please complete and return this section with your payment.

Details of Child

Family name: _____ Given names: _____

Address: _____

Postcode: _____ Date of Birth: ____/____/____ Sex: Male Female

Please indicate program for application: 3-year-old

4-year-old

Please indicate year of attendance*: **20**__ (eg: 2020)

**Each application is for one year of attendance only.*

Does your child have any siblings who have previously attended or currently attending Doncaster Kindergarten?

YES NO

If yes, Child's name and year attended/attending _____

Were you referred by a family currently attending Doncaster Kindergarten? **YES NO**

If yes, name of the child and the parent making the referral _____

Do you have any concerns regarding the development of your child? E.g. socially, emotionally, had speech therapy, attending an Early Intervention program, any special needs, etc... **YES* NO**

** Please attach a separate page with details if necessary. This is vital and a requirement of our kindergarten*

Does your child require an aide? **YES NO**

Is this application for a second year of funded (4 year old) kindergarten? If yes, please attach a copy of the relevant paperwork **YES NO**

Parents/guardians (please ensure details below are clearly written and legible)

Mother's name: _____ Father's name: _____

Phone: Mother (M) _____ Father (M) _____ (H) _____

Email: _____

Language/s spoken at home:

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

DVA Gold Card

Bridging Visas A–F

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

Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Doncaster Kindergarten by the Enrolment Officer Nevania Visser (mobile 0491 120 654).

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at:

<https://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 educator when your child's place is confirmed.

Is your child registered with a specific support service/agency?

Yes

No

Name of support service/agency: _____

Signature of parent/guardian: _____

Date: _____

Office Use Only

Date Received: _____ Payment Date: _____

Payment Details: Cash / Cheque / Electronic Funds Transfer / Money Order

Entered into EzyKinder Paid Confirmation Sent