



CLYDE STREET KINDERGARTEN INC ENROLLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- general overview of the enrollment application process for Clyde Street Kindergarten Inc, which is conducted by the City of Darebin Kindergarten Centralised Waiting List, 274 Gower Street, Preston VIC 3072;
- the process to be followed when enrolling a child at Clyde Street Kindergarten Inc.;
- the basis on which places within the programs will be allocated ;
- procedures for the orientation of new families and children into Clyde Street Kindergarten Inc.;
- 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

Clyde Street Kindergarten Inc is committed to:

- equal access for all eligible children;
- meeting the needs of the local community;
- supporting families to meet the requirements of 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 City of Darebin Kindergarten Centralised Waiting List, the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, , educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Clyde Street Kindergarten Inc.

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, Approved Providers must adhere to their eligibility and priority of access criteria (refer to *Definitions and Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *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. Clyde Street Kindergarten Inc. participates in a central enrolment scheme, the City of Darebin Kindergarten Centralised Waiting List scheme, and complies 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 requirements 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*
- *Sex Discrimination Act 1984* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)

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* document. **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 that have Australian Government approved to receive Child Care Subsidy (refer to *Definitions*) on behalf of eligible parents/guardians. 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. The minimum age of this person must be 18. These details will be on the child's enrolment form.

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 officially withdraws from a service prior to the April DET 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*

Enrollment application form: A form to apply for a place at the service, as set out by the City of Darebin Kindergarten Centralised Waiting List.

Enrolment application forms and associated information can be found at: <http://www.darebin.vic.gov.au/Darebin-Living/Community-support/FamiliesandChildren/Childrens-Services#Kindergarten/Preschool>

Enrollment 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, as determined by the City of Darebin Kindergarten Centralised Waiting List

Enrollment application process: The process undertaken to apply for a place at the service, as set out by the City of Darebin Centralised Waiting List. Refer to <http://www.darebin.vic.gov.au/Darebin-Living/Community-support/FamiliesandChildren/Childrens-Services#Kindergarten/Preschool>

Enrollment process: The process undertaken once a place has been offered at the service, before commencement of the program, including completing enrolment form and payment of relevant fees.

Enrollment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrollment record: Contains information on each child, as required under the National Regulations, (Regulations 160, 161, 162) including the enrolment form; details of any court order 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.

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

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/links-and-resources/national-quality-framework-resources/
- *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 services* 2015: <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
- City of Darebin Kindergarten Centralised Waiting List Kindergarten/Preschool information: <http://www.darebin.vic.gov.au/Darebin-Living/Community-support/FamiliesandChildren/Childrens-Services#Kindergarten/Preschool>

Service policies

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

PROCEDURES

All Pre-Kindergarten (3yo) and Kindergarten (4yo) applications for enrollment for Clyde Street Kindergarten Inc must be made through the Darebin Kindergarten Centralised Waiting List.

Darebin Kindergarten Centralised Waiting List Office

Ph: (03) 8470 8825

Email: registration.kindergartenchildcare@darebin.vic.gov.au

No applications for enrollment can be made directly to Clyde Street Kindergarten Inc.

The Approved Provider is responsible for:

- considering any barriers to access that may exist and 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
- 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 enrollment** 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 1 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The City of Darebin Centralised Waiting List is responsible for the enrollment application process and is accountable for the following:

- collating enrollments
- maintaining a waiting list

- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy

Clyde Street Kindergarten Inc. is responsible for the enrollment process and is accountable for the following:

- providing enrollment forms (Director with Administration Officer)
- providing access to our *Enrollment and Orientation Policy* via our website or a hard copy if requested (Director with Administration Officer)
- storing completed enrolment application forms in a safe securable place (refer to *Privacy and Confidentiality Policy*) as soon as is practicable (Director with Administration Officer)
- collecting, receipting and banking enrollment fees (Fees Officer)
- complying with the *Privacy and Confidentiality Policy* of the service (all)

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

- reviewing enrollment 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 regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrollment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrollment
- 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 *Enrollment and Orientation Policy*
- completing the enrolment application form and enrollment 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 required information is provided to the service
- updating information by notifying the service of any changes as they occur
- **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: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Clyde Street Kindergarten Inc on 12 August 2020.

REVIEW DATE:

This policy shall be reviewed every 3 years with the next review due in June 2023.

Footnote:

Approved Provider: An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. Where the applicant is an organisation, each person with management and control (see definition below) of that organisation must complete a separate application form. (Note: Under the Education and Care Services National Law Act 2010, Section 5, Definitions: "person with management or control, in relation to an education and care service, means – (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service".)

Nominated Supervisor: A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure that the Nominated Supervisor is a fit and proper person (in accordance with Sections 12, 13 and 14 of the National Law), with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes, or is no longer employed at the service.

Person with management or control: Means— (a) if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and

care service; or (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (c) if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (d) in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (Note: Under the Education and Care Services National Law Act 2010, Section 5).

Person in day-to-day charge: A person is in day-to-day charge if (a) the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the education and care service after meeting the definition for a service supervisor certificate; and (b) the person consents to the placement in writing (Regulation 54).

Responsible Person: The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person who has been placed in day-to-day charge of the service in accordance with the National Regulations.

ATTACHMENT 1: Letter for Parents/guardians without acceptable immunisation documentation

[Insert date]

Dear [insert name]

Re: Enrolment at Clyde St 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 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
- City Of Darebin on (03) 8470 8562
- 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 Clyde St Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Clyde Street Kindergarten Inc.