



# ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

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

Davis Street 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, 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 Davis Street 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, Approved Provider's must adhere to their eligibility and priority of 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. 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. **Note that Davis Street Kindergarten is not classified as “Approved Child 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. **At Davis Street Kindergarten the minimum age limit for an authorised nominee is 16 years old.**

**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> **Note that attendance at Davis Street Kindergarten does not qualify for CCS as sessional kindergarten is not classified as “Approved Child Care”.**

**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:** An online submission to apply for a place at the service.

**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.

**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](http://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/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://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](http://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 Davis Street 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)
- 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 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 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, Persons 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 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 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 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 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.

**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

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Davis Street Kindergarten in July 2020.

**REVIEW DATE: MAY 2021**





## ATTACHMENT 1

### Eligibility and priority of access criteria

#### 1. Eligibility and priority of access criteria for the funded 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](http://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](http://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](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

Beyond the DET's Priority of Access Criteria, the Davis Street Kindergarten Selection Criteria will be implemented.

Davis Street Kindergarten will also work with the Boroondara Central Enrolment Scheme and the regional Department office to ensure all eligible children have access to a kindergarten place.

#### 2. Eligibility and access criteria for the three-year-old kindergarten program [delete if not application]

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 (see Attachment 2 Davis Street General Enrolment Procedures). The Davis Street Kindergarten Selection Criteria will be considered and other considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers

### **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 and the Davis Street Kindergarten Criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Needs of the staff, including ensuring that;
  - our staff can confidently and effectively care for, supervise and educate the children
  - the personal health and wellbeing of our staff is considered and maintained
  - stability and longevity of service of staff is maintained
  - our environment is one with high levels of staff morale and satisfaction to ultimately ensure the best care for the children
- Parental wishes





## ATTACHMENT 2

### General enrolment procedures

The Approved Provider and staff at Davis Street Kindergarten will ensure that enrolment offers reflect the kindergarten's and staff's ability to meet the needs and safety of all children, including compliance with The Education and Care Services National Law, The Education and Care Services National Regulations, 2011 and the kindergartens Emergency Management Plan expectations and procedures.

All children must be adequately supervised at all times that the children are being educated and cared for. Educator-to-child ratios alone do not determine what is considered adequate supervision. Supervision is critical to the safety of children. Adequate supervision means that an educator can respond immediately, including when a child is distressed or in a hazardous situation. (Australian Children's Education and Care Quality Authority, National Quality Framework Resource Kit).

The Approved Provider will determine the program model (including hours of attendance) to be offered at Davis Street Kindergarten, and enrolment places offered, based on enrolments received, the financial viability of the programs to be offered and the service's capacity to comply with the above mentioned national and state regulations and requirements

#### 1. Application for a place

- Enrolment applications will be accepted from 1 February for a place in our kindergarten program the following year. For example, apply from 1 February 2021 for a place in our 2022 kindergarten program.
- Enrolment is undertaken online via the Davis Street Kindergarten website <http://www.davisstreetkindergarten.org.au/> and the Enrolment and Orientation Policy is accessible via the Davis Street Kindergarten website.
- A separate online application must be completed for each child, and for each proposed year of attendance at three year old and four year old kindergarten, and only in the year prior to attendance.
- Davis Street Kindergarten will determine the date by which applications must be received for first round offer of places in the 3YO and 4YO (funded) kindergarten programs.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*). Children with additional needs are those whose development, in one or more of the following areas, needs specialist support – mobility, expressive and/or receptive communication, social behaviour, behavioural control, fine/gross motor skills, vision, hearing, self-care and cognitive skills.
- Parents/guardians of children applying for a second year of funded 4YO kindergarten or currently attending a 3YO program must also submit an enrolment application for the following year. Families applying for a second year of 4YO funded kindergarten for their child must state that the application is for a second year of funded kindergarten. Confirmation that the child's current 4YO teacher has applied/or will apply for a 2<sup>nd</sup> year of funded kindergarten must be supplied to Davis Street Kindergarten upon acceptance of a place. If this confirmation is not supplied, the place can not be confirmed.
- A copy of the child's birth certificate and/or proof of address must be made available to Davis Street Kindergarten if requested.
- All enrolment applications must be accompanied by an enrolment application fee of \$30 deposited by electronic funds transfer to the Davis Street Kindergarten account specified in the confirmation email received at the time of enrolment application. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is non-refundable.
- Access to completed enrolment applications will be restricted to the HR and Administration Manager, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.



- Enrolment applications are not final until the online application has been received by the kindergarten/HR and Administration Manager, and the \$30 enrolment application fee has been deposited into the bank account specified in the confirmation of enrolment application email. If only one of these two steps is undertaken, the enrolment application is not complete.
- The HR and Administration Manager will confirm receipt of the application for enrolment via email once both the completed online application and the application fee have been received. If a confirmation of enrolment application email has not been received within 5 business days it is advisable to contact the HR and Administration Manager to check the status of the application.
- Once the enrolment application is complete you will be placed on our enrolment list in order of receipt of application. When enrolment offers are made in July each year, date of receipt will be taken into consideration along with the DET eligibility and priority of access criteria and the other Davis Street Kindergarten selection criteria (as outlined in Section 5).
- To be eligible for a first round offer you must have submitted your enrolment application prior to the closing date for first round offers which is in June each year. Enrolment applications received after this date will be considered for subsequent round offers.
- If your circumstances change after you submit your application, please contact the HR and Administration Manager via email at [enrolments@davisstreetkindergarten.org.au](mailto:enrolments@davisstreetkindergarten.org.au).
- If you re-locate you must notify the enrolments officer via email or your application may be withdrawn.

## 2. Offer and Acceptance of places

- Offer of places in the three-year-old program and the funded kindergarten programs (four year old programs) will be made at the same time, in the year before your child is due to attend the kindergarten program applied for.
- Tentative places will be offered in writing via email in July 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. At this time you will either be advised you have been offered a tentative place or that your child is on the waiting list.
- Davis Street 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 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 AIR 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 Davis Street Kindergarten as being eligible for a 16 week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing, via email, whether a confirmed place is offered.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to the Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 3 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- 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 HR and Administration Manager at [enrolments@davisstreetkindergarten.org.au](mailto:enrolments@davisstreetkindergarten.org.au), in writing as soon as possible.
- If you have been offered a place, you will be given a timeframe (approximately one week) within which to accept the offer and confirm your child's place.
- To confirm your child's place in our 3YO program or 4YO sessional programs you must complete the online acceptance form, provide acceptable immunisation documentation for your child (as outlined in the *Immunisation enrolment toolkit for early childhood education and care services – AIR preferred*) and pay the non-refundable acceptance fee by the specified due date.
- To confirm your child's place in our 4YO Pre-Prep program you must complete the online acceptance form, provide acceptable immunisation documentation (as outlined in the *Immunisation enrolment toolkit for early childhood education and care services – AIR preferred*) and pay both the full term 1 fee payment by the specified due date. This payment is only refundable should the place subsequently be filled by another child.
- Second-round offers will be made as/if first round offers are declined or not responded to (approximately one week after first-round offers are made). Third-round offers will be made approximately one week after second-round offers. This includes for children who had not been offered their first group preference (four year old) in first round offers.
- Enrolment will be confirmed via email within 5 working days of the following being received;
  - the completed online acceptance form
  - acceptable immunisation documentation (AIR)
  - acceptance fee (3YO and 4YO Sessional) or Term 1 fee payment (4YO Pre-Prep)
- If your child will be undertaking a second year of funded kindergarten you (parents/guardians) must supply a letter/document from your child's current kindergarten confirming that a second year of funding has been applied for/granted. Davis Street Kindergarten has a Second Year Funding Confirmation Form that can be utilised. This written confirmation must be provided to Davis Street Kindergarten as part of acceptance of a place and a place can not be confirmed unless such written confirmation is received.
- If your child is turning six (compulsory school age) during the first or second year of funded kindergarten the parent/guardian must ensure an Exemption From School Form is completed and forwarded to DET. Davis Street Kindergarten can supply this form.
- Please advise the kindergarten teacher in writing if your child has additional needs as soon as you accept a kindergarten position (if you did not already provide this information on the enrolment application). This information enables the kindergarten to make additional arrangements if required.
- Note: Places will not be allocated to children until any substantial debt owed to the kindergarten by the family is paid, or a payment plan is agreed to between the family and the kindergarten (refer to *Fees Policy*).



### 3. Selection Criteria

Davis Street Kindergarten places are allocated according to:

- the Eligibility and Priority of Access Criteria (as outlined in Attachment 1)
- the Davis Street Kindergarten Selection Criteria (outlined below)

#### 3.1 Three Year Old (Rosellas Group) Criteria

Children are eligible for attendance in the three-year-old program provided they turn three years of age by 30 April in the year in which you would like them to start the three year old program.

Your child can not commence at the kindergarten until they have turned three years old. For example, if your child turns three on 10 March, they can not commence kindergarten until 10 March. Full fees must still be paid for term one.

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

Other criteria considered by Davis Street Kindergarten include:

1. Deferral from Davis Street Kindergarten from the previous year
2. Children who have a sibling attending one of the Davis Street 4YO programs in the same year
3. Children who have had a sibling attend Davis Street Kindergarten in the past 5 years (Kew/Kew East residents)
4. Children who have had a sibling attend Davis Street Kindergarten in the past 5 years (any location)
5. Closest kindergarten to home
6. Resident of Kew/Kew East

All Three year old applications are then sorted according to date their application is received.

#### 3.2 Sessional Four Year Old (Cockatoos and Koala Groups) Criteria

To be eligible to attend four year old kindergarten your child must be four years of age by 30 April in the year of attendance at four year old kindergarten.

1. Deferral from Davis Street Kindergarten from the previous year
2. Child requiring a repeat 4YO kindergarten year, already at Davis Street Kindergarten
3. Children currently attending the Davis Street Kindergarten 3YO program
4. Children who have a sibling attending a Davis Street Kindergarten program in the same year
5. Children who have had a sibling attend Davis Street Kindergarten in the past 5 years (Kew/Kew East residents).
6. Children who have had a sibling attend Davis Street Kindergarten in the past 5 years (Boroondara resident)
7. Closest kindergarten to home
8. Resident of Kew/Kew East

All Four year old applications are then sorted according to date their application is received.

#### 3.3 Four Year old (Pre-Prep Group)

Our Pre-Prep program is funded as a four year old kindergarten program, however it is designed to cater for children having a funded repeat year of four year old kindergarten, or the older child who could go to



school but is not quite ready. Therefore, it is recommended that children have turned 4 years old by 1 January of the kindergarten year.

1. Deferral from Davis Street Kindergarten from the previous year
2. Child requiring a repeat 4YO kindergarten year, already at Davis Street Kindergarten
3. Children currently attending the Davis Street 3YO program (it is recommended that they have turned 4 years old by 1 January of the kindergarten year)
4. Children requiring a repeat 4YO kindergarten year (Kew/Kew East residents)
5. Children requiring a repeat 4YO kindergarten year (Boroondara resident)
6. Resident of Kew/Kew East
7. Resident of the City of Boroondara

All Pre-Prep applications are then sorted according to date their application is received.

#### **4 Special Consideration**

Separate documentation regarding any other special circumstances that you may feel are relevant to your child's application should be sent at the time of application.



## ATTACHMENT 3

### Letter for parents/guardians without acceptable immunisation documentation

[Service Name]

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at [Service Name] 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
- [insert details of local government immunisation service]
- 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 [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

[Service Name]