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	<b>Thornbury Kindergarten</b> <b>Policies</b>
Policy Title	<i>Enrolment and Orientation Policy – 2022</i>
Quality Area	<i>6 – Collaborative Partnerships with Families and Communities</i>
Category	<i>Mandatory</i>

## PURPOSE

This policy outlines:

- the criteria for enrolment at Thornbury Kindergarten Inc.
- the process to be followed when enrolling a child at Thornbury Kindergarten Inc.
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Thornbury Kindergarten Inc.

## POLICY STATEMENT

### 1. VALUES

Thornbury Kindergarten Inc. 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/carers who wish to enrol or have already enrolled their child at Thornbury 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)).

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the two years before school. Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the

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children's program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible children to attend a funded kindergarten program free of charge in the two years before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, children known to Child Protection, and children of refugee and asylum seeker backgrounds to access 15 hours per week of kindergarten programs at no cost as outlined in *The Kindergarten Funding Guide* (refer to *Sources*).

Regulation 168(2) (n) of *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the Kindergarten Fee Subsidy requirements (refer to *Definitions*) and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

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 Funding Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (refer to *Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2019* (Vic)
- *Sex Discrimination Act 1984* (Cth)

#### 4. DEFINITIONS

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

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

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

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

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

**Deferral:** When a child does not attend in the 2022 year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection.

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

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

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

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

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

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

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide* (see *Attachment 1: Eligibility and priority of access criteria for a three and four-year-old funder kindergarten program*).

## 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)
- Australian Government Department of Health, *National Immunisation Program Schedule*: <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Funding 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)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)
- <http://www.darebin.vic.gov.au/-/media/cityofdarebin/Files/Darebin-Living/CommunitySupport/FamiliesandChildren/ChildrensServices/Child-Care/DarebinChildCareGuide2018.ashx?la=en>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease 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 Thornbury Kindergarten Inc., as described in *The Kindergarten Funding Guide*; and the service's philosophy (refer also to *Attachment 1 – Eligibility and priority of access criteria for three and four-year-old funded kindergarten program*);
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program;
- complying with the *Inclusion and Equity Policy*;
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to *Attachment 2 – General enrolment procedures* and *Attachment 3 – Sample enrolment application form*);

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- 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/carers with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment information;
- ensuring parents/carers are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period;
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*);
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program;
- advising parents/carers who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/carers without acceptable immunisation documentation);
- taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to *Definitions*) from a parent/carer of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained);
- taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to *Definitions*) from all parents/carers after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E);
- ensuring that the enrolment record (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service;
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183 (1a) (2d));
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria;
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met;
- ensuring that parents/carers 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/carer 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/carers and developing an orientation program to assist them to settle into the program;
- encouraging parents/carers to:
  - stay with their child as long as required during the settling in period;

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- make contact with educators at the service, when required;
- assisting parents/carers to develop and maintain a routine for saying goodbye to their child;
- sharing information with parents/carers concerning their child's progress with regard to settling in to the service;
- discussing support services for children with parents/carers, 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/carers with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment;
- developing strategies to assist new families to:
  - feel welcomed into the service;
  - become familiar with service policies and procedures;
  - share information about their family beliefs, values and culture;
  - share their understanding of their child's strengths, interests, abilities and needs;
  - discuss the values and expectations they hold in relation to their child's learning.
- providing comfort and reassurance to children who are showing signs of distress when separating from family members;
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

**Parents/carers are responsible for:**

- reading and complying with this *Enrolment and Orientation Policy*;
- completing the enrolment application form and the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) of their child's immunisation status;
- where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (refer to *Definitions*) 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/carers at least 14 days before making any changes to this policy or its procedures. Attachments
- Attachment 1: Eligibility and priority of access criteria for three and four-year-old kindergarten program
- Attachment 2: General enrolment procedures

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- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Sample online enrolment form
- Attachment 5: Letter for parents/carers without acceptable immunisation documentation

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Thornbury Kindergarten Inc. on 12/11/2021

**REVIEW DATE:** 01/12/2022

## ATTACHMENT 1

### Eligibility and priority of access criteria for a funded kindergarten three and four-year-old program

The Approved Provider must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the DET criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented.

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

DET's Priority of Access criteria	Process that could be used to verify need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	The child is: <ul style="list-style-type: none"> <li>• attending a three-year-old kindergarten program through Early Start Kindergarten* or Access to Early Learning, or is referred by:               <ul style="list-style-type: none"> <li>– Child Protection</li> <li>– Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>– Maternal and Child Health nurse, or</li> <li>– Out-of-Home Care provider</li> </ul> </li> </ul>
<b>Aboriginal and/or Torres Strait Islander children</b>	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.</li> </ul>
<b>Children eligible for the Kindergarten Fee Subsidy</b>	<ul style="list-style-type: none"> <li>• A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>• Multiple birth children (triplets, quadruplets).</li> <li>• Asylum seekers and refugee children</li> </ul>
<b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	The child: <ul style="list-style-type: none"> <li>• is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten</li> <li>• holds a Child Disability Health Care Card</li> <li>• has previously been approved for Kindergarten Inclusion Support Package, or referred by:               <ul style="list-style-type: none"> <li>– the National Disability Insurance Scheme</li> <li>– Early Childhood Intervention Service</li> <li>– Preschool Field Officer, or</li> </ul> </li> </ul>



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	– Maternal and Child Health nurse.
<b>Examples to consider for second priority</b>	
<ul style="list-style-type: none"><li>• children who turn four years of age by 30 April in the year they will attend kindergarten; or</li><li>• children who turn three years of age* by 30 April in the year they will attend kindergarten</li><li>• 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</li><li>• children who have a sibling that has previously attended the same kindergarten as their first preference</li></ul>	
<b>Examples to consider for third priority</b>	
<ul style="list-style-type: none"><li>• service for transient families e.g. RAAF, seasonal workers and tourism workers</li><li>• date of application</li><li>• local community zoning</li></ul>	

**Note:** DET's Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the POA criteria will be applied separately for each age cohort.

#### **\* Early Start Kindergarten and Three-Year-Old Kindergarten**

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours.

It is important to continue to enrol eligible children in ESK as this ensures that service providers receive all funding entitlements and that these children have access to 15 funded hours of kindergarten across Victoria. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows DET to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

## ATTACHMENT 2

### General enrolment procedures for funded kindergartens programs

#### 1. Application for a place

- Enrolment applications will be accepted any time after the child has turned three or four years of age or from April 30<sup>th</sup> in the year of attendance.
- Enrolment application forms are provided by the service and are provided to the parents/carers together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up-to-date AIR Immunisation History Statement and a copy of the *Enrolment and Orientation Policy*.
- Darebin Council will determine the date(s) by which applications must be received for offer of places in the three and four-year-old funded kindergarten programs.
- 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*).
- All children in Three-Year-Old Kindergarten will be expected to transition to Four-Year-Old Kindergarten in the following year.

Currently, children in Four-Year-Old Kindergarten program who have developmental delays in two or more key areas of development and would benefit from a second year of kindergarten, are eligible to access a second year of funded kindergarten following an assessment by an early childhood teacher. A funded second year of kindergarten will only be available for children in the Four-Year-Old program who meet the above criteria.

Parents/carers of children applying for a second year of funded four-year-old kindergarten 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 to Darebin Registration System with all applications.

Completed enrolment application forms are submitted online. Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.

Applications will be entered on the Darebin Registration System waiting list using the eligibility and priority of access criteria.

Applications received after the above dates set by Darebin Council 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 Darebin Council and Thornbury Kindergarten Inc.

#### 2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until an up-to-date AIR Immunisation History Statement has been received, assessed and found acceptable.
- Thornbury Kindergarten Inc. requires parents/carers who have been offered a tentative place to provide an up-to-date AIR Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The "Key dates work form for immunisation and enrolment" 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')

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- The Key dates work form for Immunisation and enrolment (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 is within the acceptable timeframe for an enrolment, or;
  - That the child has been assessed by Thornbury Kindergarten Inc. as being eligible for a 16-week grace period
- The person responsible for the enrolment process advises the parent/carer in writing whether a confirmed place is offered, and the enrolment can proceed.
- Parents/carers who **do not** have an up-to-date AIR Immunisation History Statement and whose child is **not** eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/carers who do not have acceptable immunisation documentation).
- Offer of places in the three and four-year-old funded kindergarten programs will be made at the same time.
- Parents/carers who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- An enrolment record and other relevant information will be provided by Thornbury Kindergarten Inc. to the parent/carers after a confirmed place has been accepted.

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## ATTACHMENT 3 Sample Enrolment Application Form

### Thornbury Kindergarten Inc.

Complete this enrolment application form and:

- notify the service of any changes to your address or other relevant information by contacting [insert telephone number].

#### Enrolment and immunisations

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

- Parents/carers offered tentative places will be asked to provide the AIR Immunisation History Statement to Thornbury Kindergarten Inc. by April 30<sup>th</sup> in the year of attendance that shows that their child's immunisations are up to date.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child has been assessed as being eligible for a 16-week grace period and the eligibility assessment form has been completed.

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

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This application is for my child to attend Thornbury Kindergarten Inc. in [insert year] .

This application is for a second year of funded four-year-old kindergarten  Yes  No

If yes, please attach a copy of the relevant paperwork.

[Delete this question if the application is for a three-year-old program]

Child's family name: \_\_\_\_\_

Child's given names: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

Parents/carers names: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Mob) \_\_\_\_\_

Language/s spoken at home: \_\_\_\_\_

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### 3. Kindergarten Fee Subsidy (For data collection only)

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

DVA White 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

Triples or Quadruplets

Aboriginal or Torres Strait Islander

#### 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: \_\_\_\_\_

#### Additional information

Does your child have a medical condition?  Yes  No

If yes, please specify: \_\_\_\_\_

- Do you acknowledge that your child's acceptance to Thornbury Kindergarten Inc. is determined by the requirements of priority of access outlined in Thornbury Kindergarten Inc.'s enrolment policy:  Yes  No

Signature of parent/carer: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT 4**

### **Sample online enrolment form**

All our enrolment documentation is completed online. Parents/carers without computer access will be provided use of centre computers, support and assistance from the Approved Provider to complete the enrolment process. Should you require any support in completing the enrolment form please contact our Director on [director@thornburykinder.com](mailto:director@thornburykinder.com) or our Enrolment Representative on [enrolments@thornburykinder.com](mailto:enrolments@thornburykinder.com)



## ATTACHMENT 5

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

Thornbury Kindergarten Inc.  
8C Newcastle Street, Thornbury

[insert date]

Dear [insert name]

Re: Enrolment at Thornbury Kindergarten Inc. for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Thornbury Kindergarten Inc. in the [insert three-year-old or four-year-old program] in 2022.

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

AIR Immunisation History Statement includes evidence that your child:

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

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16-week grace period, 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
- Darebin City Council Immunisation Program
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:  
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>
- 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 AIR History Statement. The new application would be considered in line with Thornbury Kindergarten Inc.'s Enrolment and Orientation policy.

Yours sincerely

Angela Storer

Director

Thornbury Kindergarten Inc.