

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

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

Middle Park 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 Middle Park 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.

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

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

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

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

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When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection.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

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

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

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

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

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

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

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

5. SOURCES AND RELATED POLICIES

Sources

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

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*

- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

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

- determining the criteria for priority of access to programs at Middle Park Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining 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 4 – 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 Enrolment Officers 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: Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Letter of Offer
- Attachment 6: Confirmation of Placement

AUTHORISATION

This policy was adopted by the Approved Provider of Middle Park Kindergarten on June 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
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

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

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

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

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

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

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to 31 January the year they commence.

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

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

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

3. Allocation within groups

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

Considerations may include:

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

ATTACHMENT 2

General enrolment procedures

1. Waitlist Application for a place

- Enrolment applications will be accepted any time from 1 February, two years prior to the year the child is due to commence.

Examples:

Application for three year old kinder in 2022 commenced 1 February 2020

Application for three year old kinder in 2023 will commence 1 February 2021

- Enrolment application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- Middle Park Kindergarten will determine the date(s) by which applications must be received for offer of places in the three-year-old and the funded kindergarten program.
- A separate application form must be completed for each child, indicating which year they are proposing to attend the service. Parent's must ensure they keep the kindergarten up-to-date should they move address.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate and proof of address must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee in line with Middle Park Kindergarten's Fees Policy of \$40 per application. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service, at 131 Mills St, Middle Park or middle.park.kin@kindergarten.vic.gov.au
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Middle Park Kindergarten will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Middle Park Kindergarten.

2. Offer of places

- Places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Middle Park Kindergarten provides priority to siblings, followed by children living in the Middle Park and Albert Park suburb, followed then by children living in the South Melbourne, Port Melbourne and St Kilda West area. Children must be living in the Port Philip Council area.
- Middle Park Kindergarten requires parents/guardians who have been offered a position to provide acceptable immunisation documentation along with the Administration Fee, proof of address and the child's birth certificate.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the

Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:

The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')

- The Key Dates work form (search 'Key Dates work form')
- Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement 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 Middle Park Kindergarten as being eligible for a 16 week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a 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.
- First round Letter of Offer's emailed out in June/July of each year must be responded to within 14 days, otherwise the Kindergarten can assume the position is not required and will contact the next family on the waitlist.
- Letter of Offer's that are given throughout the year for an immediate start or commencement within 14 days must be responded to within 48 hours otherwise the offer can be assumed to be rejected and the next person on the waitlist will be contacted.
- A fee of \$120 must be paid in accordance with the Middle Park Kindergarten's Fees Policy by bank transfer to hold the place for the following year. This fee is non refundable.
- An enrolment form and other relevant information will be provided by Middle Park Kindergarten to the parent/guardian after a confirmed place has been accepted and the fee has been paid. These forms along with Term fees (as per Fee Policy) are completed by the Orientation Session. Or if the child is enrolling after the Orientation Session they are due to be completed and returned prior to the child commencing or within 14 days (whichever date is earlier).

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

ATTACHMENT 3 – SAMPLE ENROLMENT APPLICATION FORM

REGISTRATION FORM FOR ENROLMENT AT MIDDLE PARK KINDERGARTEN

IMPORTANT NOTE:

If registering your child for 3 year old kinder, he/she must be 3 years of age by 31 January of the year they are to commence 3 year old kindergarten.

If registering your child for 4 year old kinder **ONLY**, he/she must be 4 years of age by 30 April of the year they are to commence 4 year old kindergarten.

<input type="checkbox"/> 3 YEAR OLD KINDER (Dolphins)	<input type="checkbox"/> 4 YEAR OLD KINDER (Whales)	<input type="checkbox"/> Both
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Child's Name:		
DOB:	Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	Year to Commence:
Parent/Guardian's Name:		
Child's Address:		
Postal Address (if different from above):		
Email Address:		
Home Phone:	Mobile Phone:	
Siblings:	Did they attend Middle Park Kindergarten:	
1.		
2.		
3.		

Does your child have any of the following:		
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Autism Spectrum Disorder
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Downs Syndrome
<input type="checkbox"/> Allergy (Please Specify):		
<input type="checkbox"/> Other Medical Conditions:		
Is your child registered with a specific support service/agency? Yes No		
Name of support service/agency:		

Return to : Middle Park Kindergarten Enrolments
131 Mills Street, Middle Park 3206.

Note: **\$40 waiting list fee must accompany application.**
Please make cheque / money order payable to "Middle Park Kindergarten".
Direct Deposit – BSB: 063 100 Acct: 10051032 (Child name as reference)
We do not accept cash

Signature of Parent/Guardian: _____ **Date:** _____

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

Middle Park Kindergarten

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Middle Park Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Middle Park Kindergarten 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 Middle Park Kindergarten's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Middle Park Kindergarten

ATTACHMENT 5 Letter of Offer 3 year old group

[insert date]

Dear [insert parent name]

Re: Enrolment 2021

Middle Park Kindergarten is pleased to offer [insert name of child] a position in our three year old kinder group in 2021

The details for 2021 are as follows: **10 hours per week**

Hours:	Monday	12.45 p.m.	to	3.45 p.m.
	Wednesday	8.45 a.m.	to	12.15 p.m.
	Friday	8.45 a.m.	to	12.15 p.m.

Fees:	\$120	non-refundable administration fee, to be paid on acceptance of offer
	\$820	Per term
	\$60	Excursion/Incursion fee (per annum)
	\$110	Music Levy (per annum)
	\$60	Sports Program (Term 3 & 4, i.e \$30 per term)
	\$80	Annual Maintenance fee (\$40 per Working Bee-refundable when you attend)
	\$25	Annual General Meeting fee (refundable when you attend the AGM in February)

To confirm your child's place please return the bottom section of this letter together with **a copy of your child's birth certificate, immunisation record, proof of address and the Administration Fee (non-refundable) of \$120** before [insert date]

Yours faithfully

[INSERT NAME OF ENROLMENT OFFICER]

**ENROLMENT OFFICER
Middle Park Kindergarten**

To: Enrolment Officer
Middle Park Kindergarten
131 Mills Street Middle Park 3206

Yes I confirm my child's place in the 3 year old kindergarten group for 2021.

OR

No I will not be accepting the position. (circle which ever applies)

I have enclosed a copy of my child's

Birth certificate

Immunisation Record

Proof of Address

Administration Fee of \$120.

This will secure my position until the due date of term 1 fees. The intention is that my child will attend all 3 sessions.

PARENT/S NAMES:

.....

Address:

.....

Child's Name:

Date of Birth:

Telephone – Home: Mobile/Business:

NOTE: Declining a position in the three year old group does not guarantee an offer for the four year old group the following year as there are usually only a couple additional positions available.

Letter of Offer – 4 year old group

[insert date]

Dear [insert parent name]

Re: Enrolment 2021

Middle Park Kindergarten is pleased to offer [insert name of child] a position in our Four year old kindergarten group in 2021.

The details for 2021 are as follows: **16 hours per week**

Hours:	Monday	8.45 a.m.	to	12.00 p.m.
	Tuesday	8.45 a.m.	to	3.15 p.m.
	Thursday	8.45 a.m.	to	3.15 p.m.

Fees:	\$100	non-refundable administration fee, to be paid on acceptance of offer
	\$820	Per term
	\$60	Excursion/Incursion fee (per annum)
	\$110	Music Levy (per annum)
	\$180	Sports Program (per annum i.e \$45 per term)
	\$80	Annual Maintenance fee (\$40 per Working Bee-refundable when you attend)
	\$25	Annual General Meeting fee (refundable when you attend the AGM in February)

To confirm your child's place please return the bottom section of this letter together with **a copy of your child's birth certificate, immunisation record, proof of address and the Administration Fee (non-refundable) of \$100** before [insert date]

Yours faithfully

[INSERT NAME OF ENROLMENT OFFICER]

ENROLMENT OFFICER
Middle Park Kindergarten

To: The Enrolment Officer
Middle Park Kindergarten
131 Mills Street Middle Park 3206

Yes I confirm my child's place in the 4 year old kindergarten group for 2020.

OR

No I will not be accepting the position. (circle which ever applies)

I have enclosed a copy of my child's

Birth certificate

Immunisation Record

Proof of Address

Administration Fee of \$120.

This will secure my position until the due date of term 1 fees. The intention is that my child will attend all 3 sessions.

Four year old funded program

At Middle Park Kindergarten, we offer a four year old funded Kindergarten Program (The Whales Group). This means that as you enrol into our 4yo program, our service will receive Government funding of approx. \$4,500 per child per year. However, this funding can only be applied once for each child from one Early Childhood Service. Therefore, please be aware if your child is attending day care or another centre at any stage, as they may have applied and are receiving Government funding for your child. Please ensure you consult them about your child's funding as a second year of funded kindergarten* can only be considered when a child shows delays in key outcomes of learning and development. If your child is receiving funding at another service and a second year of funding cannot be secured, you will have to commit to a full fee payment of approx. \$8,500 per year to attend our service.

**second year of funded kindergarten- when a child receives Government funding twice as he/she displays delays in at least two key developmental areas.*

FEE PAYMENT AGREEMENT 2020 (4 YEAR OLD PROGRAM) CONTINUED

Please indicate if you are eligible for one of the following concessions:

Health Care Card Pensioner Concession Card Visa 200-217/447/451/786/785
Bridging Visa A-F DVA Gold Card Triplets or Quadruplets

Supporting documentation will need to be sighted at commencement by the Enrolment Officer and upon expiry. If you're eligible card status changes over the year please advise the kinder and you will be invoiced for any outstanding amount.

1. Fee payment contract

Given name of child: _____

Parent's/guardian's full name: _____

I/we agree to pay fees by the due date on the invoice.

I/we acknowledge that if fees are not paid within 7 days of the due date, the committee will implement the *Fees Policy* late payment of fees procedures, which could result in either a late fee or the cancellation of my child's place at the centre.

I/we understand that term fees are non-refundable.

I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify Treasurer and/or Committee of Management to request alternative payment arrangements.

I/we acknowledge that I/we have received and read the centre's *Fee Policy*, which sets out the procedure for fee payment.

I/we acknowledge that I/we are aware that the four year old program my child will attend is a funded program and we cannot receive this funding twice (either in the same year or by repeating) if we attend two centres unless there is a developmental delay, which would need to be assessed and approved. I/we acknowledge that if I/we would like our child to attend kindergarten for a second year and they are not approved that the extra fee is a minimum of \$4,500 on top of the term fees.

Signed: _____ Dated: _____

Address:

.....

Child's Name:

Date of Birth:

Telephone – Home: Mobile/Business:

APPENDIX 6 Confirmation of Placement



[Insert date]

Dear [insert Parent name]

Thank you for confirming your place at Middle Park Kindergarten in [insert year]. We acknowledge your administrative fee for \$120 has now been paid.

You will be contacted later in the year to attend 2 orientation sessions – likely in October and November [insert year].

We look forward to meeting you then.

[Insert name of Enrolment Officer]

Enrolment Officer

Middle Park Kindergarten