

ENROLMENT AND ORIENTATION POLICY



Mandatory – Quality Area 6

PURPOSE

This policy outlines:

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

Paratea Preschool is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at [Service Name].

3. BACKGROUND AND LEGISLATION

Background

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

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a 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. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved 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*).

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*
 - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - Element 6.1.1: There is an effective enrolment and orientation process for families
- *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 care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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 Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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.

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*. This information is kept confidential by the service.

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

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *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/
- *Priority for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services 2015*: www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*

- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Paratea Preschool 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 – Frankston City Council, Attachment 3 – Frankston City Council Enrolment Form – 4 Year Old and Attachment 4 – Frankston City Council Enrolment Form – 3 Year Old)
- 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 **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 5 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the 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 – Frankston City Council
- Attachment 3: Frankston City Council Registration Form – 4 Year Old
- Attachment 4: Frankston City Council Registration Form – 3 Year Old
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 6: Enrolment Definitions

AUTHORISATION

This policy was adopted by the Approved Provider of Paratea Preschool on 15/03/2017

REVIEW DATE: 19/02/2018

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/about/programs/learningdev/pages/earllystartkinder.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 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 commencement.

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

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

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings 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 – Frankston City Council

Procedure

Registration

The registration period opens from 9:00am on the 1st of February and closes at 5:00pm on the 30th of April for children attending 4 year old kindergarten programs the following year.

The registration period opens from 9:00am on the 1st of July and closes at 5:00pm on the 30th of September for children attending 3 year old kindergarten programs the following year.

Children who have registered for 3 year old kindergarten will be required to complete a new registration for 4 year old kindergarten for the following year.

To be eligible for 3 year old kindergarten the child must be at least three years of age by 30 April in the year in which the child is enrolled to attend 3 year old kindergarten. This is in line with the entry requirements for 4 year old kindergarten and primary school. Please note the registration process enables you to secure a kindergarten place but the child cannot commence 3 year old kindergarten until they have turned 3 years of age.

Parents can nominate up to three (3) kindergartens they would prefer their child to attend.

Parents can register in the following ways:

- In person at Council's customer service centres (refer to Council's website for locations);
- Online;
- Send completed forms via mail.

Contact can be made to the Children's Services Support Officer if families need assistance in completing any of the registration requirements by telephoning 1300 322 322.

Parents must complete the Registration Form and if applying under special circumstances e.g. child requiring a second year, child with a disability, exceptional family circumstances, child known to Child Protection or Aboriginal / Torres Strait Islander will be required to provide supporting documentation before the registration can be processed. Supporting documentation is to have the parent/child's name and contact details of the agency supplying the evidence. Documented evidence is to be current and not more than 12 months old.

Further information regarding supporting documentation is listed below.

On acceptance of the enrolment offer, parents will need to provide proof of their child's date of birth, proof of residency / ratepayer status. The registration form must be received before the Registration Period closes (the last day of April) to avoid being placed in the Holding Group.



Acceptable documentation includes one of the items listed below from each relevant category:

- a. Second Year;
 - Copy of a signed Declaration of Eligibility for a Second Year of Kindergarten.
- b. Child with a Disability;
 - Copy of a signed acceptance letter to receive an Early Childhood Intervention Service.
 - Copy of a signed letter being placed on a waiting list to receive an Early Childhood Intervention Service.
 - Copy of a signed letter confirming enrolment from a school principal of an Early Education Program.
 - Copy of a signed letter from a medical practitioner or allied health professional confirming the child meets one of the identified disability criteria listed in the definition section of this procedure.
- c. Exceptional Family Circumstances;
 - Child and or parent with a life threatening or debilitating illness or disease;
 - Copy of a signed letter from a General Practitioner.
 - Parent with a disability;
 - Copy of a signed letter from a General Practitioner.
 - Copy of a signed letter from a disability support agency.
 - Copy of a signed letter from a case worker/manager from the Department of Human Services stating that parent has a disability.
 - Parent or child with a diagnosed mental illness;
 - Copy of a signed letter from a case worker / manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.
 - Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness and has a Mental Health Treatment Plan.
 - Court orders that limit choices for kindergarten;
 - Copy of related court order;
 - A child at risk of serious abuse or neglect, less than 12 months old;
 - Copy of a referral to a case worker / manager from the Department of Human Services stating that the child is at risk of serious abuse or neglect.
 - Copy of a referral to a case worker / manager to a Child FIRST program or family support agency, stating that the child is at risk of serious abuse or neglect.
 - Homelessness
 - Copy of a signed letter from a case worker / manager from a housing support or support agency, stating that the child is homeless or in insecure accommodation as per the homeless definition in this procedure.

- Drug and alcohol misuse
 - Copy of a signed letter from a case worker / manager / health professional from a drug and alcohol or support agency, stating that the child’s family has misused drugs and or alcohol.
 - Family violence
 - Copy of a signed letter from a case worker / manager from a family violence or family support agency, stating that the child is at risk due to family violence.
 - Other situations verifiable by a child / family support service
 - Copy of a signed letter from a case worker / manager from a family support agency, stating that the child is at risk.
- d. Child Protection
- Copy of a signed letter from a case worker / manager from the Department of Human Services stating that the child is known to child protection
 - Copy of a signed letter from a case worker/manager from a Child FIRST program stating that the child is known to child protection.
- e. Aboriginal / Torres Strait Islander
- No document required, however, you are considered to be of Aboriginal or Torres Strait Islander origin if:
- You are of Aboriginal or Torres Strait Islander descent;
 - You identify as an Aboriginal or Torres Strait Islander;
 - You are accepted as such by the community in which you live or have lived

To ensure the continued integrity of the Kindergarten Central Registration Procedure, the procedure will be adhered to without exception. If it is determined that families have provided incorrect information as part of the registration procedure or on acceptance of their kindergarten offer, Council reserves the right to rescind the kindergarten offer and re-allocate the place.

Council will send confirmation of registration either by mail or email depending on parents’ choice as noted on the registration form.

Parents may change their kindergarten preferences during the three (3) month Registration Period. If parents change their preference once the Registration Period has closed, children will be placed in the Holding Group and their registration will not be processed until all “On Time” registrations have received an offer. If parents want to change their preference, they will need to complete the Registration Form and identify that it is a change of preference via a tick box. This form can be mailed or emailed to the Children’s Services Support Officer at Council.

Offer Parameters

In May the year prior to kindergarten commencing the Children's Services Support Officer will prepare for the offer process to commence through the specialised Kindergarten Offer Software Program.

- Eligible Child;
- Resident / Ratepayer;
- Registration received during specified period;
- Child Requiring Second Year; or
- Child with a Disability; or
- Family with Exceptional Family Circumstances; or
- Child Known to Child Protection; or
- Aboriginal/Torres Strait Islander.
- Nominated Kindergarten preference/s.

Second Year

For children requiring a second year of Kindergarten, teachers will need to inform Council of how many children they estimate may need a second year of kindergarten, by the first day in June. This will enable sufficient places to be reserved.

By the end of third term / September the Kindergarten Teacher will be required to confirm the actual names and details of children who will be requiring a second year of kindergarten. Council will then send letters to parents offering their child a place at their current or preferred kindergarten for the following year.

Offers – 4 Year Old Kindergarten

In late July the first round of offers will commence and places will be allocated in accordance with the Allocation Criteria; being "Resident/Ratepayer; Registered during the Registration Period; Special Family Circumstances."

Step 1:

Children that meet the Special Family Circumstances criteria (and can supply supporting documentation) are placed at the kindergarten of their choice first.

Step 2:

(For all other families that have registered during the registration period who are resident /ratepayers)

The first allocation ballot is conducted and families will be randomly selected by the ballot and allocated to one of their preferred kindergartens.

Those children, who were not randomly selected by the ballot, because their preferred kindergarten/s reached capacity, will automatically be placed in an 'allocation group' for subsequent ballots at their preferred kindergarten/s.



Once families who were offered a place in the first ballot accept or refuse their place, a new ballot will be conducted. Once the ballot has been conducted a couple of times families remaining in the 'allocation group' will be those whose preferred kindergarten/s is in an area of high demand. At this stage in the process if the family's preferred kindergarten/s remain full the family will be contacted by Council and given the opportunity to choose an alternative kindergarten, usually within or close to their local area that has vacancies.

Once an alternative place is offered, parents will have up to one (1) week to confirm whether they wish to accept or refuse the offered place. In special circumstances, up to one additional week may be required if the Children's Services Support Officer is unable to contact the family and needs to contact a support agency / professional whereby a child has been registered under the categories of:

- Child with a disability;
- Exceptional family circumstances;
- Child known to child protection;
- Child identifies as Aboriginal or Torres Strait Islander.

If families choose not to take up a vacancy at one of the alternative kindergartens they can elect to remain in the Allocation Group until the next round of offers are generated to see if a place becomes available at one (1) of their preferred kindergartens.

Each time a round of offers is generated, the ballot system is used and the allocation of children will be random (based on preference/s) ensuring all children have an equal opportunity of being offered a position at one (1) of their preferred kindergartens.

The ballot will continue to be conducted each time a place becomes available until all children are placed into kindergarten.

Registrations that do not meet the Allocation Criteria

Resident / Ratepayer

- Resident / ratepayer registrations that did not meet the allocation criteria (they did not register during the Registration Period) are placed in the Holding Group.
- New residents will also be placed in the Holding Group if they move into the municipality and did not register during the Registration Period.

For these registrations the same offer process will be conducted as was conducted for families in the Allocation Group. Children will be selected for a place by a ballot using the Kindergarten Offer Software Program. This program has a "random" function, whereby children are selected randomly each time a place becomes available.

Non Residents

- Non resident will also be placed in the holding group

Once all resident/ratepayer children have been offered a place; and if there are any places left, they will be offered to non residents.



Notification of Offer

Letters of offer will be sent to families by Council via mail. Ideally this will be coordinated between both Frankston City Council and Mornington Peninsula Shire.

Council's Children's Services Support Officer will email kindergartens with the names of children who have been offered a place at their kindergarten.

During the same week, all kindergartens in the municipality will hold their confirmation of enrolment days. This is coordinated by Council's Children's Services Support Officer.

On the confirmation of enrolment day, parents will need to provide proof of their residential status and their child's date of birth to the kindergarten representative. The representative will sign that they have sighted the required documentation—to enable the enrolment to be confirmed. The Registration Fee will also be collected by the kindergarten at this time.

Approved Documentation

Two (2) of the following documents will be required for proof of residency / ratepayer status showing parent's name and current address:

- Current drivers licence;
- Current utility bill;
- Current Rates (residential or business) Notice (less than 12 months old);
- Current signed residential Lease Agreement;
- Most recent bank / financial institution statement;
- Current Medicare / Centrelink Statement;
- Current Health Care Card / Pensioner Concession Card;
- Signed Contract of Sale – for those who have purchased a property within the municipality.

Commencement of 3 Year Old Kindergarten Offers

Council will begin the 3 year old kindergarten offer process once 4 year old kindergarten places have been filled, approximately October. The same allocation process applies as for 4 year old kindergarten.

For flow charts describing this process refer to [Appendix 3](#)

ATTACHMENT 3

Frankston City Council Registration Form – 4 Year Old Kindergarten

Registration form for:

4 Year Old Kindergarten



Frankston City Council

opportunity » growth » lifestyle

Date of birth	Year of entry	Applications open from
1 May 2014 to 30 April 2015 (or older)	2019	1 February 2018
1 May 2015 to 30 April 2016 (or older)	2020	1 February 2019



Child's details

Date of birth: Male Female

Family name: First name(s):

Is your child a twin or triplet etc? No Yes – please specify

Does your child identify as being Aboriginal Torres Strait Islander or neither

Country of birth: Languages spoken at home:

Parent/Guardian details

Title: Mr/Mrs/Ms/Miss/Other: Relationship to child:

Family name: First name(s):

Residential address:

Postal address:

Are you a resident of Frankston City? Yes No

Are you a ratepayer* of Frankston City? Yes No

**Ratepayers who do not reside within Frankston City will need to provide proof to the kindergarten when an offer is confirmed. Priority is given to residents and ratepayers.*

Home phone: Mobile phone:

Work phone: Email address:

Languages spoken at home: Interpreter required? Yes No

Do you hold a valid card/visa listed below? Yes No

Commonwealth Health Care Card Global Special Humanitarian Visa (subclass 202)

Department of Veterans' Affairs Gold or White Card Commonwealth Pensioner Concession Card

Seaford » Frankston » Langwarrin » Karingal » Skye » Frankston South » Frankston North » Carrum Downs » Langwarrin South » Sandhurst

In-Country Special Humanitarian Visa (subclass 201) Refugee Visa (subclass 200)
Temporary Humanitarian Concern Visa (subclass 786) Protection Visa (subclass 866)
Bridging Visa A-E Women at Risk Visa (subclass 204) Emergency Rescue Visa (subclass 203)
Card Number: Expiry Date:

Special needs/requirements

Does your child have a disability or development delay? Yes No
Does your family have exceptional circumstances?* Yes No
Is your child known to Child Protection? Yes No
Has your child been referred by Child Protection to Child FIRST? Yes No
Is your child living in out of home care? Yes No
Is your child accessing Early Start Kindergarten funding?** Yes No
Does your child have any other additional needs? Yes No
Is this registration for a second year of funded 4-year-old kindergarten? Yes No

Please explain:

*Refer to Frankston City Council's *Kindergarten Central Registration Procedure* online for further information regarding requirements. Copies can be provided upon request.

**Eligibility includes children who identify as Aboriginal or Torres Strait Islander, or children who are known to Child Protection or Child First. Refer to www.education.vic.gov.au

Preferences (please write)

Preference One (1):

Have you previously had another child (sibling) attend Preference 1 within the previous 2 years (2017 or 2018)? No Yes

If yes, name of child and year attended:

Preference Two (2):

Preference Three (3):

Parent/Guardian signature: Date:

Please return completed registration form

By mail to:

Kindergarten Enrolments
Frankston City Council
PO Box 490
FRANKSTON VIC 3199

By email to:

info@frankston.vic.gov.au
For more information
Phone 1300 322 322 or visit
frankston.vic.gov.au/Kindergartens

Privacy Notice: Frankston City Council is committed to protecting your privacy. The personal and health information on this form is being collected for the purposes of assessing your child's eligibility for kindergarten registration and planning current and future kindergarten services. Council will share the information you provide with the relevant kindergarten if your child is allocated a place. It is not mandatory to answer all of the questions, however the more information you provide, the better we are able to assess eligibility and plan to meet children's needs. The information you provide will be kept securely and only used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

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ATTACHMENT 4
Frankston City Council Registration Form – 3 Year Old

Registration form for:

3 Year Old Kindergarten



Frankston City Council

opportunity » growth » lifestyle

Date of birth	Year of entry	Applications open from
1 May 2014 to 30 April 2015 (or older)	2018	1 July 2017
1 May 2015 to 30 April 2016 (or older)	2019	1 July 2018



Child's details

Date of birth: Male Female

Family name: First name(s):

Is your child a twin or triplet etc? No Yes – please specify

Does your child identify as being Aboriginal Torres Strait Islander or neither

Country of birth: Languages spoken at home:

Parent/Guardian details

Title: Mr/Mrs/Ms/Miss/Other: Relationship to child:

Family name: First name(s):

Residential address:

Postal address:

Are you a resident of Frankston City? Yes No

Are you a ratepayer* of Frankston City? Yes No

**Ratepayers who do not reside within Frankston City will need to provide proof to the kindergarten when an offer is confirmed. Priority is given to residents and ratepayers.*

Home phone: Mobile phone:

Work phone: Email address:

Languages spoken at home: Interpreter required? Yes No

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Special needs/requirements

- Does your child have a disability or development delay? Yes No
- Does your family have exceptional circumstances?* Yes No
- Is your child known to Child Protection? Yes No
- Has your child been referred by Child Protection to Child FIRST? Yes No
- Is your child living in out of home care? Yes No
- Is your child accessing Early Start Kindergarten funding?*** Yes No
- Does your child have any other additional needs? Yes No

Please explain:

*Refer to Frankston City Council's *Kindergarten Central Registration Procedure* online for further information regarding requirements. Copies can be provided upon request.

**Eligibility includes children who identify as Aboriginal or Torres Strait Islander, or children who are known to Child Protection or Child First. Refer to education.vic.gov.au

Preferences (please write)

Preference One (1):

Preference Two (2):

Preference Three (3):

Parent/Guardian signature:

Date:

Please return completed registration form

By mail to:

Kindergarten Enrolments

Frankston City Council

PO Box 490

FRANKSTON VIC 3199

By email to:

info@frankston.vic.gov.au

For more information

Phone 1300 322 322 or visit frankston.vic.gov.au/Kindergartens

Privacy Notice: Frankston City Council is committed to protecting your privacy. The personal and health information on this form is being collected for the purposes of assessing your child's eligibility for kindergarten registration and planning current and future kindergarten services. Council will share the information you provide with the relevant kindergarten if your child is allocated a place. It is not mandatory to answer all of the questions, however the more information you provide, the better we are able to assess eligibility and plan to meet children's needs. The information you provide will be kept securely and only used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.

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ATTACHMENT 5

Letter for parents/guardians without acceptable immunisation documentation

Paratea Preschool

2019



Dear

Re: Enrolment at Paratea Preschool for 2019

I am contacting you regarding your tentative place for your child at Paratea Preschool in 2019.

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 _____ by the due date _____, we are unable to confirm a place at our service for 2019.

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
- Frankston City Council 1300 322 322
- 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>

To confirm your child's enrolment at Paratea Preschool your application will need to be accompanied by acceptable immunisation documentation.

Yours sincerely

Jo Miles

Nominated Supervisor – Paratea Preschool

ATTACHMENT 6

Enrolment Definitions

3 Year Old Program (Unfunded – User Pays)

A program that is provided to three year old children that is planned and delivered by a diploma qualified Early Childhood Educator.

3 Year Old Kindergarten Program (Unfunded – User Pays)

A program that is provided to three year old children that is planned and delivered by a degree qualified Early Childhood Educator.

Three year old programs that are delivered by a degree qualified or diploma qualified Early Childhood Educator in a kindergarten setting will be part of the Kindergarten Central Registration Procedure.

4 Year Old Kindergarten Program (State Government Funded)

A universal early childhood program, funded by the Victorian State Government, for children in the year prior to commencing primary school (two years before Grade One). Children attending a kindergarten program receive a developmentally appropriate program, planned and delivered by a qualified early childhood educator, which furthers the child's social, emotional, cognitive, physical and language development. Community organisations, local councils, schools, not-for-profit organisations or private operators provide these programs. A funded kindergarten program complies with all the requirements of the Victorian Kindergarten Guide 2015.

Allocation Criteria

A set of measures used to make a decision on allocation priorities and which children will be offered a kindergarten place. These measures include being an Eligible Child, Resident / Ratepayer, registering during the Registration Period, a child requiring a second year, a child with a disability, exceptional family circumstances, a child known to Child Protection, a child who is Aboriginal/Torres Strait Islander and use of a ballot. The process of allocating places is set out under the Procedure. As recommended by the Report of the Protecting Victoria's Vulnerable Children Inquiry January 2012, children with identified vulnerability will be prioritised.

Allocation Group

Children who have registered during the Registration Period, who are residents / ratepayers and are not allocated due to demand exceeding supply at their preferred kinder.

Child with a Disability

"Disability" is described as the following:

- (a) a total or partial loss of a bodily function; or
- (b) the presence in the body of organisms that may cause disease; or
- (c) total or partial loss of a part of the body; or
- (d) malfunction of a part of the body, including:
 - (i) a mental or psychological disease or disorder;

(ii) a condition or disorder that results in a person learning more slowly than people who do not have that condition or disorder; or

(e) malformation or disfigurement of a part of the body and includes a disability that may exist in the future (including because of a genetic predisposition to that disability) and, to avoid doubt, behaviour that is a symptom or manifestation of a disability'.

(Equal Opportunity Act 2010.)

DET

Victorian State Government, Department of Education and Training

Eligible Child

- The child is at least four years of age by 30 April in the year in which the child is enrolled to attend the funded four year old kindergarten program;
- If the child is younger than four years of age the family must have requested early age entry from DET or the non-government school that the child is to attend;
- The child is not currently accessing a place in another funded kindergarten program and the child's parents / guardians have received written confirmation that their child is receiving a funded kindergarten program at the children's service, including information about the times at which the program is provided;
- The child is at least three years of age by 30 April in the year in which the child is enrolled to attend the 3 year old program / kindergarten. A child cannot attend a 3 year old kindergarten program until they have turned 3 years of age. With parental supervision children are permitted to attend a kindergarten session 2 weeks prior to their 3rd birthday.

Exceptional Family Circumstances

- Child and or parent with a life threatening or debilitating illness or disease;
- Parent with a disability;
- Parent or child with a diagnosed mental illness;
- Court orders that limit choices for kindergarten;
- A child at risk of serious abuse or neglect;
- Homelessness;
- Drug and alcohol misuse;
- Family violence;
- Other situations verifiable by a child/family support service.

Holding Group

Registrations that are not provided to Council for processing during the Registration Period and children who do not reside or whose parents do not pay rates in the Frankston municipality will be accepted. These registrations will be placed in the Holding Group for processing after the initial kindergarten place offers have been conducted.

Homelessness

When a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

- is in a dwelling that is inadequate; or
- has no tenure, or
- if their initial tenure is short and not extendable; or
- does not allow them to have control of, and access to space for social relations.

(Australian Bureau of Statistics 2011)

Kindergarten Central Registration

Frankston City Council's central register for children who wish to attend community based kindergarten. Registrations include children who are eligible for the Victorian Department of Education and Early Childhood Development funded 4 year old kindergarten programs in the Frankston municipality. 3 year old programs / kindergarten programs are also incorporated in the central registration procedure.

Kindergarten Enrolment Liaison

Individual Kindergarten's nominated representative for Council correspondence related to kindergarten registration and undertake kindergarten administrative tasks associated with kindergarten enrolment.

Kindergarten Preference

Parents can nominate up to three (3) kindergartens they would prefer their child to attend.

Parent

Parent, carer or guardian of the eligible child.

Registration Officer

Council employee whose role it is to administer Kindergarten Central Registration.

Registration Period

The period of time that Council manages the registrations for kindergarten places for the following kindergarten year.

For 4 year old kindergarten, the registration period is open from 9:00am the 1st of February and closes at 5:00pm on the 30th of April.

For 3 year old kindergarten, the registration period is open from 9:00am the 1st of July and closes at 5:00pm on the 30th of September.

Resident/Ratepayer

Children who reside or whose parents pay rates in Frankston City.

Second Year

A child who is eligible for a second year of funded kindergarten. A child may be eligible if s/he has delayed development, identified in two or more areas.