

# ENROLMENT AND ORIENTATION POLICY

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## 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, 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 Paratea Preschool.

#### 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 (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 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/](http://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 Subsidy (CCS):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Subsidy. Details are available at:

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

### Service policies

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

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

## PROCEDURES

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

- determining the criteria for priority of access to programs at 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 and Attachment 3 – Frankston city Council 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 **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 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, Persons in Day to Day Charge and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)

- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians 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
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Paratea Preschool on 06/09/2019

**REVIEW DATE:** 06/09/2020

## ATTACHMENT 1

### Eligibility and priority of access criteria

#### 1. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

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

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

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

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 1 February and closes at 5:00pm on 30 April for children attending 4-year-old kindergarten programs the following year.

The registration period opens from 9:00am on 1 February and closes at 5:00pm on 30 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 and pay the registration fee for 4-year-old kindergarten for the following year.

To be eligible for 3-year-old kindergarten the child must be at least 3 years old 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 register for 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 and pay the registration fee 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 if no payment is required.

The Children's Services Support Officer is available to assist families to complete their registration by telephoning 1300 322 322.

### **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.

#### **Step 1**

Children that meet Level 1 priority are allocated a place at their preferred kindergarten.

#### **Step 2**

Children that meet Level 2 priority are allocated a place at their preferred kindergarten.

#### **Step 3**

Children that meet Levels 3 to 4 are allocated a place at their preferred kindergarten. Should demand exceed supply, places will be allocated by computer generated ballot.

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

#### **Step 4 – Confirmation Week**

Once families who were offered a place in the first ballot accept or refuse their place during Confirmation Week, a new ballot will be conducted. Ballots will continue until all places have been exhausted. At this stage in the process if the family's first preference kindergarten remains full the Children's Services Support Officer will contact the family and will discuss alternative options. Families will be given the option to choose another kindergarten that has vacancies or remain on the waiting list for their preferred kindergarten.

Each time a round of offers is generated, the ballot system is used and the allocation of children will be random (based on preference) ensuring all children have an equal opportunity of being offered a place at their preferred kindergarten – priority is always given to families who are identified as being Level 1 and Level 2.

A ballot will continue to be conducted each time a place becomes available until all children are offered a place at a kindergarten.

### **Registrations that do not meet the Allocation Criteria**

#### **Resident/Ratepayer (Level 5)**

- 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 computer generated ballot.

#### **Non Residents (Level 6)**

- 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**

The first round of offers will be sent to families by Council via email where an email address has been provided. All other families will receive an offer letter sent by mail.

The offer letter will contain information regarding how to accept or decline the offer, what documents need to be provided, what fees need to be paid and the date that the kindergarten will have their Confirmation Day.

The Children's Services Support Officer will email all Kindergarten Enrolment Officers 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 Days. This is coordinated by the Children's Services Support Officer.

On the Confirmation 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.

### **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 Concession Card/humanitarian visa;
- 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.

# ATTACHMENT 3 Enrolment Application Form – Frankston City Council

## 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

### 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:

Is an interpreter required?  Yes  No Languages spoken at home:

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

Do you have a valid Health Care or Pensioner Concession card or Veterans Affairs card?  Yes  No

Please specify card type:

Do you hold a valid humanitarian, refugee or bridging visa?  Yes  No

Please specify card type:

### Special needs/requirements

Does your child have a disability or development delay?  Yes  No

Does your family have exceptional circumstances?  Yes  No

Have you or your child been supported by or had contact with Child Protection?  Yes  No

Have you or your child been supported by or had contact with the Orange Door?  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:

### Preferences (please write)

Preference One (1):

If this registration is for 2020, have you previously had another child (sibling) attend Preference 1 within the previous 2 years (2018 or 2019)?  Yes  No

If yes, name of child and year attended:

Preference Two (2):

Preference Three (3):

### Registration Fee

**A fee of \$26.00 is required for each registration. This fee is NON-REFUNDABLE.**

**If you or your child meet one of the following you are not required to pay this fee.**

- have a valid Health Care or Pensioner Concession card or Veterans Affairs card
- have a valid Humanitarian, refugee, or bridging visa
- identifies as being Aboriginal and/or Torres Strait Islander
- have been supported by or had contact with Child Protection
- have been supported by or had contact with the Orange Door
- currently living in out of home care
- is applying for a second year of funded 4 year old kindergarten

# Registration form for: 3 Year Old Kindergarten

Frankston City Council



opportunity » growth » lifestyle

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

## 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:

Is an interpreter required?  Yes  No Languages spoken at home:

### Special needs/requirements

- Does your child have a disability or development delay?  Yes  No
- Does your family have exceptional circumstances?  Yes  No
- Have you or your child been supported by or had contact with Child Protection?  Yes  No
- Have you or your child been supported by or had contact with the Orange Door?  Yes  No
- Is your child living in out of home care?  Yes  No
- Is your child accessing Early Start Kindergarten?  Yes  No
- Does your child have any other additional needs?  Yes  No

Please explain:

### Preferences (please write)

Preference One (1):

Preference Two (2):

Preference Three (3):

### Registration Fee

A fee of \$26.00 is required for each registration. This fee is **NON-REFUNDABLE**.

If you or your child meet one of the following you are not required to pay this fee.

- identifies as being Aboriginal and/or Torres Strait Islander
- have been supported by or had contact with Child Protection
- have been supported by or had contact with the Orange Door
- currently living in out of home care

Parent/Guardian signature:  Date:

## ATTACHMENT 4

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

Paratea Preschool

1/12R Paratea Avenue, Frankston South 3199

Dear [redacted]

Re: Enrolment at Paratea Preschool for [redacted]

I am contacting you regarding your tentative place for [redacted] at Paratea Preschool in the [redacted] in [redacted].

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 [redacted] by the due date, we are unable to confirm a place at our service for [redacted] 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
- [redacted]
- 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 [redacted], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with Paratea Preschool's Enrolment and Orientation policy.

Yours sincerely

[redacted]

[redacted]

Paratea Preschool