

CHILDREN'S SERVICES

ENROLMENT & REGISTRATION POLICY

Adopted by Approved Provider of Golden Plains Shire Council Children's Services	Day Month Year
Date revised	June 2022
Next revision due	June 2024

1. PURPOSE

This policy outlines:

- the criteria for enrolment at Golden Plains Shire Council Children's Service
- the process to be followed when enrolling a child at a Golden Plains Shire Council Children's Service
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

2. SCOPE

2.1. Values

Golden Plains Shire Council Children's Service 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.

2.2. 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 Golden Plains Shire Council Children's Service.

2.3. 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 by 2022 that all eligible children (refer to *Definitions*) will have access to two years 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*) to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Funding Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

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* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (refer to *Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (refer to *Sources*) set out by the Australian Government Department of Health.

3. REFERENCES

3.1. 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/>

3.2. Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Australian Government Department of Health, National Immunisation Program Schedule: <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>

- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au/
- Guide to the National Quality Standard: www.acecqa.gov.au/
- Priority of Access Guidelines for child care service: <https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- 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>
- The Kindergarten Funding Guide (Department of Education and Training): www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Victorian Department of Health: www.health.vic.gov.au/immunisation

3.3. 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

4. DEFINITIONS AND ABBREVIATIONS

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.

<p>Acceptable immunisation documentation</p>	<p>An Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation accepted for the purpose of enrolling a child in an early childhood education and care service.</p> <p>To have an enrolment confirmed the parent/carer must provide the service with:</p> <ul style="list-style-type: none"> • a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND • the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive OR • In the case of a medical contraindication, an authorised medical practitioner completes and authorises an AIR Immunisation Medical Exemption Form (IM011). This form is submitted to the Australian Immunisation Register for processing. All vaccine exemptions will be displayed on the Immunisation History Statement which must then be presented to the service. <p>Immunisation History Statements are available through myGov, the Medicare app or by contacting the AIR on 1800 653 809.</p>
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Approved provider	A provider approved under the Family Assistance Law provides childcare in one or more of its services and receives and passes on Child Care Subsidy payments to eligible families to reduce the cost of childcare.
Authorised nominee	<p>(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.</p> <p>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.</p>
Ballot	Random computer allocation of enrolment applications where applicants have equal 'weighting'.
Child Care Subsidy (CCS) – applicable for FDC and OCC only	<p>Child Care Subsidies (CCS) is a payment made directly to providers by the Commonwealth Government to be passed onto eligible families as a fee reduction to assist with the cost of quality early years education and care. Families will make a co-contribution to their childcare fees and pay to the provider the difference between the fee charged and the subsidy amount.</p> <p>Eligibility can be determined by visiting: https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/who-can-get-it</p>
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).
Complying Written Arrangement- applicable for FDC and OCC only	<p>A CWA is an arrangement between an approved provider and an individual to provide childcare in return for fees. A CWA service 2 main purposes:</p> <ul style="list-style-type: none"> • a child is taken to have started to be enrolled when an approved provider and individual enter into a CWA, and • to be eligible for CCS for a session of care, an individual, or their partner, must have incurred a liability to pay for the session under a CWA.
Early Start Kindergarten	<p>Early Start Kindergarten (ESK) enables eligible children to access a kindergarten program for up to 15 hours per week delivered by a qualified early childhood teacher in the two years before school. The Early Start Kindergarten supports an eligible child to access kindergarten for free or at a low-cost.</p> <p>To be eligible, the child must be three (3) by 30 April in the year they start kindergarten, and:</p> <ul style="list-style-type: none"> • must meet our minimum age of attendance criteria • Is from a refugee or asylum seeker background, or • Identify as Aboriginal or Torres Strait Islander, or • Child is known to Child Protection or has been referred to Child and Family Services Information, referral and support teams (Child FIRST) <p>Children enrolled in ESK are eligible for up to 15 hrs of funded kindergarten that includes in instances where the funded three-year-old program is offering less than 15 hours. In this instance the child will not be offered a place in both</p>

	<p>funded 3- and 4-year-old programs, rather will be offered a place in either program. Children enrolled in ESK and attending the Funded three-year-old program must move through to the funded four year old program the following year.</p> <p>ESK Extension grants are also available for eligible children to access 15 hrs of Funded Kindergarten in the funded 4-year-old program.</p>
Minimum age of attendance	<p>Funded Three-Year-Old:</p> <ul style="list-style-type: none"> • Children must turn Three prior to April 30th in the year they wish to enrol in the first year of funded Kindergarten (3 year Old). For children turning three between January and April commencement will in many circumstances delay until the following year. • Children are not permitted to commence until they have turned three years of age, that is they may enrol however wait until their child turns three. Fees will apply as from commencement date. Please note this only applies to children who will be turning three between January and April 30.
Sessional Kindergarten models	<p>Kindergarten session models are prepared annually based on several factors including demand, staffing compliance and availability and budget. Families will receive sessional model options in July each year and will receive confirmations during August. All registrations are received through the online portal.</p>
Eligible child	<p>As defined by the Kindergarten Funding Guide:</p> <p>Funded four-year-old kindergarten: A child that is at least four years old by April 30th in the year of enrolment, is enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program and not enrolled at a funded kindergarten program at another service.</p> <p>Or</p> <p>Funded three-year-old kindergarten: A child that is at least three years old by April 30th in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program and not enrolled at a funded kindergarten program at another service.</p> <p>Must meet the conditions as outlined by the</p> <ul style="list-style-type: none"> • acceptable Immunisation documentation definition or qualify for a 16-week grace period. • Minimum age of attendance criteria
Early or late Entry to Kindergarten	<p>Families considering early or late entry to kindergarten are encouraged to seek advice from early childhood professionals to inform their decision. This could include a prep teacher or principal at the family's school of choice, a Maternal and Child Health nurse, family doctor or speech therapist.</p> <p>A kindergarten educator should also meet the child to provide the family with a professional opinion about whether the child would benefit from late or early entry into a kindergarten program.</p>

	<p>For children born between 1 January and 30 April, parents have a choice about whether they commence school in the year they turn five, or in the following year, and therefore whether they commence funded four-year-old kindergarten in the year they turn four or the year they turn five (therefore decide to start funded three-year-old kindergarten in the year they turn three or the year they turn four).</p> <p>As a service provider therefore we:</p> <ul style="list-style-type: none"> • encourage families to carefully consider the best time for their child to start kindergarten, as all children learn and develop in different ways • encourage families to consult with relevant early childhood professionals for guidance • provide families with advice and reassurance about how the kindergarten program will support their child’s learning and development <p>Early entry to kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child. However, it is important to note that most children who enrol early in kindergarten are not accepted for early entry into school, and all aspects of the decision regarding early entry should be discussed.</p> <p>More information on early entry can be found https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx</p>
<p>Enrolment registration fee</p>	<p>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.</p>
<p>Exemptions for school</p>	<p>If a child will turn six before or while they're in their first or second year of funded kindergarten, parents must get an exemption from starting school.</p> <p>You can apply for an exemption from school if one or more of these circumstances apply:</p> <ul style="list-style-type: none"> • family has moved from interstate or overseas where the school entry age is different to Victoria. • child's early education has been delayed due to chronic illness, disability or developmental delay. • child is a refugee or asylum seeker who has suffered trauma and would benefit from a year of kindergarten before starting school. • child has not been able to access kindergarten because of transient family circumstances. • Other special considerations. <p>Families need to get written confirmation from a professional (such as a kindergarten teacher, doctor or an allied health professional) to confirm the circumstance. The professional must also explain why it's best for the child to go to kindergarten instead of starting school.</p>

	https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-school-age.aspx
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.
Grace period	Allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (refer to <i>Definitions</i>) or when the statement is assessed as not being up to date. Services complete the grace period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (refer to <i>Definitions</i>) and to encourage families to access immunisation services.
Kindergarten Fee Subsidy	Enables eligible children to attend a funded kindergarten program at reduced cost possibly free of charge. Eligibility for the fee subsidy include, children identified as Aboriginal and/or Torres Strait Islander; a multiple birth child (triplets or more); and where the child, parent or guardian holds a Health Care Card, Pensioner Concession Card, Veteran Affairs Gold or White Card; or one of the following visas – refugee, in-country special humanitarian, global special humanitarian, temporary humanitarian concern, protection, emergency rescue, women at risk and bridging visas A-E.
Local Community Context	Local community context this includes: <ul style="list-style-type: none"> • Child has attended a three-year-old program on the same site as their first preference for four-year-old Kindergarten. • Home address falls within the same suburb (see post codes attached) as the first preference Kindergarten or is the closest funded Kindergarten to parent/guardian residence at the time of application. • The parent/guardian works, studies, or has children attending formal or informal childcare for two or more days or the child has a sibling attending the local Primary School.
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 <i>The Kindergarten Funding Guide (see Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funded kindergarten program)</i> , or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (see <i>Source</i>).

Pre-Purchased Places (PPP)	Victorian Government Program which reserves kindergarten spots for children known to child protection, refugees and aboriginal/torres strait islander children so that they can still attend even if they miss the enrolment dates.
Sibling	A sister or brother by birth, adoption, step or foster arrangement.
Vulnerable Children/Families	Children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child being vulnerable include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, known to Child Protection, Out of Home Care, substance abuse, or mental health; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the <i>Kindergarten Funding Guide</i>)

5. CONSULTATION

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.

6. PROCEDURES

6.1. The Approved Provider and Persons with Management or Control are responsible for:

- 6.1.1. determining the criteria for priority of access to programs at a Golden Plains Shire Early Years' Service in The Kindergarten Funding Guide; and/or as describe under the Family Assistance Law for CCS recipients, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for Family Day Care and Occasional Care. Attachment 2 - Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- 6.1.2. 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
- 6.1.3. Complying with the Inclusion and Equity Policy
- 6.1.4. Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 3 – 5 Service enrolment procedures Sessional Kindergarten, Family Day Care and Occasional Care)
- 6.1.5. 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
- 6.1.6. Providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- 6.1.7. Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for a 16-week grace period
- 6.1.8. assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*)
- 6.1.9. ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- 6.1.10. advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services (see Attachment 6 – Letter for parents/guardians without acceptable immunisation documentation)

- 6.1.11. taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to Definitions) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- 6.1.12. taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to Definitions) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)
- 6.1.13. ensuring that the enrolment record (refer to Definitions) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- 6.1.14. ensuring that enrolment records (refer to Definitions) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183 (1a) (2d))
- 6.1.15. ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- 6.1.16. reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- 6.1.17. 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).
- 6.1.18. taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

6.2. The Nominated Supervisor and Persons in Day-to-Day Charge and early childhood teachers are responsible for:

- 6.2.1. Reviewing enrolment applications to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy)
- 6.2.2. Responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- 6.2.3. Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- 6.2.4. Encouraging parents/guardians to:
 - 6.2.5. Stay with their child as long as required during the settling in period
 - 6.2.6. Make contact with educators and carers at the service, when required
 - 6.2.7. Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
 - 6.2.8. Sharing information with parents/guardians regarding their child's progress with regard to settling into the service
- 6.2.9. Discussing support services for children with parents/guardians, where required
- 6.2.10. Taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

6.3. All educators are responsible for:

- 6.3.1. Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- 6.3.2. Providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation (AIR Immunisation History Statement – refer to Definitions) required for enrolment
- 6.3.3. 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
- 6.3.4. Providing comfort and reassurance to children who are showing signs of distress when separating from family members
- 6.3.5. Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information.
- 6.3.6. Making reasonable attempts to contact non attending families (refer to Attachment 6) and consult with Nominated Supervisor regarding outcomes.

6.4. Parents/guardians are responsible for:

- 6.4.1. Reading and complying with this Enrolment and Orientation Policy
- 6.4.2. Completing the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation AIR Immunisation History Statement – refer to Definitions) of their child's immunisation status
- 6.4.3. Where a child is eligible for the 16-week grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (refer to Definitions) to the service
- 6.4.4. 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 an up-to-date AIR Immunisation History Statement (refer to Definitions) to the service
- 6.4.5. Ensuring that all other required information is provided to the service
- 6.4.6. Updating information by notifying the service of any changes as they occur
- 6.4.7. Notify the Golden Plains Early Years team in writing if they wish to cancel their enrolment

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

7. 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

8. ATTACHMENTS

Attachment 1: Priority of Access and Eligibility Criteria: Family Day Care and Childcare

Attachment 2: Priority of Access and Eligibility Criteria: Funded Kindergarten Programs

Attachment 3: Enrolment Procedures - Sessional Kindergarten Services

Attachment 4: Enrolment Procedures - Family Day Care

Attachment 5: Enrolment Procedures - (Inverleigh) Limited hrs. Childcare

Attachment 6: Procedure Reasonable efforts to contact families to confirm enrolment

AMENDMENTS 2022

Occasional Care Inverleigh: Change Childcare Limited hrs – Inverleigh

9. POLICY AND PROCEDURE RESPONSIBILITIES

As identified in the procedures and attachments responsibilities are set out as follows:

POLICY RESPONSIBILITY	Approved Provider
ACTION RESPONSIBILITY	Approved Provider, Nominated Supervisor, Person in day-to-day charge, early childhood teachers, educators, Parents/Guardians, Volunteers and Students
PROCESS RESPONSIBILITY	Approved Provider and Person with Management or Control, Nominated Supervisor, Person in day-to-day charge and early childhood teachers
REVIEW RESPONSIBILITY	Approved Provider
AMENDMENTS	Amendments made August 2021 in line with Introduction of Funded three-year-old Kindergarten implementation from 2022. Amendments Approved by DET Oct 2021.

ADOPTED BY APPROVED PROVIDER 2022

ATTACHMENT 1

ELIGIBILITY AND ACCESS: FAMILY DAY CARE & CHILDCARE (INV) PROGRAMS

Priority of access and eligibility criteria

Eligibility

To enrol a child in a childcare program the following eligibility criterion will apply:

- Child must be able to meet the Immunisation requirements of the '[No Jab No Play](#)' legislation please refer to the [Acceptable Immunisation Documentation](#) and or [Grace Period](#) definitions which form part of this policy.

Priority of access

To maintain service approval in relation to the Child Care Subsidy (CCS), services must comply with sections [194C and 194D of the "A New Tax System \(Family Assistance\) Act 1999"](#). Although we have moved from Child Care Benefit to the Child Care Subsidy, Priority of Access guidelines for Child Care Services are still mandated by the [Child Care Benefit \(Eligibility of Child Care Services for Approval and Continues Approval\) Determination 2000](#).

Note: this Priority Of Access (POA) differs from Funded Kindergarten services operated under State Government Legislation

When filling vacant places, a service must fill them according to the following priorities:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

Note: Where a service is funded by an employer to provide childcare solely or primarily for the children of the employer's employees, the service may give priority to those children.

Requiring a child to vacate a place

Under the Priority of Access Guidelines, a childcare service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- the person liable for the payment of the childcare fees was notified when the child first entered care that the service followed this policy, and
- the service gives the person at least 14 days' notice of the requirement for the child to vacate the place.

Displacement of care when a Family Day Care Educator ceases to operate:

- The Educator must give at least four weeks' notice in writing to the Coordination Unit and to the Parents of all children in the care of the Educator in the event the Educator is unable to continue to provide care.
- Enrolled families of an educator who is ceasing care will take priority over families on the waitlist.
- Families with permanent booked days will receive priority over families on the waitlist and/or those families who have a casual booking
- Families who have used the service on a casual basis and convert to a permanent place will be offered any remaining places over waitlisted families.
- Displaced Families with unmet needs will move to the waitlist and receive priority.

ATTACHMENT 2

ELIGIBILITY AND ACCESS FOR SESSIONAL FUNDED KINDERGARTEN PROGRAMS

From 2022 Golden Plains Shire Council will be offering Funded three- and Four-Year-Old sessional Kindergarten programs from all 5 Council operated Kindergarten services located at: Bannockburn, Meredith, Rokewood, Inverleigh, and Teesdale.

- Funded Three-year-Old 2022: will be offering at least 5 Hrs (and up to 15 hrs) of funded Kindergarten across all services
- Funded Four-year-Old: will continue to offer 15 hrs of funded Kindergarten across

Priority of access and eligibility criteria

Eligibility

To enrol a child in a Funded Kindergarten program the following eligibility criterion will apply:

- A child must be aged three (3) by 30 April in the year that they attend kindergarten to be enrolled in a funded 3-year-old program or commence [Early Start Kindergarten](#). Although the child can be enrolled from the commencement of the kindergarten year, they are unable to attend until they have turned 3 years of age and this must be by 30 April that year; **or**
- A child must be aged four (4) by 30 April in the year that they attend kindergarten to be enrolled in a funded kindergarten program; **and**
- Child must be able to meet the Immunisation requirements of the '[No Jab No Play](#)' legislation please refer to the [Acceptable Immunisation Documentation](#) and or [Grace Period](#) definitions which form part of this policy.

Priority of access

The Approved provider must notify all families of the priority of access policy that applies when they enrol their child. In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the DET criteria listed below
- apply Local community context as listed in the following table.
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

Waitlist applications for a Golden Plains Shire operated service will be assessed using the following:

- All applications will be assessed against the DET Priority of Access criteria will apply.
- Local community context criteria are then applied
- Each application will be weighted based on these criteria.
- Where two or more children have the same points value (weighting), a ballot using a random computer allocation will be undertaken noting that children meeting DET POA will always supersede the local area context.

Please Note: Council reserves the right to consider factors such as group size, group dynamics and other special considerations when allocating places to families to act in the best interest of all children and families.

First Priority: DET's Priority of Access criteria

The Department of Education and Training Priority of Access criteria must be used by the Approved Provider when prioritising enrolments. Click here to access the [Funding guidelines](#).

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

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

Second Priority: **Second year of Funded Kindergarten

- children enrolled and approved to attend as a second year of funded four-year-old kindergarten, turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET

Third Priority: Community Context

- local community context this includes:
 - Child has attended a three-year-old program on the same site as their first preference for four-year-old Kindergarten.
 - Home address falls within the same suburb (see post codes attached) as the first preference Kindergarten or is the closest funded Kindergarten to parent/guardian residence at the time of application.
 - The parent/guardian works, studies, or has children attending formal or informal childcare for two or more days or the child has a sibling attending the local Primary School.

Also considered under this priority area will be:

* Early Start Kindergarten

During the roll-out of funded Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide access for up to 15 hours a week of funded kindergarten for all eligible children.

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings. It also ensures that service providers can continue to receive all funding entitlements.

<https://www.education.vic.gov.au/Documents/childhood/providers/funding/eskforservices.pdf>

The ESK grant is available for children who are: three years old by 30 April in the year they are enrolled either:

- from a refugee or asylum seeker background
- Aboriginal and/or Torres Strait Islander
- known to Child Protection.

**Second Year of Funded Kindergarten and school exemption

All children in Three-year-old kindergarten will be expected to transition to Four-Year Old Kindergarten in the following year. A funded second year of kindergarten will only be available for children in the four-year old program who meet the following criteria:

A second year of funded four-year-old kindergarten may be considered when a child shows delays in learning and development outcome areas in the [Victorian Early Years Learning and Development Framework](#), and when:

- the kindergarten program is deemed to be the most appropriate learning program
- the child will achieve better outcomes at kindergarten than if they go to school.

A second-year assessment process is carried out for each child by an early childhood teacher when a second year is being considered. This must be commenced early in term 2 during the funded 4-year-old Kindergarten year.

If the attending the second year of Funded Kindergarten (4 Year old) will result in the Child turning 6 before the commencement of Primary School an exception for school is required.

Kindergarten Fee Subsidy

The kindergarten fee subsidy allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher for free or at low cost.

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child holds or has a parent or guardian who holds, one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

Early Entry to Kindergarten

Also known as Funded 3-year-old Kindergarten will commence in Council operated services from 2022.

No Jab No Play

The No Jab No Play regulations specify that parents and carers must provide the service with evidence that their child continues to be up to date with immunisations while attending the service.

All parents/guardians planning to enrol their child at childcare or kindergarten in Victoria must provide the service with:

- a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND
- the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

The Immunisation History Statement from the AIR lists the vaccines the child has received and, if applicable, which vaccines are due in the future and when. Medical exemption may also be listed, where applicable.

One Funded Kindergarten Place

Your child can only be funded for a kindergarten place at one service at any one time. Where a child is enrolled in two services parents must decide which of the services their child received a funded kindergarten program.

School Readiness Funding

School Readiness Funding is a permanent and ongoing part of the Victorian kindergarten funding model. It funds programs and supports that builds the capacity of kindergarten services, educators, and families to support children's learning and development outcomes. The amount of School Readiness Funding each service receives is based on the level of need of children enrolled at the service.

Services will spend most of their School Readiness Funding on items that align with the three School Readiness Funding priority areas:

- communication (language development)
- wellbeing (social and emotional) and
- access and inclusion.

Transition to Learning and Development Statement

If your child is moving from kindergarten to school, their educator will write a transition and learning statement.

The statement includes:

- your child's name, date of birth and photo
- their interests, skills, and abilities
- strategies to teach your child
- you contact details and the details of any other professionals who are supporting your child.

Your kindergarten will give the statement to your child's school or prep teacher. It helps the teacher get to know your child and plan the best way to teach them.

Eligibility for Funded Kindergarten

The eligibility criteria to register for a funded kindergarten place include:

1. Your child Age:
 - Funded 3-Year-Old: Your child will turn Three before 30 April in the year they attend the funded 3-year-old. For children turning 3 between January and April please call Coordination Unit Golden Plains Shire Council to discuss.
 - Funded 4-year-old. Your child will turn four years old before 30 April in the year before school.

criteria to enrol

2. To have your child's enrolment confirmed, you need to give the kindergarten:
 - a current immunisation history statement from the Australian Immunisation Register, and
 - the statement must show your child is up to date with all vaccinations that are due for their age. Or they are up to date with the vaccinations they can receive.

This is known as "No Jab No Play".

Enrolment for Children turning 3 between January - April

If your child turns three years of age between the months of January and April, you have choice. Parents may enrol a child to funded three-year-old Kindergarten when he/she turns three that year or wait for the following year.

The preference for Teachers and Educators is that parents wait until the child is older. However, understand families make these decisions for many reasons.

If a child is enrolled in the year, he/she turns 3 and the child's 3rd birthday falls between January and April that year, our Coordination Unit staff will call to discuss. Maternal and Child Health Nurses may also be able to assist to make the decision about the best year to commence.

Once a child has completed funded three-year-old kindergarten, he/she will move directly to the Funded four-year-old program, there is no second year or repeat of Funded three-year-old kindergarten.

ATTACHMENT 3

ENROLMENT PROCEDURE - KINDERGARTEN

Waitlist Applications

- Families are welcome to arrange a visit to a service at any time by contacting the service directly.
- Waitlist applications will be accepted at any time.
- Families must make a waitlist application using the online QikKids (QK) My Family Lounge or by contacting the Bannockburn Family Services Centre.
- Waitlist applications are encouraged to be submitted prior to end of Term 2 for enrolment the following calendar year, however waitlist applications can be made at any time.
- When completing the online registration, it is important that families indicate the service they would like to attend through the 'Make a booking enquiry' link. Failure to do so will result in an incomplete application that does not progress through to the waitlist.
- A waitlist application must be completed for each child for each year of proposed attendance.
- 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.
- To facilitate the inclusion of all children into the education program, enrolment applications should clearly identify any additional or specific needs of the child.
- Access to completed enrolment forms and the waitlist will be restricted to the persons' responsible for the enrolment process, the approved provider, nominated supervisor and educators at the service, unless otherwise specified by the approved provider.
- Waitlist applications received after the end of Term 2 for enrolment the following calendar year will be processed as they are received. Eligibility and priority of access criteria will apply. All applications which meet the DET priority of access criteria will be given preference.
- Services with known high demand will have the Pre-purchased place (PPP) Program initiated. This program reserves kindergarten spots for vulnerable children (such as those known to child protection, refugees or Aboriginal/Torres Strait Islander children). If these places are not required, then they will be returned to the normal allocation list.

Closing Dates for Waitlist Applications

- Whilst waitlist applications will be accepted at any time it is recommended that waitlist enrolment applications should be submitted by the last day of Term 2 in the year preceding attendance.

Procedure for Changing Preferences

- To change preferences the primary guardian must either log into their online account or call the Early Years Team.

Applications for a Second Year of Kindergarten

- The nominated supervisor/teacher of the kindergarten must advise the parents/guardians of any child he/she considers may require a second year of funded kindergarten before the last day of Term 2 for inclusion the following year.
- Parent/guardians of children applying for a second year of funded kindergarten (4-year-old) must contact the Early Years team to arrange the submission of an online Enrolment Application for a funded place to be held at the preferred kindergarten.
- The nominated supervisor/teacher must submit a copy of the completed declaration of eligibility for a second year of funded kindergarten for a place to be held in the following year to the Early Years team for record keeping purposes.
- Parents/carers which children who will turn six (6) before or while they're in their first for second year of kindergarten, must apply for an [exemption](#) from starting school.

Offer of Places

- Families will be surveyed in June (in the year prior to the child commencing at the kindergarten) to ascertain final preferences, Priority of Access and Local Area context.
- Offer of places in the three-year-old and four-year-old program will be forwarded at the same time
- In June/July each year, service models and programs will be developed based on current registrations. Subject to movement in enrolment numbers program models may change – families will be given 4 weeks' notice of any change.
- Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of this policy.
- Letters of Offer for successful applicants will be forwarded in August in the year preceding attendance. These offers are sent via email with a generic SMS forwarded once they have been released. Families must ensure their email address and phone numbers are updated in the MFL.
- Applicants **must** log into their online account to accept the offer or contact the Bannockburn Family Services Centre to have the offer accepted on their behalf. Acceptance of offers must be completed within the allocated timeframes to secure a child's position within the kindergarten.

- Parents/guardians who **do not** wish to accept the offer, or withdraw their enrolment, must log into their online account and decline the offer or email the Early Years team.
- An offer **does not** constitute confirmation of enrolment at a service. Confirmation will be forwarded once all documentation has been received and assessed - this includes receipt of an up-to-date AIR Immunisation History Statement by the enrolment team.
- Subsequent offers will be made one week after the First Round offers close or as positions become available and will continue until all vacancies are filled.
- Applicants who are **unsuccessful** will be notified by email and advised of the current waitlist information for their preferred kindergarten. In November in the year preceding kindergarten, an enrolment officer will contact all 3 and 4-year-old applicants who remain on the waitlist for attendance the following year. At this time, they will be advised of kindergartens that have vacancies. Applicants may choose to secure a vacancy at another kindergarten and remain on the waiting list for their preferred kindergarten. Families will be advised of options at non-council operated services also at this time.
- Families of children who turn 3 from 1st December to 30 Apr and are who are on the 3-year-old waitlist will be contacted in term 3 or 4 in the year preceding kindergarten to ensure aspects of early enrolment and the kindergarten journey have been considered.
- Withdrawal of enrolment will be accepted at any time however once the kindergarten year has commenced the termly fee is unable to be refunded.
- New enrolments which commence during a kindergarten term will have pro-rata fees applied to their account.

Enrolment Documentation

- Families must complete the online enrolment form at the time of application and ensure that this document remains updated. NB: Please ensure your child's additional needs or medical conditions are noted and the appropriate documentation is provided to us.
- When a family accepts their kindergarten offer, the enrolment team receives an automated email from the system which triggers a response to forward to the family a Next Steps email. This email contains details of:
 - The enrolment process
 - Information on Fees and direct debit schemes
 - Important dates required for confirmation of enrolment
- Within two (2) weeks of offers closing, an enrolment pack will be forwarded to the family via DocuSign. The enrolment pack will contain:
 - A completed copy of the online Enrolment Form for signature
 - Kindergarten Fee Agreement
 - Parent Education and Occupation details &
 - Direct Debit application form

- Immunisation History Statement – a current Immunisation History Statement must either be attached to the child's online enrolment form or forwarded to earlyyears@gplains.vic.gov.au . Please refer to the [No jab no play legislation](#)
- Confirmation of Enrolment **will not** be issued unless all the required documents have been submitted by the due date. Failure to submit documentation may result in the child's place being forfeited.
- Families who have **met** the conditions of enrolment will receive an **Enrolment Confirmation Letter** which will provide details of the child's enrolment including the program to which they have been allocated, kindergarten information night details and the date and time of their child's orientation. This letter will generally be issued in late November in the year preceding attendance.

Kindergarten Orientation

Children entering the service for the first time for funded three and four-year-old kindergarten will be offered a formal orientation visit in January. Details will be provided to families at the time of booking confirmation each year.

ATTACHMENT 4

ENROLMENT PROCEDURES

FAMILY DAY CARE

Waitlist Applications

Whilst Golden Plains Shire Council is the Service provider with approval to deliver the Family Day Care service, Family Day Care educators are contacted to Council, as such the enrolment process is a collaborative process including educator/client families and Council Family Day Care support team. Council manages the enrolment process and supports families in finding a family day care placement.

- Families are encouraged to arrange a visit to the Family Day Care Educator premises or venue prior to deciding to enrol their child. The Golden Plains Shire Family Day Care Coordination Unit will support and facilitate this process as required.
- Waitlist applications will be accepted at any time.
- Families must make a waitlist application by contacting the Family Day Care Team Leader or by contacting Bannockburn Family Services Centre.
- Waitlist applications are encouraged to be submitted prior to 30th November for enrolment in the following calendar year, however waitlist applications can be made at any time.
- Waitlist applications are managed using Harmony Web and capture the parent/guardian details, child details and the days of care required.
- A waitlist application must be completed for each child for each year of proposed attendance.
- To facilitate the inclusion of all children into the education program, enrolment applications should clearly identify any additional or specific needs of the child.
- Access to completed enrolment forms and the waitlist will be restricted to the persons' responsible for the enrolment process, the approved provider, nominated supervisor and educators at the service, unless otherwise specified by the approved provider.

Offer of Places

- Places will be allocated to eligible children who are on the waiting list in accordance with the [Priority of access and eligibility criteria for Childcare - Family Day Care and Occasional Care programs](#) as outlined in this policy. The Coordination unit will contact families on the waiting list and will liaise with the educators to fill vacancies.
- Where vacancies exist following the application of the Priority of Access and Eligibility criteria as above, current enrolled Family Day Care families looking for alternative or additional days will be

considered. Current families are those who have children enrolled in the care of an operating family day care educator under Council service provision or those who were in care up to 4 months previously.

- An offer **does not** constitute confirmation of enrolment at a service. Confirmation will be forwarded once all documentation has been received and assessed - this includes receipt of an up-to-date AIR Immunisation History Statement by the enrolment team.
- Applicants who are **unsuccessful** will be notified by email and advised of the current waitlist information for their preferred educator. Applicants may choose to secure a vacancy with another educator and remain on the waiting list for their preferred. Families will be advised of options at non-council operated services also at this time.
- Withdrawal of enrolment will be accepted at any time however 14 days (2 weeks) notice of cancellation is required. Where a family does not give the required 14 days notice of cancellation they will be charged for their normal booking for the 14 days from the date that the service is made aware of the cancellation.
- Any sessions charged after the child's last day of attendance will not be eligible for the Child Care Subsidy (CCS) and the family will be charged the full daily rate for these sessions.

Enrolment Documentation

- Once an Offer of Enrolment has been accepted and the Coordination Unit has been notified, the family will be forwarded an enrolment pack via DocuSign. The enrolment pack will contain:
 - Electronic Enrolment Form,
 - Booked Hours form with Complying Written Agreement (CWA),
 - Fee Agreement and the
 - Educators Statement of Fees.

These forms are signed by both the family and the educator.

- Families must fully complete the enrolment form at the time of application and ensure that this document remains updated. NB: Please ensure your child's additional needs or medical conditions are noted and the appropriate documentation is provided to us. To facilitate the inclusion of all children into the education program, enrolment applications should clearly identify any additional or specific needs of the child.
- Immunisation History Statement – a current Immunisation History Statement must be forwarded to earlyyears@gplains.vic.gov.au . Please refer to the [No jab no play legislation](#)
- An offer does not constitute confirmation of enrolment at a service. Confirmation will be forwarded once all documentation has been received and assessed this includes receipt of an up-to-date AIR Immunisation History Statement by the enrolment team.
- Confirmation of Enrolment **will not** be issued unless all the required documents have been submitted by the due date. Failure to submit documentation may result in the child's place being forfeited.

- Families who have **met** the conditions of enrolment will receive an **Enrolment Confirmation** which will provide details of the child's enrolment.
- Access to completed enrolment forms and the waitlist will be restricted to the persons' responsible for the enrolment process, the approved provider, nominated supervisor and educators at the service, unless otherwise specified by the approved provider.

ATTACHMENT 5

ENROLMENT PROCEDURES - (INVERLEIGH) CHILDCARE (LIMITED HRS)

Waitlist Applications

- Families are welcome to arrange a visit to the service at any time by contacting the service directly.
- Waitlist applications will be accepted at any time.
- Families must make a waitlist application using the online QikKids (QK) My Family Lounge or by contacting the Bannockburn Family Services Centre.
- When completing the online registration, it is important that families indicate the service they would like to attend through the 'Make a booking enquiry' link. Failure to do so will result in an incomplete application that does not progress through to the waitlist.
- A waitlist application must be completed for each child for each year of proposed attendance.
- To facilitate the inclusion of all children into the education program, enrolment applications should clearly identify any additional or specific needs of the child.
- Access to completed enrolment forms and the waitlist will be restricted to the persons' responsible for the enrolment process, the approved provider, nominated supervisor and educations at the service, unless otherwise specified by the approved provider.
- Waitlist applications received after the end of Term 3 for enrolment the following calendar year will be processed as they are received. Eligibility and priority of access criteria will apply. All applications which meet the DET priority of access criteria will be given preference.

Offer of Places

- Families will be surveyed in October to ascertain final preferences and priority of access.
- Places will be allocated to eligible children who are on the waitlist in accordance with the eligibility and access criteria of this policy.
- Letters of Offer for successful applicants will be forwarded in November in the year preceding attendance. These offers are sent via email with a generic SMS forwarded once they have been released. Families must ensure their email address and phone numbers are updated in the MFL.
- Applicants **must** log into their online account to accept the offer or contact the Bannockburn Family Services Centre to have the offer accepted on their behalf. Acceptance of offers must be completed within the allocated timeframes to secure a child's position within the service.

- Parents/guardians who **do not** wish to accept the offer, or withdraw their enrolment, must log into their online account and decline the offer or email the Early Years team.
- An offer **does not** constitute confirmation of enrolment at a service. Confirmation will be forwarded once all documentation has been received and assessed - this includes receipt of an up-to-date AIR Immunisation History Statement by the enrolment team.
- Subsequent offers will be made one week after the First Round offers close or as positions become available and will continue until all vacancies are filled.
- Applicants who have not secured a permanent place will be offered a casual booking – one (1) place in each age group will be reserved each week for casual bookings. These spots can be booked 2 weeks in advance.
- Families who have a casual booking will receive electronic notification when a place becomes available (either due to a child's absence or cancellation of care) by using the My Family Lounge app. To book the spot families need to respond to the notification using the app – placement is on a first in first served basis.
- Withdrawal of enrolment will be accepted at any time however 14 days (2 weeks) notice of cancellation is required. Where a family does not give the required 14 days' notice of cancellation, they will be charged for their normal booking for the 14 days from the date that the service is made aware of the cancellation.
- Any sessions charged after the child's last day of attendance will not be eligible for the Child Care Subsidy (CCS) and the family will be charged the full daily rate for these sessions.

Enrolment Documentation

- Families must complete the online enrolment form at the time of application and ensure that this document remains updated. NB: Please ensure your child's additional needs or medical conditions are noted and the appropriate documentation is provided to us.
- When a family accepts their kindergarten offer, the enrolment team receives an automated email from the system which triggers a response to forward to the family a Next Steps email. This email contains details of:
 - The enrolment process
 - Information on Fees and direct debit schemes
 - Important dates required for confirmation of enrolment
- Within two (2) weeks of offers closing, an enrolment pack will be forwarded to the family via DocuSign. The enrolment pack will contain:
 - A completed copy of the online Enrolment Form for signature
 - Inverleigh Childcare Fee Agreement & Complying Written Arrangement
 - Direct Debit application form
- Immunisation History Statement – a current Immunisation History Statement must either be attached to the child's online enrolment form or forwarded to earlyyears@gplains.vic.gov.au . Please refer to the [No jab no play legislation](#)

- Confirmation of Enrolment **will not** be issued unless all the required documents have been submitted by the due date. Failure to submit documentation may result in the child's place being forfeited.
- Families who have **met** the conditions of enrolment will receive an **Enrolment Confirmation Letter** which will provide details of the child's enrolment.

ATTACHMENT 6

CANCELLATION OF ENROLMENT & NON-ATTENDANCE

Cancellation of Enrolment

Families MUST notify in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the notification is received.

Note: This process does not apply to vulnerable children (refer to *Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; Educators will need to inform their Case Officer.

Non-Attendance

Term One

- Families that have accepted a placement and have not completed an enrolment form and have not attended the service or contacted the Provider, Golden Plains Shire Council by **15 January** for Term One enrolment will be contacted and informed their placement has been cancelled.

Families Traveling Overseas

Families are required to notify prior to extended periods of travel, and ensure any applicable fees paid if they wish to return to the service.

Non-contactable Families

- After one week of a child not attending the service, Educator to call the family. If there is no response, Educator to log this attempt and place in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, Educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
- After third week of non-attendance, Educators to inform Nominated Supervisor and cross check families contact details.
- Nominated Supervisor or Approved Provider to email family, ensuring a response date is documented in the email.
- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.