



## ENROLMENT AND ORIENTATION POLICY – FUNDED KINDERGARTEN

### PURPOSE

This policy provides a clear set of guidelines and procedures for:

- enrolling a child at Tecoma Preschool
- the orientation of new families and children into Tecoma Preschool
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education and Training [DET] Kindergarten Funding Guide.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- adhering to the DET's priority of access requirements for both three and four-year-old children
- group placement where there is a rotational sessional kinder timetable

### POLICY STATEMENT

#### VALUES

Tecoma Preschool is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten (refer to Definitions) eligible children into full 15 hours of kindergarten program

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Tecoma Preschool, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will	<b>R</b>				

attending, that is delivered by a qualified early childhood teacher, and offering at least: <ul style="list-style-type: none"> <li>• 15 hours per week for 40 weeks of the year, or</li> <li>• 600 hours per year</li> </ul>					
Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering a minimum of 5 hours and up to 15 hours per week	<b>R</b>				
Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	<b>R</b>				
Following the Priority of Access criteria to funded programs at Tecoma Preschool, as described in Department of Education and Training's [DET] The Kindergarten Funding Guide (refer to Attachment 1)	<b>R</b>	√	√		
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	√	√	√		
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> <li>• Kindergarten Fee Subsidy (refer to Definitions)</li> <li>• Early Start Kindergarten (refer to Definitions)</li> <li>• Early Start Kindergarten extension grants (refer to Definitions)</li> <li>• Access to Early Learning (refer to Definitions)</li> <li>• Second year of funded four-year-old kindergarten (refer to Definitions)</li> </ul>	<b>R</b>	√	√		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (refer to Attachment 2)	√	√	√		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	<b>R</b>	√			
Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	<b>R</b>	√		√	
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	<b>R</b>	√	√		
Working with the child's family or carer to obtain an alternate form of identification if a birth certificate or other official documentation is not available	<b>R</b>	√			
Complying with the Inclusion and Equity Policy	<b>R</b>	<b>R</b>	√	√	√
Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	<b>R</b>	<b>R</b>			
Ensuring families have access to: <ul style="list-style-type: none"> <li>• Parent handbook</li> <li>• Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</li> <li>• Fees Policy</li> <li>• Privacy Statement</li> <li>• Code of Conduct Policy</li> </ul>	<b>R</b>	√	√		
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer to Attachment 2 and 3)	<b>R</b>				

Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
Where applicable, considering access and inclusion for vulnerable children in the allocation of places at the service (refer to Attachment 1 and 2)	R	√			
Where applicable, providing families with consistent and transparent communication on waitlist management processes (refer to Attachment 2)	R	√			
Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information	R	R	R	√	√
Providing opportunities 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 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, early childhood teachers or educators under the National Law: Section 167.	R	√	√		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (refer to Definitions) and accessing immunisation services	R	√	√		
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 the grace period	R	√	√		
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (refer to Sources) 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)	R	√	√		
Ensuring that only children whose AIR Immunisation History Statements (refer to Definitions) have been assessed as being acceptable or who are eligible for the grace period (refer to Definitions) have confirmed places in the program	R	√	√		
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 (refer to Attachment 4)	R	√	√		
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 ( <b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to Definitions) of their child's immunisation status				√	
Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement (refer to Definitions) to the service				√	

Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to Definitions) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E)	R	√	√		
Ensuring all authorised nominees (refer to Definitions) have been completed on the enrolment record (refer to Definitions) (Regulations 160 and 161)	R	√		√	
Ensuring that the enrolment record (refer to Definitions) both digital and/or hard copy complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service	R	√	√		
Ensuring that enrolment record (refer to Definitions) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	R	√	√	√	√
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))	R	√	√		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	R	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
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 (Regulation 157), 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, early childhood teachers or educators under the National Law: Section 167	R	R	√	√	√
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (refer to Attachment 4)	√	√	√		
Reviewing enrolment applications to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy)	√	√	√		
Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the settling in period</li> <li>make contact with educators at the service, when required</li> </ul>	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling in to the service	√	√	√	√	

Discussing support services for children with parents/guardians, where required such as Preschool Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	
Developing strategies to assist new families to: <ul style="list-style-type: none"> <li>• feel welcomed into the service become familiar with service policies and procedures</li> <li>• share information about their family beliefs, values and culture and feel culturally safe</li> <li>• share their understanding of their child's strengths, interests, abilities and needs</li> <li>• value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>• discuss the values and expectations they hold in relation to their child's learning</li> <li>• providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>	√	√	√	√	
Reading and complying with this Enrolment and Orientation Policy	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health Care Card; if the child or family becomes known to Child Protection				√	
Notifying Tecoma Preschool in writing if they wish to cancel their enrolment				√	

## PROCEDURES

### GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
  - they can leave their child initially for a shorter day, gradually increasing the length of time
  - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
  - the early childhood teacher/educators will keep them informed on how their child is settling in
  - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
  - send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (refer to the information and Communication Technology Policy). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
  - asking the family how they have settled in and if they have any questions or concerns.
- Refer to Attachment 2 for the general kindergarten registration and enrolment procedures
- Refer to Attachment 4 for cancellation of enrolment and non-attendance procedures.

## 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 by 2022 that all eligible Victorian children (refer to Definitions) will have access to two years of kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DET's Priority of Access criteria (refer to Definitions and Attachment 1) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in DET's 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.

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).

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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: [www.legislation.gov.au](http://www.legislation.gov.au)

## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Access to Early Learning (AEL):** a program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**Application:** The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

**Australian Immunisation Register (AIR) Immunisation History Statement:** The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

**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.

**Children/families experiencing vulnerability and/or disadvantage** (in relation to this policy): 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 experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Children with additional needs:** Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

**Central Registration and Enrolment Scheme (CRES):** CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

**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 annual confirmation in April DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for a DET funded kindergarten place in the following year.

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

These children can also access free or low cost year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Early Start Kindergarten extension grants:** provides eligible children with 15 hours of free or low cost kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- A child is not required to access ESK in the previous year to access the ESK extension grant.

**Eligible child:** as defined by the Victorian DET Kindergarten Funding Guide:

- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week
- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks grace period

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

**Kindergarten Application Form:** a form in which a parent or guardian submits their intention to register their child in a program at Tecoma Preschool.

**Kindergarten Registration 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. This fee is fully refundable upon attendance at Tecoma Preschool. (See Kindergarten Registration Fee refund)

**Kindergarten Registration Form:** The process of families providing initial information about their child to confirm their registration in a kindergarten program, administered by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten (refer to Attachment 3)

**Kindergarten Registration Fee refund:** Withdrawals from the program within 2 weeks of confirmation of Group Allocation (Term 3: Week 8 in most cases) will receive a full (100%) refund of the Kindergarten Registration Fee. Withdrawals after this date will not receive a refund. Children who take up their place in the program from Term 1 will receive the Kindergarten Registration Fee refund the week after the Term 1 commencement date in which the child is enrolled. Reimbursement of Kindergarten Registration Fees will be made in accordance with DET advice 1 week after the commencement of the term in which the child starts in the kinder program (Term 1 in most cases). Refunds will not be given in circumstances where parents have not indicated their child will not be taking a funded position within the kinder program and a place has been held for the child after the 2 week confirmation period.

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

**Kindergarten Fee Subsidy (KFS):** Promotes kindergarten participation by enabling eligible children in funded three and four-year-old groups to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher free of charge.

**Local Government Area (LGA):** a geographic area governed by a local council or shire

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in the DET Kindergarten Funding Guide (refer to Attachment 1 and Sources).

**Registration:** The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

**School Readiness Funding:** funding provided by DET for programs and support that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

**Second year of funded four-year-old kindergarten:** second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 4 (the year before the child is to attend school) when a second year is being considered.

## SOURCES AND RELATED POLICIES

### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- 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)
- Priority of Access Guidelines for child care service: [www.dese.gov.au](http://www.dese.gov.au)
- The Kindergarten Funding Guide (Victorian Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)



## RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Compliments and Complaints
- Dealing with Infectious Disease
- Free Kindergarten – Fees Policy
- Inclusion and Equity
- Privacy and Confidentiality

## 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172).

## ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General kindergarten registration and enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Cancellation of enrolment and non-attendance
- Attachment 5: Unfunded Kinder Contract

## AUTHORISATION

This policy was adopted by the approved provider of Tecoma Preschool.

**NEXT REVIEW DATE: APRIL 2024**

## ATTACHMENT 1. Eligibility and priority of access criteria for a 3- or 4-year-old kindergarten program

The approved provider must notify all families of the priority of access (PoA) 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 Department of Education and Training (DET) criteria listed below
- work with other local kindergarten services and the regional DET office to ensure all eligible children have access to a kindergarten place.

This criteria must be used by the approved provider when prioritising enrolments. Guidance is available from the Department's regional offices if required.

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

If participating in a central registration and enrolment scheme, the CRES provider will allocate places in accordance with DET's PoA criteria, and other local criteria if applicable

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

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in the child's confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

DET's Priority of Access criteria	Process that could be used to verify need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	The child is: <ul style="list-style-type: none"> <li>• eligible for ESK or ASL, and/or</li> <li>• family, carer or legal guardian identified the child as known to Child Protection or in out-of-home care, and/or</li> <li>• referred by one of the following: <ul style="list-style-type: none"> <li>o Child Protection</li> <li>o Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>o Maternal and Child Health nurse, or</li> <li>o Out-of-Home Care provider</li> </ul> </li> </ul>
<b>Aboriginal and/or Torres Strait Islander children</b>	As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIMS
<b>Asylum seeker and refugee children</b>	Child or family holds a visa or supporting documentation and information, including an ImmiCard identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or referred as a refugee or asylum seeker by a CALD outreach worker.
<b>Children eligible for the Kindergarten Fee Subsidy</b>	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veterans Affairs Card, or  The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
<b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	The child: <ul style="list-style-type: none"> <li>• is assessed as having delays in two or more areas and is declared eligible for a second funded year of 4-year-old kindergarten, or</li> <li>• holds a Child Disability Health Care Card, or</li> <li>• has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or</li> <li>• has been referred by: <ul style="list-style-type: none"> <li>o the National Disability Insurance Scheme</li> <li>o Early Childhood Intervention Service</li> <li>o Preschool Field Officer</li> <li>o Maternal and Child Health nurse or</li> <li>o is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.</li> </ul> </li> </ul>

### Second priority

- For the 4 year old program, a child who has attended the 3yo kinder program at Tecoma Preschool
- children who turn four years of age by 30 April in the year they will attend kindergarten; or
- children who turn three 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
- children who have a sibling that has previously attended the same kindergarten as their first preference
- home address falls within the same suburb as the kindergarten
- family lives, works, studies or attends child care in Yarra Ranges

#### Third priority

- service for transient families e.g. RAAF, seasonal workers and tourism workers
- date of application
- local community zoning
- full fee paying families (unfunded positions)

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

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

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

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

The Kindergarten Funding Guide 2023 states for ESK funding, service providers should:

- provide up to 15 hours in a kindergarten program free of charge and maximise access to 15 hours of kindergarten (children accessing ESK can be enrolled in a 3-year-old group, a 4-year-old group, a mixed age group or a combination of groups in order to access the full 15 hours per week)

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

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- are known to Child Protection
- have a refugee or asylum seeker background\*

\*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and Training office.

Refer to the Department of Education and Training website for up-to-date information: [www.education.vic.gov.au](http://www.education.vic.gov.au)

## **ATTACHMENT 2. General kindergarten registration and enrolment procedures**

### **Application for a place**

Kindergarten Application Forms will be accepted any time from 1st January three years prior to a child's entry into the 4-year-old funded kindergarten program, or two years prior the child's entry into the 3-year-old funded kindergarten program. An application form places the child on an enrolment waiting list and does not immediately secure a position.

Kindergarten Application Forms can be found on the service website.

Tecoma Preschool will determine the date(s) by which applications must be received for offer of places in the 3 & 4-year-old and the funded kindergarten program.

A separate application form must be completed for each child, and for each proposed year of attendance at the service.

To facilitate the inclusion of all children into the program, the application form should clearly identify any additional or specific needs of the child (refer to Inclusion and Equity Policy).

Parents/guardians of children applying for a second year of funded kindergarten program or currently attending a 3-year-old program must also submit an enrolment application form for the following year.

A copy of the child's birth certificate must be submitted with all applications.

The online completed application forms will automatically be collated in Google Docs.

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

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

Applications received after the below dates set by Tecoma Preschool will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Tecoma Preschool.

### **Closing dates for enrolment applications**

The closing dates for enrolment applications prior to offers being made are, for example:

- 31/6/23 for children to attend the 4-year-old funded kindergarten program in 2024.
- 31/6/23 for children to attend the 3-year-old funded kindergarten program in 2024.

### **Procedure for a late application for enrolment**

Enrolment applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Tecoma Preschool.

### **Allocation within groups**

Where the service provides more than one group within the 4- or 3-year-old funded kindergarten programs, places will be allocated by the service as outlined in the Priority for Group Allocation (below) once an offer of registration for the child has been accepted. Allocation into a group does not oblige a child's attendance in all the hours of that program. A decision by parents/guardians to send a child for a portion of the hours the child is enrolled for is up to the parents/guardian and is limited to, but should not be influenced by, the allocation into a specific group.

## Offer of places

Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until an up to date AIR Immunisation History Statement has been received, assessed and found acceptable. Tecoma Preschool requires parents/guardians who have been offered a tentative place to provide an up to date AIR Immunisation History Statement for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.

The documentation is assessed as outlined in the Immunisation enrolment toolkit for early childhood education and care services by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the Immunisation enrolment toolkit for early childhood education and care services is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption.

The acceptable outcomes of the assessment for offering a confirmed place are:

- That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
- That the child has been assessed by Tecoma Preschool as being eligible for a 16 week grace period

The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.

Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 3).

Offer of places in the 3- and 4-year-old funded programs will be made at the same time.

Offers will be made according to the Eligibility and Priority of Access Criteria in Attachment 1. Enrolment offers will be sent out with a link to a Kindergarten Registration Form in which parents can note their preferred Group Allocation (see Tecoma Preschool website for a Kindergarten Application Form). Applicants who are successful will be notified by email of a confirmed place.

Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, by indicating this choice in the Kindergarten Registration Form.

- Where unforeseen circumstances have caused the withdrawal of an enrolment, refund of any relevant program fees will be at the discretion of the Committee of Management.
- On notification of Kindergarten Registration/Group Allocation, a refundable Kindergarten Registration Fee (\$100) will be payable to secure the place in the program for the following year.
- The Kindergarten Registration Fee will only be refunded in accordance with the Kindergarten Registration Fee refund detailed in this policy
- An enrolment form and other relevant information will be provided after the place is accepted.

## Eligibility and priority of access criteria for the 3- and 4-year-old funded kindergarten program

The number of registered positions available at Tecoma Preschool will be influenced from year to year by community need and financial viability of the preschool.

### 4-year-old funded kindergarten:

Group numbers may vary from year to year according to these influences. Within the 4-year-old funded kindergarten program, Tecoma Preschool may offer one or two groups with up to 22/24 places in each, or a rotational system. In years where demand exceeds program places available, the committee of management may increase capacity or timetables may change to accommodate the needs of the community.

All positions in the 4-year-old funded kindergarten program at Tecoma Preschool will be offered subject to availability of Department of Education and Training funding.

The following children are eligible for attendance in the 4-year-old funded kindergarten program:

- children who have been granted approval to receive funding for a second year of 4-year-old funded kindergarten in accordance with the Victorian kindergarten guide, part B: section four (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 requiring a second year of 4-year-old funded kindergarten will be assessed according to Department of Education and Training guidelines. No child is guaranteed consecutive years of 4-year-old funded kindergarten and is only granted under exceptional circumstances.
- children who were eligible to attend in the previous year but deferred
- children who turn four years of age by 30 April in the year they will attend 4-year-old funded kindergarten
- children turning six years of age at 4-year-old funded kindergarten who have been granted an exemption from school-entry age requirements by the regional office of Department of Education and Training (refer to Victorian kindergarten guide 2015, part A: section 1, (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 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 Department of Education and Training, or the non-government school the child will be attending. A copy of the approval must be attached to the 4-year-old funded kindergarten application. Parents/guardians should note that very few requests are approved by the Department of Education and Training. If the child attends 4-year-old funded kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of 4-year-old funded kindergarten unless they are deemed eligible by Department of Education and Training 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 4-year-old funded kindergarten program that is planned and delivered by an early childhood teacher for 15 hours. Details are available at [www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx](http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx)

When demand exceeds availability, enrolment offers will be made in accordance with the Eligibility and Priority of Access Criteria outlined in Attachment 1.

### 3-year-old funded kindergarten:

Group numbers may vary from year to year according to these influences. Within the 4-year-old funded kindergarten program, Tecoma Preschool may offer one or two groups with up to 22/24 places in each, or a rotational system. In years where demand exceeds program places available, the committee of management may increase capacity or timetables may change to accommodate the needs of the community.

All positions in the 3-year-old funded kindergarten program at Tecoma Preschool will be offered subject to availability of Department of Education and Training funding.

The following children are eligible for attendance in the 3-year-old funded kindergarten program:

- children who have been granted approval to receive funding for a second year of 3-year-old funded kindergarten in accordance with the Victorian kindergarten guide, part B: section four (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 requiring a second year of 3-year-old funded kindergarten will be assessed according to Department of Education and Training guidelines. No child is guaranteed consecutive years of 3-year-old funded kindergarten and it is only granted under exceptional circumstances.
- children who were eligible to attend in the previous year but deferred
- children who turn three years of age by 30 April in the year they will attend 3-year-old funded kindergarten
- Children must be three years of age to commence in the program independently. In the case that a child is not three years of age at the start of Term 1 then a place can be held until a child turns 3 years of age as long as it is before 30 April. In this case, a Kindergarten Registration Fee (\$100) is required. On commencement, the Kindergarten Registration Fee will be refunded. These children may attend kindergarten 2 weeks prior to

their 3rd birthday and must be accompanied by a parent/guardian. This will be treated as an orientation period before officially beginning 3-year-old kindergarten.

- If the child attends 3-year-old funded kindergarten early, but does not proceed to 4-year-old kindergarten in the following year, they will be unable to access a second year of 3-year-old funded kindergarten unless they are deemed eligible by Department of Education and Training 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 4-year-old funded kindergarten that is planned and delivered by an early childhood teacher for 15 hours. Details are available at [www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx](http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx).

When demand exceeds availability, enrolment offers will be made in accordance with the Eligibility and Priority of Access Criteria outlined in Attachment 1.

### 3- and 4-year-old unfunded kindergarten:

- Unfunded Positions in a kindergarten program are offered on the proviso that all funded positions have not been filled. All positions in the kindergarten programs will be offered according to the DET Priority of Access Criteria outlined in Attachment 1. Families should understand that the kindergarten will prioritise funded positions over unfunded positions whenever they may occur during the year.
- An unfunded place in the program must be vacated for a funded position at any stage during the kindergarten year.
- Families taking up unfunded positions will need to pay the fees according to the fees policy of Tecoma Preschool.
- Fees and conditions of unfunded kindergarten places will be agreed between the kindergarten and family as specified in the Unfunded Kinder Contract (Attachment 5)
- Acceptance into the unfunded program must be in accordance with DET protocols. As such, if a child is turning 6 during the year in which they are wanting enrolment the family will need to apply for a School Exemption from the DET in order for that child to attend.
- If there is sufficient space in the 3-year-old program to accommodate families wanting a year of unfunded kindergarten then the family will need to go through the same process as per the funded kindergarten program.
- Offers of an unfunded position at the preschool will be subject to change and only accessible should there be available space after all funded position applications have been filled.
- Fees will be outlined in the fees policy of Tecoma Preschool.

### **Enrolment procedure for 3- and 4-year-old funded kindergarten program**

- On receipt of the Kindergarten Application Form (online), eligible children will be entered into the enrolment list. At this time applicants will also have the opportunity to provide eligibility for Kinder Fee Subsidy and/or Early Start Kinder.
- At this time the Enrolment Officers will assess the incoming enrolments and flag children who qualify for the KFS and ESK as well as any children that may require additional assistance (eg medical conditions) with the educators.
- In accordance with the enrolment places available for the following year and the priority access criteria, initial placement offers will be sent out by email in the Kindergarten Registration Form to those on the enrolment list within 2 weeks of the commencement of Term 3 preceding the relevant preschool year.
- To secure a place, applicants must respond by the cut-off date (usually within 10 business days). If all positions are not filled by the round 1 offer, a round 2 offer will be sent 10 days after the initial cut-off date. This process will continue until all places are filled or the waiting list is cleared.
- In relevant years, for each kindergarten program the Enrolment Officers will request families to provide a Group Allocation Preference 1, 2 & 3 in relation to which rotational group they wish their child to be allocated to. Therefore, assisting the committee if there is a situation where first preferences cannot be met. This will be made through the Kindergarten Registration Form.
- For both 3- and 4-year-old kindergarten cohorts, a request for a Kindergarten Registration Fee of \$100 will be made at the time of confirmation of Kinder registration. In the case of multiple birth siblings, one registration fee will be required per sibling.
- Allocation to groups will occur according to Priority for Group Allocation outlined below.

- Group Allocation will be confirmed upon receipt of the Kindergarten Registration Fee, AIR Immunisation History Statement showing the child is eligible for enrolment and Birth Certificate or passport. Final numbers for the following year should be determined as much as possible by the end of Term 3, to enable the preschool to supply the Department of Education and Training with as accurate information as possible so that the Department of Education and Training can determine funding for the upcoming year.
- Group lists and information packs for the 3- and 4-year old kindergarten programs will be sent out in November the year prior to attendance.
- Allocation of places within groups is determined jointly by the educators and the enrolment officers, with input from the committee of management if required. Although every endeavour is made to cater to requests, this is not possible in all circumstances. In situations where difficulties arise, the enrolment officers must refer back to Eligibility and Priority of Access Criteria and the Group Allocation Policy to ensure that allocation of places is undertaken in line with policies and procedures.
- In the circumstance of a child currently attending the 4-year-old funded kindergarten program and there is uncertainty from parents and educators if the child will be ready to attend school the following year, the educators will liaise with enrolment officers to ensure a place is held for this child in the 4-year-old funded kindergarten program up until the end of Term 3. By the end of Term 3, enrolments must be confirmed or the place will be offered to the next eligible child on the waiting list. The number of places to be held in this circumstance will vary from year to year depending on the requirements of individual children and at the discretion of the educators. In this case, late placement offers may be made to families on the waiting list should a place become available.
- **Holding Fee:** In the instance where an extended period (one or more terms) of non-attendance is expected (eg, extended holiday) there will be a holding fee of \$300 for unfunded positions

## Group Allocation Policy

Group Allocation will occur in the following way where Tecoma Preschool is offering a rotational timetable that offers differing number of hours or days within the program in groups.

- Kindergarten Registration Forms will allow parents/guardians to state their preference of a group within the published timetable
- Where there are more preferences for one group over another, **the timing of response to the Kindergarten Registration Form will be the deciding factor in Group Allocation**
- On receipt of the Kindergarten Registration Form, parents will be expected to pay the Kindergarten Registration Fee within 7 days. Failure to pay this fee will result in a forfeit of registration and the child will be placed at the end of the waitlist.

## Extended Session Program

- The Committee of Management may offer an extended session of care in the event that there are enough children that would attend and a suitable educator is available to take the program. This program will be run in addition to the funded program and the hours are payable in advance and per term and not eligible for any concessions. Tecoma Preschool in no way guarantees an extended program will run from year to year and is committed to providing the funded kindergarten program as its priority.

## Cancellations

Families are to notify Tecoma Preschool in writing of their intention to leave the service as soon as their decision is made to do so.

## Second Year Registration

- Families of children who have been determined as eligible for a second year must complete and submit a kindergarten registration form for a second year, signed and dated by the early childhood teacher.
- It will be weighted with the relevant points and allocated accordingly.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.



## Children Younger than the Eligible Preschool Age

- If a child is aged less than four by April 30 in the year they are to attend Kindergarten, the family must request early school entry approval in writing for their child to attend school in the following year. Requests should be made to the officer in charge, usually a director of the relevant government education authority region, or the non-government school that the child will be attending.
- Should the child not attend school the following year, the child will not be eligible for another year of funded kindergarten, as identified in the relevant funding criteria.

## Children Older than the Eligible Preschool Age

- Some children may turn six years of age during their preschool year. This is usually relevant in the case of children who have been identified as requiring a second year of preschool.
- Children who will turn six during the preschool year must apply for an exemption from school from the relevant Regional Director of the Education Department.
- Families must complete an 'Exemption from School due to attendance in kindergarten program' form before the child starts kindergarten and submit it to the relevant regional office of the education department authority. The form is available on the website or by contacting the Regional Office.
- The kindergarten service must sight the approved exemption letter from the relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of the funding data collection process.

## Withdrawal

Some children who have commenced kindergarten may benefit from withdrawing from the program, in order to access kindergarten in the following year.

- A withdrawal can occur without any impact on government funding for that child's place the following year, only if it is implemented **before** the first funding data collection that occurs in, or around April each year.
- If a withdrawal occurs later in the year, the government funding will not be available in the next year.
- 

Adapted from the Kindergarten Funding Guide, 2016

### ATTACHMENT 3. Letter for parents/guardians without acceptable immunisation documentation

Tecoma Preschool

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Tecoma Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Tecoma Preschool in the [insert 3 year old or 4 year old program] in [insert year].

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

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether your child is fully vaccinated for their age.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week grace period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:  
[www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
- Better Health Channel website: [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by an AIR Immunisation History Statement. The new application would be considered in line with Tecoma Preschool's *Enrolment and Orientation policy*.

Yours sincerely

[Insert name]

[Insert title]

Tecoma Preschool

Example of an immunisation history statement



Australian Government  
Department of Human Services

**medicare**

### Immunisation history statement

**As at:** 01 June 2019

**For:** ARMANDO D BOWERS

**Date of birth:** 01 Nov 2017

**Immunisation status:** up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		RotaTeq	
12 months	Measles Mumps Rubella	01 Nov 2018	MMR II	GP
	Meningococcal C Hib		Menitorix	
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
<b>Next immunisation/s due</b>				<b>Date due</b>
Diphtheria Tetanus Pertussis Poliomyelitis				01 Nov 2020

## **ATTACHMENT 4. Cancellation of enrolment and Non-attendance for Funded Kindergarten**

### **Cancellation of Enrolment**

Families **MUST** notify **Tecoma Preschool** and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment.

**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; early childhood teachers or 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 not attended the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

#### Families Traveling Overseas

- Families are required to notify **Tecoma Preschool** prior to extended periods of travel.

#### Non-contactable Families

- After two/three weeks of a child not attending the service, an early childhood teacher or educator will call the family. If there is no response, the educator is to log this attempt and place it in the child's file.
- After the second week of the child not attending and the family has made no attempts to contact the service, the early childhood teacher or educator is to contact the family via phone/text and/or email. If there is no response, the educator is to log this attempt and place it in the child's file.
- After the third week of non-attendance, the early childhood teacher or educator is to inform the 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 has 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.

**ATTACHMENT 5. EXAMPLE**

**Unfunded Kindergarten Contract Letter for Additional Sessions and Unfunded Kindergarten Positions**

Unfunded Kindergarten Contract Letter

Date \_\_\_\_\_

Dear \_\_\_\_\_



Tecoma Preschool

We are pleased to offer (Child’s name) an unfunded position in our (3 or 4) year-old kindergarten program.

This offer is contingent on there being space available once all funded applications have been placed in the program in accordance with the DET Priority of Access Criteria (see the Enrolments and Orientation Policy online..

As such, should a funded application come in at any stage during the year and require your space in the program the unfunded positions will need to be vacated in the order in which they were accepted.

Tecoma Preschool understands that you would like \_\_\_\_\_ (child’s name) to attend \_\_\_ sessions per week of the 5 hour sessional program and \_\_\_ sessions per week of the extended session (refer to timetable). The days for regular sessions will be \_\_\_\_\_, and the day/s of extended session/s will be \_\_\_\_\_.

**Schedule of Fees (2023)**

Fees will be payable as follows. Fees must be paid by term, in advance for the following term. **[Admin: Choose option below and delete others]**

Number of weekly 5 hour sessions		Payment amount	Payment due
1 Session - \$50 per week	Term 1: 10 weeks	\$500	
	Term 2: 9 weeks	\$450	
	Term 3: 10 weeks	\$500	
	Term 4: 11 weeks	\$550	
2 Sessions - \$100 per week	Term 1: 10 weeks	\$1000	
	Term 2: 9 weeks	\$900	
	Term 3: 10 weeks	\$1000	
	Term 4: 11 weeks	\$1100	
3 Sessions - \$150 per week	Term 1: 10 weeks	\$1500	
	Term 2: 9 weeks	\$1350	

	Term 3: 10 weeks	\$1500	
	Term 4: 11 weeks	\$1650	
Extended Session - \$40 per week	Term 1: 10 weeks	\$400	
	Term 2: 9 weeks	\$360	
	Term 3: 10 weeks	\$400	
	Term 4: 11 weeks	\$440	

**Cancellation of Enrolment**

Families MUST notify Tecoma Preschool in writing of their intention to cancel their child’s enrolment within 2 weeks of the beginning of the term in which the child is to attend. Likewise, Tecoma Preschool will make unfunded applicants aware should any incoming applications for funded positions likely impact their place in the program.

**Vacating an unfunded position**

Positions in the kinder program are given according to the DET Priority of Access criteria and as such are subject to change at any time during the school year. Tecoma Preschool endeavours to provide unfunded position applicants with the most up-to-date information regarding their child’s enrolment whilst acknowledging that there may be instances where an application for a funded position is made that requires the vacating of the unfunded position at short notice.

**Holding Fee:** In the instance where an extended period (one or more terms) of non-attendance is expected (eg, extended holiday) there will be a holding fee of \$300.

Please complete this form and return to Tecoma Preschool by [Date]

**Unfunded Position/ Additional Session/ Extended Session Fee payment contract**

Child’s full name: \_\_\_\_\_

Parent’s/guardian’s full name: \_\_\_\_\_

- I/we acknowledge that the three-year-old 15 hours per week (600 hours per year) funded kindergarten program is fully funded by the state government, with the balance of additional hours over and above coming from fees paid by parents/guardians.
- I/we agree to pay any additional fees for services above the 600 hours by the due date on the invoice.
- I/we understand that fees for additional hours each term are non-refundable.
- I/we acknowledge that if fees for additional hours are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Free Kindergarten Information for Families, which could result in the withdrawal of my/our child’s place within the unfunded/additional session/s offered within the service until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Persons with Management Control to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service’s Free Kindergarten Information for Families, which outlines the procedure for payment of fees.
- I/we have read and understand that the unfunded kinder position for my child must be vacated in the instance of a funded applicant’s need to enter the program.

Signature (parent/guardian):

Date: