

Enrolment and Orientation Policy Kindergarten – Free Kindergarten 2021 [Mandatory] (QA 6 Collaborative Partnerships with Families and Communities)

Purpose

The purpose of this policy is to outline the criteria for enrolment and the process to be followed when enrolling a child at a kindergarten service managed by Moreland Early Years Management. The basis on which places within the kindergarten programs will be allocated are as follows:

- the procedures for the orientation of new families and children into the kindergarten services managed by Moreland Early Years Management and
- the processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children into the kindergarten services managed by Moreland Early Years Management.

Policy Statement

Moreland Early Years Management 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 enrolment information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the kindergarten service
- supporting the Victorian Government's 2021 Free Kindergarten initiative

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 a Moreland Early Years Management Kindergarten service.

Policy Details

All 4-year-old funded kindergarten services managed by Moreland Early Years Management are part of an individual LGA Central Registration System, which is managed by Moreland City Council. All initial registrations must go through the Moreland City Council central enrolment system to be enrolled at any of Moreland Early Years Management kindergarten services.

For 3-year-old applications for 2021, Moreland Early Years Management holds a waitlist and all applications must be made via Moreland Early Years Management's website www.meym.org.au, until the introduction of funding for 3-year-old programs in 2022 when at this time, the process for 3-year-old enrolment will be to register with Moreland City Council.

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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)).

In response to the global coronavirus (COVID-19) pandemic, the Victorian Government is investing up to \$169.6 million in early childhood education by providing free kindergarten to each enrolled child participating in a funded kindergarten program in 2021. This includes all children attending funded kindergarten programs in the year before school (four-year-old kindergarten) and services offering funded three-year-old kindergarten. The initiative also includes reduced fees for children enrolled in a funded kindergarten program in a long day care centre and for children attending unfunded three-year-old programs in sessional kindergarten services.

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*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten 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.

Child care services providing approved childcare (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.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) 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)*

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- *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)
- *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017*
- *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)

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g., Approved Provider, Nominated Supervisor, Regulatory Authority etc.

Australian Immunisation Register (AIR) Immunisation History Statement: is the only form of acceptable evidence of immunisation. The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR. In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

Approved child care providers: providers that operate services that have Australian Government approval to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care providers include centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

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

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

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

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

Deferral: If your child is offered a place in the year they are eligible for a funded kindergarten place and you decide your child should not go to kindergarten until the following year you may defer their enrolment prior to commencement and the place may be reserved for you in the following year. DET considers that this child will then have not accessed a year of funded kindergarten and will not be eligible for Victorian Government Free Kindergarten initiative in 2021.

Eligible child: as defined by the Kindergarten Funding Guide; a child that is at least four years old by April 30th in the year of enrolment; 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. Or 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. 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 qualify for the 16-weeks grace period.

EnrolNow system: Moreland Early Years Managements' online enrolment system.

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; details of any court orders; and health information including immunisation status and signed medical action plans. Enrolment records are stored securely due to their confidential nature.

Kindergarten Offer: A Moreland Early Years Management email offer of a place at a kindergarten service to which 7 days from date of email are given to respond and provide program preferences (where applicable) and make payment of \$50 non-refundable enrolment fee (unless eligible for the Kindergarten Fee Subsidy).

Kindergarten non-refundable enrolment fee: A \$50 non-refundable enrolment fee is a charge to administer a child's enrolment at a Moreland Early Years Management kindergarten service and is payable on acceptance of offer of a place.

Enrolment form: A Moreland Early Years Management online enrolment form emailed to the parent/guardian, to be completed following acceptance of offer and program preferences (where applicable) and receipt of payment of \$50 non-refundable enrolment fee (unless eligible for the Kindergarten Fee Subsidy).

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Term Fees: A charge for a place within a Moreland Early Years Management kindergarten program on a termly basis.

Free Kindergarten 2021: Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free in 2021 as part of a \$169.6 million investment in early childhood education in the 2020/21 Victorian State Budget. Free Kinder forms part of the economic recovery support for Victorians as we recover from the global coronavirus (COVID-19) pandemic. The initiative is for 2021 only.

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. Kindergarten services complete the grace period eligibility form with families during enrolment, and forward a copy to Moreland Early Years Management to keep 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 kindergarten 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.

Priority of access: In instances where more eligible children apply for a place at a kindergarten service than there are places available, Moreland Early Years Management must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide (see Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funded kindergarten program)*, or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places (*see Source*).

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, Child First, Out of Home Care, substance abuse, or mental health; 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*)

Sources and related policies

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>

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- 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/
- *Free Kinder 2021 – refer to Frequently Asked Questions at the bottom of the web page*: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/freekinder2021.asp>
- 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.vic.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

Service policies

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

Procedures

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

- determining the criteria for priority of access to programs at kindergarten services managed by Moreland Early Years Management, as described 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 3-year-old program, and 4-year-old funded kindergarten program).
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program.
- complying with the Inclusion and Equity Policy.
- appointing a person to be responsible for the enrolment process (Enrolment Officer) and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures – Three-year-old program and Attachment 3 – General enrolment procedures – Four-year-old program).

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- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the kindergarten service during operational hours to observe the program and become familiar with the kindergarten service prior to their child commencing in the program.
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to Definitions) required for enrolment and Free Kindergarten initiative information.
- 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.
- 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).
- 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.
- 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 kindergarten service and referring them to immunisation services.
- 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.
- 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).
- 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 Moreland Early Years Management and the kindergarten service.
- ensuring that enrolment records (refer to Definitions) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the kindergarten service (Regulation 183 (1a) (2d)).
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria.
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met.
- ensuring that parents/guardians of a child attending the kindergarten service can enter the kindergarten 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).
- taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment.

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

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*).
- responding to parent/guardian enquiries regarding their child’s readiness for the program that they are considering enrolling their child in.
- discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the program.
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators at the kindergarten service, when required.
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child.
- sharing information with parents/guardians concerning their child’s progress with regard to settling in to the kindergarten service.
- discussing support services for children with parents/guardians, where required.
- taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment
- 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 kindergarten service and referring them to immunisation services.
- 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.
- 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).
- Ensuring that Immunisation History Statements are uploaded to the child’s enrolment record on the EnrolNow system and/or a copy provided to Enrolments Officer at Moreland Early Years Management.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the Moreland Early Years Management Enrolment Officer responsible for the enrolment process, as required.
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining AIR Immunisation History Statement (refer to *Definitions*) required for enrolment and providing a copy to the Enrolment Officer at Moreland Early Years Management for uploading to the child’s enrolment record on the EnrolNow system.
- developing strategies to assist new families to:
 - feel welcomed into the kindergarten service
 - become familiar with service policies and procedures

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- share information about their family beliefs, values and culture
- share their understanding of their child’s strengths, interests, abilities and needs
- discuss the values and expectations they hold in relation to their child’s learning.
- providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- complying with Moreland Early Years Management’s *Privacy and Confidentiality Policy* in relation to the collection and management of a child’s enrolment information.
- making reasonable attempts to contact non-attending families and consult with Nominated Supervisor and Moreland Early Years Managements Enrolment Officer of outcomes.

Parents/guardians are responsible for:

- reading, understanding and complying with this *Enrolment and Orientation Policy*.
- completing the online waitlist application, kindergarten offer, enrolment form and providing all necessary enrolment documentation including AIR Immunisation History Statement (refer to *Definitions*) of their child’s immunisation status, birth certificate or passport details of child, medical actions plan, concession cards, and court orders prior to their child’s commencement at the kindergarten service within specified timeframes.
- 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 kindergarten service and to Moreland Early Years management.
- ensuring that all other required information is provided to the kindergarten service and to Moreland Early Years Management Enrolment Officer.
- updating information by notifying both the kindergarten service and Moreland Early Years Management Enrolment Officer of any changes as they occur which may include change of address, providing up to date Immunisation History Statement and valid concession cards.
- notify Moreland Early Years Management Enrolment Officer in writing if they wish to cancel their enrolment.

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

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness;
- Monitor the implementation, compliance, complaints and incidents in relation to this policy;

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- 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.

Policy Control

Approving Authority	MEYM Board of Management
Date Approved	June 2019
Date Updated	March 2021
Date Effective	June 2019
Policy Owner	MEYM Board of Management
Policy Category	Mandatory
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This policy and its contents were referenced from Early Learning Association Australia (ELAA)

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Attachment 1

Eligibility and priority of access criteria

1. Eligibility and priority of access criteria for the four-year-old funded kindergarten program

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

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

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

- Children who have received funding for a second year of kindergarten.
- Children who were eligible to attend in the previous year but deferred prior to commencement or withdrew from the service prior to the April data collection.

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- Priority of access criteria as outlined in *The Kindergarten Guide* available at: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
- Date of application
- Children with additional needs
- Aboriginal or Torres Strait Islander children
- Children at risk or known to Child Protection, Child FIRST or an Out-of-Home Care arrangement
- Children who qualify for Early Start Kindergarten
- Siblings already enrolled at the kindergarten service
- Attendance in the three-year-old program
- Local community zoning.

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

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

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three by April 30th in the year of attendance.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place. In 2022, there will be no funding for a second year of 3-year-old kindergarten.

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

- Children recommended by an educator for an additional year in the three-year-old program;
- Date of registration – for example, families can register for the program on 1st May in the year prior to commencement via Moreland Early Years Management website www.meym.org.au ;
- Siblings attending the service;
- Aboriginal or Torres Strait Islander children
- Children with additional needs
- Children at risk or known to Child Protection, Child FIRST or an Out-of-home Care arrangement
- Children of refugee or Asylum seeker status
- Children who qualify for Early Start Kindergarten www.education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten.aspx
- Local community zoning.

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3. Allocation within groups

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

Considerations may include:

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

Attachment 2

General enrolment procedures- Three year old kindergarten program 2021

1. Application for a place

- To apply for a place in the 3-year-old kindergarten program in 2021, please visit Moreland Early Years Managements website www.meym.org.au to register your application to our waitlist.
- Waitlist applications for 2021 open on 1st May 2020. Children are eligible to attend 3-year-old old kindergarten if they turn 3 years of age by 30 April in the year of attendance.
- Our documentation provides information to parent/guardians about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation.
- A separate Moreland Early Years Management online waitlist application form must be completed for each child.
- A copy of the child's birth certificate and proof of address must be submitted with all waitlist applications.
- Access to completed waitlist information will be restricted to the Enrolments Officer, the Approved Provider, Nominated Supervisor and educators at the kindergarten service, unless otherwise specified by the Approved Provider.
- Moreland Early Years Management will determine the date by which waitlist applications must be received for offer of places in the three-year-old kindergarten program.
- To facilitate the inclusion of all children into the program, parents/guardians completing the online waitlist application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children currently in a 3-year-old program in 2021, applying for a second year of funded 3-year-old kindergarten in 2022 should notify Moreland Early Years Management Enrolment Officer and should apply via Moreland City Council www.moreland.vic.gov.au
- Applications will be assessed on the waiting list using the eligibility and priority of access criteria.
- In 2022 all registrations for 3-year-old kindergarten will be managed by Moreland City Council in the first instance.

In 2022 3-year-old Kindergarten will be funded by the Victoria State Government, and eligible children will be able to access 5 hours of funded kindergarten. In 2023 families will be able to access 15 hours of funded kindergarten.

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2. Offer of places

- Tentative places will be offered by email through the EnrolNow system 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 all required online documentation has been completed and the applicable fee has been paid.
- The immunisation 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 Moreland Early Years Management. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources (search 'immunisation resources order form').
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Moreland Early Years Management as being eligible for a 16 week grace period.
- Parents/guardians who do not have acceptable immunisation documentation or have not been assessed as being eligible for a 16 week grace period cannot commence in a kindergarten program and are referred to Australian Childhood Immunisation Register or to an immunisation provider.
- The Enrolment Officer will advise the parent/guardian via email through the EnrolNow system whether a confirmed place is offered and the application can proceed.
- Offer of places in the three-year-old program/s will begin before December, in the year prior to commencing in the 3-year-old program.
- 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 Enrolment Officer at Moreland Early Years Management, in writing within 7 days of date of email offer.
- A non-refundable enrolment fee of \$50 must be paid in accordance with Moreland Early Years Managements Fees Policy at the time of accepting the offer by credit/debit card through the EnrolNow system in order to hold the place.

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- An online enrolment form and other relevant information will be emailed from Moreland Early Years Management to the parent/guardian after a confirmed place has been accepted and the fee has been paid. Note: Places will not be allocated to children until any outstanding fees owed to the service by the family are paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

ATTACHMENT 3

General enrolment procedures- Four year old kindergarten program

1. Application for a place

- Moreland Early Years Management operates within the Moreland City Council Central Enrolment Scheme for four-year-old kindergarten. This is an agreement with most kindergartens in the Moreland area for Council to take enrolment bookings on their behalf to enable fair and easy access for families to kindergarten.
- Your child must be four years of age by 30 April to be eligible to attend four-year-old kindergarten in that year.
- Applications for 4-year-old kindergarten are taken by Moreland Council via www.moreland.vic.gov.au and must be accompanied by a non-refundable registration fee payable to Moreland City Council for each child to be enrolled. This registration fee is **not a deposit and is separate to kindergarten fees**.
- Access to completed enrolment information will be restricted to the person/s responsible for the enrolment process at Moreland City Council.
- Registrations will be entered on the waiting list using the eligibility and priority of access criteria.
- An acknowledgement letter from Moreland City Council will be posted within 4 weeks of submitting your registration.
- The main enrolment registration period is between 1 March and 31 May in the year before the child will attend the four-year-old kindergarten program. Enrolment application forms received within this period will be given priority over registrations received after 31 May. For more information and how to apply, please refer to Moreland City Council's website: www.moreland.vic.gov.au
- A separate online application must be made for each child to Moreland City Council.
- To facilitate the inclusion of all children into the program, the completed online kindergarten application to Moreland City Council 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 must advise the Moreland Early Years Management Enrolment Officer in writing of their intention to have a second year of Kindergarten and must contact Moreland City Council for a Second Year of 4-year-old old kindergarten application form.

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2. Offer of places

- If you submitted your enrolment form to Moreland City Council between 1 March and 31 May you will receive a letter from Moreland City Council by the end of August in the same year offering your child a tentative place or advising if your child is on a waiting list.
- If you enrolled after 31 May you will receive an email from Moreland City Council from September onwards offering your child a tentative place or advising if your child is on a waiting list.
- If there are no places available at your preferred kindergartens, you will be advised in writing by Moreland City Council of places available at other kindergartens. You may choose to change your kindergarten preference or remain on a waiting list.
- During Term 4, Moreland City Council provides Moreland Early Years Management with a list of children who have been offered a tentative place and Moreland Early Years Management will email parents/guardians an offer of a place by December.
- Moreland Early Years Management requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment within 7 days of receipt of email of offer in order that a confirmed place can be offered.
- The immunisation documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
 - The Key Dates work form (search 'Key Dates work form')
 - Hard copies of the immunisation resources (search 'immunisation resources order form').
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Moreland Early Years Management as being eligible for a 16 week grace period.
- Parents/guardians who do not have acceptable immunisation documentation or have not been assessed as being eligible for a 16 week grace period cannot commence in a kindergarten program and are referred to Australian Childhood Immunisation Register or to an immunisation provider.

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- 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 Enrolment Officer at Moreland Early Years Management, in writing as soon as possible.
- A non-refundable enrolment fee of \$50 must be paid in accordance with Moreland Early Years Management *Fees Policy* upon acceptance of a place by credit/debit card to hold the place.
- An online Moreland Early Years Management enrolment form and other relevant information will be emailed from Moreland Early Years Management to the parent/guardian after a confirmed place has been accepted and the fee has been paid. Note: Places will not be allocated to children until any outstanding fees owed to the service by the family are paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).