

Enrolment and Orientation Policy Kindergarten [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 an Early Years' Service managed by Moreland Early Years Management. The basis on which positions within the kindergarten programs will be allocated are as follows:

- the procedures for the orientation of new families and children into the Early Years 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 Early Years Services managed by Moreland Early Years Management.

Policy Statement

Values

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 Early Years' Service

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 Early Years' Service.

Policy Details

All 3 and 4-year-old funded Early Years 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 enrolment registrations must primarily go through the Moreland City Council central enrolment system in order to be enrolled at any of Moreland Early Years Management Early Years Services.

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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)).

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 positions. The criteria used to determine the allocation of positions 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.

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 position 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)*
- *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)*

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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. MEYM do not currently operate any services in receipt of CCS.

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 Early Years' Service. These details will be on the child's enrolment form. Two authorised nominees or more must be provided.

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.

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*).

Central Enrolment Scheme: Moreland City Council operates a central enrolment scheme for three- and four-year-old registrations. All initial registrations must be made with them in order to be offered a position within an MEYM Early Years' Service. A Moreland City Council registration fee is applicable. This charge is not a deposit and is separate to the MEYM enrolment non-refundable enrolment fee.

Deferral: If your child is offered a position for 4yo kindergarten in the year they are eligible for a funded kindergarten position and you decide your child should not go to kindergarten until the following year you may defer their position prior to commencement and Moreland City Council may reserve the position for you in the following year without you having to reapply. 3yo kindergarten positions cannot be deferred in 2022.

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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 and not enrolled at a funded kindergarten program at another service.

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 position at an MEYM Early Years 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 Early Years' Service and is payable on acceptance of offer of a position.

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).

Term Fees: A charge for a position within a Moreland Early Years Management Early Years' Service on a termly basis.

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. Early Years 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 Early Years' Service is required to take reasonable steps to obtain the

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AIR Immunisation History Statement (refer to *Definitions*) and to encourage families to access immunisation services. [16-week grace period for enrolment - health.vic](#)

Priority of access: In instances where more eligible children apply for a position at an Early Years' Service than there are positions available, Moreland City Council and Moreland Early Years Management must allocate positions 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*

<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

<https://www.education.vic.gov.au/childhood/providers/funding/Pages/Priority-of-Access-Criteria.aspx>

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

- Victoria State Government
[Helping parents/carers obtain documentation - health.vic](#)
- Australian Government services
[Australian Immunisation Register - Services Australia](#)
- Australian Government Department of Health National Immunisation Program
[National Immunisation Program Schedule | Australian Government Department of Health](#)
- Better Health Channel
[betterhealth.vic.gov.au](#)
- Australian Childhood Immunisation Register:
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](#)
- Australian Government Department of Health, *National Immunisation Program Schedule*:
<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>

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- *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/
- *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 an Early Years Service managed by Moreland Early Years Management, as described in The Kindergarten Funding Guide, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria).
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program.
- complying with the Inclusion and Equity Policy.
- appointing a person to be responsible for the enrolment process (Enrolment Officer) and the day-to-day implementation of this policy (refer to Attachment 2 – General enrolment procedures – three-year-old and Four-year-old program).
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the Early Years Service during operational hours to observe the program and become familiar with the Early Years 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.
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 parents/guardians are only offered a tentative position 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.

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- 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 position 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 unable to attend the Early Years 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 Early Years 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 Early Years 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 Early Years Service can enter the Early Years 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.

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 Early Years 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 Early Years Service.

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ensuring that the child's first date at service is relayed to Enrolment Officer for update to enrolment system.

- notifying the Enrolment Officer if a child is absent from the service for a period of a term.
- recording notes surrounding the child's enrolment into Notes section of EnrolNow enrolment system.
- ensuring all enrolment documentation has been received prior to commencement in the program.
- emailing template letters to families to update IHS, WWC and Authorised nominees.
- 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 Early Years 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 Early Years Service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning.
- providing comfort and reassurance to children who are showing signs of distress when separating from family members.
- complying with Moreland Early Years Management's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

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- 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:

- Registering for 3 or 4 year old kindergarten via Moreland City Council Central Enrolment Scheme
- reading, understanding and complying with this *Enrolment and Orientation Policy*.
- completing the online kindergarten offer, enrolment form and providing all necessary enrolment documentation from MEYM 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 Early Years Service within specified timeframes. Immunisation History Statement may be accepted as proof of birth in the absence of a birth certificate.
- 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 Early Years Service and to Moreland Early Years management.
- ensuring that all other required information is provided to the Early Years Service and to Moreland Early Years Management Enrolment Officer.
- updating information by notifying both the Early Years 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.
- If your child's commencement at kindergarten is delayed due to insufficient enrolment documentation being provided (including an up-to-date Immunisation History Statement) full term fees will be charged until the documentation is provided, or the place may be offered to another child.
- notify Moreland Early Years Management Enrolment Officer in writing giving 14 days notice 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
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Policy Owner	MEYM Board of Management
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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 a funded kindergarten program
2. 3yo Program: Children will be 3 years old by 30 April in the year they are to attend kindergarten in the 3yo program and children will not be able to attend in the program until after their 3rd birthday.
3. In 2022 3-year-old Kindergarten is partially funded by the Victoria State Government, and eligible children will be able to access 5 hours of funded kindergarten. In 2023 families may be able to access 15 hours of funded kindergarten.
4. 4yo Program: Children will be 4 years old by 30th April in the year they are to attend kindergarten in the 4yo program

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

- Children who have been granted approval to receive funding for a second year of 4yo 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 a position in the 4yo program
 - 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 at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay
- Further details can be found here
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/Priority-of-Access-Criteria.aspx>

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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.
- 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 Early Years Service
- Attendance in the three-year-old program
- Local community zoning.

Moreland Early Years Management are part of Moreland City Council's LGA Central Registration System, Council and their priority of access will be implemented. Please view their website www.moreland.vic.gov.au

1. Allocation within groups

Where the service provides more than one funded kindergarten program, positions within the programs will be allocated 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.

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ATTACHMENT 2

General enrolment procedures- Three and Four year old kindergarten program

1. Registration for a position

- Moreland Early Years Management operates within the Moreland City Council Central Enrolment Scheme for three and four-year-old kindergarten. This is an agreement with most kindergartens in the Moreland area for Council to take initial registrations on their behalf to enable fair and easy access for families to kindergarten.
- Your child must be three years of age to attend the three year old program by 30th April to be eligible to attend in that year; or four years of age to attend the four year old program by 30 April to be eligible to attend in that year.
- Initial registrations for both 3 and 4-year-old kindergarten are taken by Moreland Council via www.moreland.vic.gov.au in the year prior to attending kindergarten and must be accompanied by a non-refundable application fee payable to Moreland City Council. This fee is **not a deposit and is separate to kindergarten fees**.
- Access to completed application information will be restricted to the person/s responsible for the registration 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 registration period with Moreland City Council is between 1 March and 31 May in the year before the child will attend the three and 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 to register 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 4yo 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 kindergarten application form.

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2. Offer of position

- If you submitted your registration 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 position or advising if your child is on a waiting list.
- If you registered after 31 May you will receive an email from Moreland City Council from September onwards offering your child a tentative position or advising if your child is on a waiting list.
- If there are no positions available at your preferred kindergartens, you will be advised in writing by Moreland City Council of positions 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 position and Moreland Early Years Management will email parents/guardians an offer of a position by December.
- Moreland Early Years Management requires parents/guardians who have been offered a tentative position to provide acceptable immunisation documentation for assessment within 7 days of receipt of email of offer in order that a confirmed position 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 position 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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- A non-refundable enrolment fee of \$50 must be paid in accordance with Moreland Early Years Management *Fees Policy* upon acceptance of a position by credit/debit card to hold the position.
- 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 position has been accepted and the fee has been paid. Note: Positions 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*).
- The position is not fully confirmed until an enrolment form has been completed and all required supporting documentation has been received by Moreland Early Years Management.
- In the event that you are not offered your first group preference you may be placed on an internal waitlist in the event that your preferred position becomes available however your first group preference is not guaranteed and Term 1 fee must be paid by the due date and cannot be deferred. If your child cannot attend in that group you will need to advise us in writing to cancel your position giving 14 days' notice.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed position, are requested to notify The Enrolment Officer at Moreland Early Years Management, by email within 7 days of date of offer.
- Once enrolled, parents/guardian wishing to cancel their child's position in the program must email the enrolment offer at Moreland Early Years Management giving 14 days' notice.

Contact Person:

All queries relating to enrolments are to be directed to Samantha Zuccarelli, Enrolment Officer by email: enrolments@meym.org.au