

## ENROLMENT AND ORIENTATION POLICY

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### Mandatory – Quality Area 6

#### PURPOSE

This policy will outline:

the criteria for enrolment at Yarra Warra Pre-School

the process to be followed when enrolling a child at Yarra Warra Pre-School, and the basis on which places within the programs will be allocated

procedures for the orientation of new families and children into Yarra Warra Pre-School.

#### POLICY STATEMENT

##### 1. VALUES

Yarra Warra Pre-School is committed to:

- ) equal access for all children
- ) meeting the needs of the local community
- ) complying with DEECD funding requirements relating to the enrolment of children in government-funded kindergarten places
- ) maintaining confidentiality in relation to all information provided on enrolment forms
- ) ensuring all families are welcomed and receive an effective orientation into the service.

##### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Yarra Warra Pre-School.

##### 3. BACKGROUND AND LEGISLATION

###### Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in the *Victorian kindergarten policy, procedures and funding criteria* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (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*).

###### Legislation and standards

Relevant legislation and standards include but are not limited to:

*A New Tax System (Family Assistance) Act 1999*

[Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#), as amended 2011

*Children, Youth and Families Act 2005 (Vic)*, as amended 2011

*Child Wellbeing and Safety Act 2005 (Vic)*, as amended 2012

*Disability Discrimination Act 1992 (Cth)*

*Education and Care Services National Law Act 2010*

*Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 177, 183*

*Equal Opportunity Act 2010 (Vic)*

*Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*

*National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*

.1 Standard 6.1: Respectful and supportive relationships with families are developed and maintained

i) Element 6.1.1: There is an effective enrolment and orientation process for families

*Sex Discrimination Act 1984 (Cth)*

#### 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, or officially withdraws from a service prior to the end of Term 2. DEECD considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DEECD funding in the following year.

**Eligible child:** A child who meets the criteria outlined in the *Victorian kindergarten policy, procedures and funding criteria*.

**Enrolment application form:** A form to apply for a place at the service.

**Enrolment application fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

**Enrolment form:** A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

**Enrolment record:** Contains information on each child, as required under the National Regulations, including contact details, names of authorised nominees (refer to *Definitions*), names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc. (Regulations 160, 161, 162). This information is kept confidential by the service.

**Fees:** A charge for a place within a program at the service.

## 5. SOURCES AND RELATED POLICIES

### Sources

*Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*, included in the *Legislative Extracts*:

[www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx](http://www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx)

*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*:

[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)

*Guide to the National Quality Standard*:

[www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/](http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/)

*Priority for allocating places in child care services*:

[www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx](http://www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx)

*Victorian kindergarten policy, procedures and funding criteria*:

[www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/)

### Service policies

*Acceptance and Refusal of Authorisations Policy*

*Complaints and Grievances Policy*

*Fees Policy*

*Inclusion and Equity Policy*

*Privacy and Confidentiality Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- J determining the criteria for priority of access to programs at Yarra Warra Pre-School, based on funding requirements and the service's philosophy
- J developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- J complying with the *Inclusion and Equity Policy*
- J appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy
- J providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- J ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- J reviewing the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service
- J 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)
- J ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DEECD funding criteria
- J reviewing the orientation processes for new families and children to ensure the objectives of this policy are met

- J ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

**The person responsible for the enrolment process is accountable for the following:**

- J providing enrolment application forms (refer to Attachment 2 – Sample Enrolment Application Form)
- J collating enrolments
- J maintaining a waiting list
- J collecting, receipting and banking enrolment fees
- J offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- J providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- J storing completed enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- J complying with the *Privacy and Confidentiality Policy* of the service
- J providing a copy of the *Enrolment and Orientation Policy* with the enrolment application form.

**The Nominated Supervisor, Certified Supervisor and other educators are responsible for:**

- J responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- J reviewing enrolment applications to identify children with additional needs (refer to the *Inclusion and Equity Policy*)
- J responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- J ensuring that enrolment forms are completed prior to the child's commencement at the service
- J ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- J developing strategies to assist new families to:
  - o feel welcomed into the service
  - o become familiar with service policies and procedures
  - o share information about their family beliefs, values and culture
  - o share their understanding of their child's strengths, interests, abilities and needs
  - o discuss the values and expectations they hold in relation to their child's learning
  - o discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- J encouraging parents/guardians to:
  - o stay with their child as long as required during the settling in period
  - o make contact with educators and carers at the service, when required
- J assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- J providing comfort and reassurance to children who are showing signs of distress when separating from family members
- J sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- J discussing support services for children with parents/guardians, where required

- )] complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

**Parents/guardians are responsible for:**

- )] reading and complying with this *Enrolment and Orientation Policy*
- )] completing enrolment forms prior to their child's commencement at the service
- )] ensuring that all required information is provided to the service
- )] updating information by notifying the service of any changes as they occur.

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

**EVALUATION**

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

- )] regularly seek feedback from everyone affected by the policy regarding its effectiveness
- )] monitor the implementation, compliance, complaints and incidents in relation to this policy
- )] keep the policy up to date with current legislation, research, policy and best practice
- )] revise the policy and procedures as part of the service's policy review cycle, or as required
- )] notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

Attachment 1: General enrolment procedures

Attachment 2: Sample Enrolment Application Form

**AUTHORISATION**

This policy was adopted by the Approved Provider of Yarra Warra Pre-School on 22<sup>nd</sup> August 2012, and reviewed in June 2013.

**REVIEW DATE: MAY 2018**

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
October 2016	1	Update information as per department changes
May 2018		Updated Fee deposit

## **ATTACHMENT 1**

### **General enrolment procedures**

#### **3-year-old Kinder**

##### **1. Application for a place**

Enrolment applications will be accepted any time after the child has turned 2 years of age.

Enrolment application forms are available from the service or on the website.

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, enrolment applications 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 or currently attending a three-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.

All applications must be accompanied by an enrolment application fee of \$20. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.

Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service, at PO Box 341, Warrandyte, 3113.

Access to completed enrolment application forms 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.

##### **2. Closing dates for enrolment applications**

The closing dates for enrolment applications are:

June 1st for children to attend the three-year-old program in year prior to commencement.

Procedure for a late application for 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 Yarra Warra Pre-School.

##### **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 by the service in line with the eligibility and priority of access criteria.

##### **4. Offer of places**

Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.

Applicants who are successful will be notified in writing of a confirmed place.

Parents/guardians who do not wish to accept the offer of a 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, in writing as soon as possible.

Second-around offers will be made 4 weeks after first-around offers. Third-around offers will be made 4 weeks after second-around offers.

A deposit of \$100 must be by credit card, direct deposit or cheque to hold the place for the following year. This deposit will be deducted from first term fees.

Group preference options and further enrolment details will be provided in October of the year prior to commencement.

An enrolment form and other relevant information as well as group allocation will be provided at the AGM to be held in November of the year prior to commencement.

Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

## **5. Eligibility and access criteria for three-year-old children**

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement. Children attending a second year of the three-year-old program are given priority to do so.

### **Enrolment Priority System**

When the number of eligible applicants exceeds the number of places available, offers for enrolment will be given in the following order of priority:

1. Children who have deferred.
2. Children who are repeating for developmental reasons as recommended by the kindergarten teacher/Centre Director.
3. Children whose siblings are past or present pupils at Yarra Warra Pre-school, sorted by application date\*.
4. Children who reside in the 3113 postcode, sorted by application date\*.
5. All other applications, sorted by application date\*.

\* "sorted by date application is received relative to applicant's 2nd birthday (ie. applications received in same month as a child's 2nd birthday are given highest priority)".

## **4-year-old Kinder**

### **1. Application for a place**

Enrolment applications will be accepted at Nillumbik Council on the first business day in March each year, two years before your child is eligible to attend 4-year-old kinder.

Enrolment application forms are available from the service, the website or Nillumbik Council Shire Officers.

A separate application form must be completed for each child to access one kinder group for each proposed year of attendance at the service.

To facilitate the inclusion of all children into the program, enrolment applications 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 also submit an enrolment application form for the following year.

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

All applications must be accompanied by an enrolment application fee of \$30. This non-refundable fee is to be paid directly to Nillumbik Council.

Completed enrolment application forms and application fee can be emailed to [preschool@nillumbik.vic.gov.au](mailto:preschool@nillumbik.vic.gov.au), mailed to Nillumbik Shire Offices, PO Box 476, Greensborough, 3088 or delivered in person at Nillumbik Shire Council, Civic Drive.

Access to completed enrolment application forms 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 onto the central enrolment system at Nillumbik Council using the eligibility and priority of access criteria.

## 2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

No closing date applies for children to attend the funded kindergarten program 4-year-old

## 3. Allocation within groups

- ) Two groups of up to 22 children can be established, through consultation with staff and council.
- ) Children will be allocated to one group per calendar year. Due to exceptional circumstances, and at the discretion of teaching staff, a student may be able to change groups if it is determined to be in their best interest. However, children cannot attend both groups at any one given time.
- ) Forth-two positions will be offered to children according to their position on the Central Register in first round offers. Two positions will be held for children who need to repeat the year. If there are no children repeating these places will be offered to those on the waiting list.
- ) Parents may indicate a preference for group selection however this cannot be guaranteed. A number of considerations will be taken into account when organising and balancing the two 4-year-old groups.

## 4. Offer of places

Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of Nillumbik Shire Council

Offer of places in the funded kindergarten program will be made in July the year prior to commencement of kinder.

Applicants who are successful will be notified in writing of a confirmed place.

Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify Nillumbik Council in writing as soon as possible.

Second-around offers will be made 3 weeks after first-around offers. Third-around offers will be made 3 weeks after second-around offers.

A deposit of \$100 must be paid during the month of October by credit card, direct deposit or cheque to hold the place for the following year. This deposit will be deducted from first term fees.

Group preference options and further enrolment details will be provided in October of the year prior to commencement where parents may be able to indicate preference for one group only. Group allocation will be sent to families late October/early November.

An enrolment form and other relevant information will be provided at the AGM to be held in November of the year prior to commencement.

Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

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

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

- ) children who have been granted approval to receive funding for a second year of kindergarten in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/))
- ) children who were eligible to attend in the previous year, but:
  - deferred
  - withdrew from the service on or before the last day of Term 2 and have completed the *Kindergarten withdrawal and deferment form* (available from the service)

- J children who turn four years of age by 30 April in the year they will attend kindergarten
- J children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DEECD (refer to *Victorian kindergarten policy, procedures and funding criteria*, available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/))
- J 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 DEECD, 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 DEECD. 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 DEECD for having recognised developmental needs
- J three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at [www.education.vic.gov.au/ecsmanagement/careankinder/earllystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earllystart/)

### Priority Access

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:

- J children who have received funding for a second year of kindergarten
- J children who were eligible to attend in the previous year but deferred or withdrew from the service on or before the last day of Term 2.

A centralized enrolment register is operated by Nillumbik council for the shire's preschools. Registrations open on the first business day in March each year, two years before a child is eligible to attend 4-year-old kinder.

Nillumbik has a policy in place to ensure families with a connection to Nillumbik Shire are not denied access to a kindergarten place at the expense of families with no Nillumbik connection. This Policy applies to enrolments taken through their central enrolment System from January 2007. Nillumbik defines a connection as any one of the following:

- J Residency
- J Employment and / or education
- J Study
- J Existing child care arrangements

Children who have older siblings that have attended or are attending Yarra Warra will have priority. Any families believing that special circumstances may apply to them will be considered on a case by case basis.

Families who cannot demonstrate a Nillumbik connection are not excluded from enrolment and attendance at Yarra Warra as places will continue to be offered until all have been filled.

**ATTACHMENT 2**  
**Sample Enrolment Application Form**

<b>Yarra Warra Pre-School</b> <b>3-year-old program</b>
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Complete this enrolment application form and:  
enclose the \$20 enrolment application fee, which is not refundable and covers administrative costs  
forward the completed enrolment application form to Enrolment Officer, Yarra Warra Preschool, PO  
Box 341, Warrandyte 3113  
notify the service of any changes to your address or other relevant information by contacting 9844  
3808

This application is for my child to attend Yarra Warra Pre-School in [insert year].

Child's family name: \_\_\_\_\_

Child's given names: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_                       Male                       Female

Parents'/guardians'

names:

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

(Mobile) \_\_\_\_\_

Language/s spoken at home: \_\_\_\_\_

Children with additional needs

Does your child have additional needs?                       Yes                       No

If yes, please specify: \_\_\_\_\_

You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.

Is your child registered with a specific support service/agency?                       Yes                       No

Name of support service/agency: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_