



# BALWYN EAST KINDERGARTEN INC.

## ENROLMENT AND ORIENTATION POLICY

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Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

- the criteria for enrolment at Balwyn East Kindergarten
- the process to be followed when enrolling a child at Balwyn East Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Balwyn East Kindergarten
- processes to ensure compliance with legislative and the Department of Education and Training (DET) funding requirements in relation to the enrolment of children in early childhood education and care services.

### POLICY STATEMENT

#### 1. VALUES

Balwyn East Kindergarten is committed to:

- equal access for all eligible children, but with reference to priority enrolments (refer to Attachment 1, Section 2)
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Balwyn East Kindergarten.

#### 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 Kindergarten Guide*

(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*).

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* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- A New Tax System (Family Assistance) Act 1999
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183
- Equal Opportunity Act 2010 (Vic)
- Family Assistance Legislation Amendment (Child Care Rebate) Act 2011
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (Vic)
- Sex Discrimination Act 1984 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

## 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.

**Acceptable immunisation documentation:** documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

**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/)

**Authorised nominee:** (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. The minimum age limit for an authorised nominee at Balwyn East Kindergarten is 18 years.

**Child Care Benefit:** 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 is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

**Eligible child:** A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

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

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

**Enrolment record:** The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: [www.legislation.gov.au/Series/F2006B01541](http://www.legislation.gov.au/Series/F2006B01541)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Priority for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- *Immunisation enrolment toolkit for early childhood education and care services 2015*:  
[www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

## Service policies

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

## PROCEDURES

### The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Balwyn East Kindergarten, based on funding requirements 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 and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- 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
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **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
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained)
- 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)
- 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 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 Nominated Supervisor 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
- ensuring that enrolment forms are completed prior to the child's commencement at the service
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

**All educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person 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 acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
  - feel welcomed into the service
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child's strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- 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 the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other 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: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Balwyn East Kindergarten on 28 February 2017.

**REVIEW DATE:** 28/02/20

# ATTACHMENT 1

## Eligibility and priority of access criteria

### 1. 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 Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who 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 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/about/programs/learningdev/pages/earllystartkinder.aspx](http://www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx)

### 2. Priority of access criteria for the funded kindergarten program

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. Children will be prioritised on the following basis:

High priority children	Process to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none"><li>• attending a three-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, or</li><li>• referred by:<ul style="list-style-type: none"><li>– Child Protection</li><li>– Child and family services (family services referral and support team, Child FIRST)</li><li>– Maternal and Child Health nurse, or Out-of-Home Care provider</li></ul></li></ul>
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker

High priority children	Process to verify need(s)
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card and multiple birth children
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	<p>The child is:</p> <ul style="list-style-type: none"> <li>• assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten</li> <li>• approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>– the National Disability Insurance Scheme</li> <li>– Early Childhood Intervention Service</li> <li>– Preschool Field Officer, or</li> <li>– Maternal and Child Health nurse</li> </ul> </li> <li>• holds a Child Disability Health Care Card</li> </ul>

### Other Children

After offering positions to high priority children (see above), Balwyn East. Kindergarten will then offer places in the following order to:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection
- children who attended three-year-old kindergarten in the previous year (Green Group) at Balwyn East Kindergarten
- the remaining children based on the date of application, with applications received on or before 1 March (in the year before attendance at three-year-old kindergarten and two years before attendance at four-year-old kindergarten) being entered onto the waiting list based on a computer generated randomisation procedure. Priority will be given to children in this group with siblings who have previously attended Balwyn East Kindergarten (procedural conditions apply; refer to the *Sibling Policy* for more information).

Acceptance of an application form for enrolment of a child in Term 4 will be at the discretion of the Committee.

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

To be eligible for the three-year-old program, children must turn three years of age by 30 April in the year that they will attend the three-year-old kindergarten program.

Children who turn three years of age between January and April in the year they attend the three-year-old program will not be able to attend kindergarten until their third birthday.

Parents/guardians must pay Term 1 fees even if their child is ineligible to attend until their third birthday. This is to hold their child's place in the program.

The Approved Provider retains the right to cancel an enrolment and offer the place to the next child on the waiting list if Term 1 fees remain unpaid past their due date.

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.

Children will be prioritised on the following basis:

- children recommended by an educator for an additional year in the three-year-old program
- date of application, with applications received on or before 1 March (in the year before attendance at three-year-old kindergarten) being entered onto the waiting list based on a computer generated randomisation procedure
- with priority given to children with siblings who have previously attended Balwyn East Kindergarten (procedural conditions apply; refer to the *Sibling Policy* for more information).

Acceptance of an application for enrolment for a child in three-year-old kindergarten in Term 4 is at the discretion of the Committee.

#### **4. 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 the service in line with the eligibility and priority of access criteria and by the order in which the written acceptance of enrolment offer and the accompanying Kindergarten Fee Deposit (holding fee) are returned. Allocation of groups is ultimately at the discretion of the Committee of Management, and some families may be requested to change groups if there is over-demand for one group over another.

Considerations may include:

- needs of individual children
- needs of the group
- parental wishes.

Currently, this process is only applicable to the four-year-old program at Balwyn East Kindergarten.

## ATTACHMENT 2

### General enrolment procedures

#### 1. Application for a place

- Enrolment applications will be accepted when your child turns two years of age, to be processed by Balwyn East Kindergarten on 1 March in the year prior to attendance.
- The year in which your child may attend kindergarten is listed in the table below.

DATE OF BIRTH	3 YEAR OLD KINDER	4 YEAR OLD KINDER
1 May 2012 – 30 April 2013	2016	2017
1 May 2013 - 30 April 2014	2017	2018
1 May 2014 - 30 April 2015	2018	2019
1 May 2015 – 30 April 2016	2019	2020
1 May 2016 – 30 April 2017	2020	2021

- Enrolment application forms are available from the service or from the Balwyn East Kindergarten's website.
- Enrolment application forms are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- A separate application form must be completed for each child.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- A copy of the child's birth certificate or current passport must be submitted with all applications.
- All enrolment application forms must be accompanied by an enrolment application fee of \$25. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable. This fee may be paid by cash, cheque or bank deposit. If paying by bank deposit please include your child's name in the description field.
- Completed enrolment application forms with a copy of your child's birth certificate, Immunisation History Statement and payment (or proof of payment) are to be forwarded to the Enrolments Officer, Balwyn East Kindergarten, 2A Caravan Street, Balwyn VIC 3103.
- 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 detailed in Attachment 1.
- No applications for enrolment will be accepted prior to your child turning two years of age. These forms will be returned to the applicant along with the \$25 application fee.
- Acceptance of an application for enrolment of a child in Term 4 is at the discretion of the Committee.

- In the event that multiple applications are received on one calendar day, regardless of time of day or whether delivered by hand, post or email, all applications received on that day will be entered onto the waiting list based on a computer generated randomisation procedure, but with reference to the eligibility and priority of access criteria detailed in Attachment 1 and Sibling Policy.
- Applications received after the child has turned two years of age, but on or before 1 March in the relevant year of application, will also be entered onto the waiting list based on a computer generated randomisation procedure, but with reference to the eligibility and priority of access criteria detailed in Attachment 1 and Sibling Policy.
- Parents/guardians who decide to refuse an offer of a place for four-year-old kindergarten and defer enrolment until the following year are not required to resubmit an enrolment application form. Their application form will be placed on the four-year-old waiting list based on the date in which their application was received (and with reference to the eligibility and priority of access criteria detailed in Attachment 1 and Sibling Policy), except in the case of applications received after the child has turned two years of age, but on or before 1 March in the relevant year of application, in which case the child will be entered onto the waiting list based on a computer generated randomisation procedure, but with reference to the eligibility and priority of access criteria detailed in Attachment 1 and Sibling Policy.
- Families who refuse an offer after already paying their \$150 Kindergarten Fee Deposit will not receive a refund of this fee. They will not be required to re-pay this fee if accepting an offer the following year.
- Children who attend three-year-old kindergarten (Green Group) at Balwyn East Kindergarten will be automatically placed on the four-year-old waiting list using the eligibility and priority of access criteria. There is no need to submit another enrolment form if your child is already attending the kindergarten.

## 2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Balwyn East Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The 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 Balwyn East Kindergarten as being eligible for a 16 week grace period.

- Offer of places in the three-year-old program and the funded four-year-old program will be made via post and/or email at the same time.
- Offers of places for any given year will be made during Term 3 (July/August) and will continue in order of the waiting list until all places are filled.
- Applicants who are successful will be notified via email and/or post of a confirmed place.
- Parents/guardians who do not have acceptable immunisation documentation should be referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- 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 Enrolment Officer, in writing as soon as possible. The Approved Provider reserves the right to cancel an offer of enrolment if Confirmation of Acceptance form and the accompanying Kindergarten Fee Deposit (holding fee) are not returned by the deadline specified in the offer.
- A Kindergarten Fee Deposit (holding fee) of \$150 must be paid by cheque or bank deposit to hold the place for the following year. The child's name must be clearly noted when making payment. Payment by cash is not available.
- The Kindergarten Fee Deposit will be deducted from Term 4 fees or reimbursed by cheque if there are no outstanding fees. If there are outstanding fees, the Kindergarten Fee Deposit may be kept by the service to offset the outstanding fee amount.
- If a child withdraws from the service prior to the payment of Term 4 fees, the Kindergarten Fee Deposit will not be refunded.
- An enrolment form and other relevant information will be provided after the place is accepted and the Kindergarten Fee Deposit has been paid.

**Note:** Places for the following year (if applicable) will not be offered 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, and the payment plan is being strictly adhered to, with payments being made on time. If an offer is made, but the payment plan stops being adhered to, or Term 4 fees are not paid, the offer may be withdrawn (refer to *Fees Policy*).



# BALWYN EAST KINDERGARTEN INC

Office Use Only

Received (Date):

Complete

Incomplete

Register Number:

## Enrolment Application Form

- Complete this Enrolment Application Form and:

The Enrolment Officer  
Balwyn East Kindergarten  
2A Caravan Street  
Balwyn VIC 3103

notify the service

- enclose a copy of the child's birth certificate or suitable evidence of the child's birth date (i.e. passport)
- enclose a copy of the child's Immunisation History Statement
- enclose the \$25 enrolment application fee (cash, cheque or bank transfer), which is not refundable and covers administrative costs. Our bank details are:

Name: Balwyn East Kindergarten      BSB: 083121      Account: 515215721

Description: your child's name

- forward the completed Enrolment Application Form with remittance advice for application fee, birth certificate and Immunisation History Statement to:

The Enrolment Officer  
Balwyn East Kindergarten  
2A Caravan Street  
Balwyn VIC 3103

- notify the service of any changes to your address or other relevant information to [info@bek.vic.edu.au](mailto:info@bek.vic.edu.au) or by telephoning (03) 9857 8710.

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This application is for my child to attend:

- 3-year-old Kindergarten in (please circle)      2017    2018    2019
- AND/OR
- 4-year-old (funded) Kindergarten in (please circle)      2017    2018    2019
- This application is for a second year of DET approved funded kindergarten       Yes     No
- Have siblings previously attended Balwyn East Kindergarten?       Yes     No

*If a sibling has previously attended Balwyn East Kindergarten, please provide details of the sibling's name and year(s) of attendance (for the sibling who most recently attended the kindergarten):*

Name: \_\_\_\_\_

Year(s) attended: \_\_\_\_\_

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

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

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Male

Female

**PARENT OR GUARDIAN INFORMATION**

Parent 1	Parent 2
Name:	Name:
Address – as per child or:	Address – as per child or:
Phone (H) (W)	Phone (H) (W)
Mobile:	Mobile:
Email:	Email:
Does the child live with parent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child live with parent? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

- **I/We acknowledge having received and read the BEK Enrolment and Orientation Policy.**

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

The Balwyn East Kindergarten Enrolment and Orientation Policy is available on our website [www.bek.vic.edu.au](http://www.bek.vic.edu.au)  
PLEASE NOTE: This is an application for enrolment and *not* an acceptance form.

PLEASE COMPLETE THE SECTIONS BELOW IF APPLICABLE TO YOUR FAMILY

**Kindergarten Fee Subsidy**

DET provides a fee subsidy for eligible families attending funded four-year-old kindergarten. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

- |   |   |
|---|---|
| Health Care Card <input type="checkbox"/>   | Pensioner Concession Card <input type="checkbox"/>            |
| DVA Gold Card <input type="checkbox"/>  | Bridging Visas A–F <input type="checkbox"/>                   |
| Temporary Protection/Humanitarian Visas 447, 451, 785 or 786 <input type="checkbox"/> |   |
| Resolution of Status Visa (RoS) Visa Class CD, Subclass 851 <input type="checkbox"/>  |   |
| Refugee and Special Humanitarian Visas 200–217 <input type="checkbox"/>               |   |
| Triplets or Quadruplets <input type="checkbox"/>                                      | Aboriginal or Torres Strait Islander <input type="checkbox"/> |

Supporting documentation will need to be sighted on commencement at Balwyn East Kindergarten by the Approved Provider or Nominated Supervisor.

**Note:** the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: [www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx](http://www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx)

**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: \_\_\_\_\_

## ATTACHMENT 4

### Letter for parents/guardians without acceptable immunisation documentation

[Service Name]

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at [Service Name] for [insert year]

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

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

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

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

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

[Service Name]