



ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy will outline:

- the criteria for enrolment at Renown Kindergarten
- the process to be followed when enrolling a child at Renown Kindergarten, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Renown Kindergarten.

POLICY STATEMENT

1. VALUES

Renown Kindergarten 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 that all enrolment matters concerning individual children are to be discussed only with the parents /guardians of that child (or current committee members where relevant) to avoid confusion or breaches of confidentiality.
- 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 Renown 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 *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
 1. Element 6.1.1: There is an effective enrolment and orientation process for families
- *Sex Discrimination Act 1984 (Cth)*
- *No Jab, No Play Legislation 2015*

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 child care services are approved providers. Details are available at 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/

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 per-

sons 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
- *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/
- *Guide to the National Quality Standard*: 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/Priority-forallocatingplacesinchildcareservices.aspx
- *Victorian kindergarten policy, procedures and funding criteria*:
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:

- determining the criteria for priority of access to programs at Renown Kindergarten, based on funding requirements and the service's philosophy
- 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
- Complying with the No Jab, No Play legislation
(<https://www2.health.vic.gov.au/about/publications/factsheets/no-jab-no-play-frequently-asked-questions>)
- 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
- 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 enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the 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 service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DEECD 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 person responsible for the enrolment process is accountable for the following:

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

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- reviewing enrolment applications to identify children with additional needs (refer to 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
- ensuring that enrolment forms are completed prior to the child's commencement at the service
- 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)
- developing strategies to assist new families to:
 1. feel welcomed into the service
 2. become familiar with service policies and procedures
 3. share information about their family beliefs, values and culture
 4. share their understanding of their child's strengths, interests, abilities and needs
 5. discuss the values and expectations they hold in relation to their child's learning
- 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:
 1. stay with their child as long as required during the settling in period
 2. 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
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- 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
- 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 Renown Kindergarten on 10th May 2016

REVIEW DATE: 10TH MAY 2018

ATTACHMENT 1

General enrolment procedures

1. Application for a place – AUSTRALIAN PROGRAM

- Enrolment applications for children to attend the service from parent/guardians will be accepted from January two years before the child is eligible to attend Kindergarten.
- Enrolment application forms are available from the service, or online at <http://www.renown.org.au/enrolments>.
- A separate application form must be completed per child, per program, per year.
- 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 advise their child's current teacher of their intentions, in writing, no later than June in the year prior to their second funded year.
- Parents/guardians of children currently attending a Three-year-old kindergarten program and wishing to apply for a second year of Three-year-old kindergarten program must advise their child's current teacher of their intentions, in writing, no later than June in the year prior to their second year.
- All applications must be accompanied by an enrolment application fee of \$25. **This fee is non refundable** and is used to cover administrative costs associated with the processing of a child's enrolment application.
- Completed enrolment application forms are to be forwarded to the Enrolment Officer at the service, at 20 Cliff St, South Yarra Vic 3141, or online to enrolments@renown.org.au
- 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.

1. Application for a place – FRENCH PROGRAM (ECOLE FRANCAISE DE MELBOURNE)

- Enrolment applications for children to attend the service from parent/guardians will be accepted from January two years before the child is eligible to attend Kindergarten.
- Enrolment application forms are available at the EFM (École Française de Melbourne, 186 Balaclava Road, Caulfield Nth., Vic 3161) or online at <http://www.efm.org.au/inscription/documents>.
- A separate application form must be completed per child, per year, per program.
- 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 advise their child's current teacher of their intentions, in writing, no later than June in the year prior to their second funded year.
- Parents/guardians of children currently attending a Three-year-old kindergarten program and wishing to apply for a second year of Three-year-old kindergarten program must advise their child's current teacher of their intentions, in writing, no later than June in the year prior to their second year.
- All applications must be accompanied by an enrolment application fee of \$100. **This fee is non refundable** and is used to cover administrative costs associated with the processing of a child's enrolment application.
- Completed enrolment application forms are to be forwarded to the Enrolment Officer at the École Française de Melbourne, 186 Balaclava Road, Caulfield Nth., Vic 3161, or to secretaire.efm@gmail.com.

- 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.

1. Closing dates for enrolment applications

The closing dates for enrolment applications are:

○ Australian Program – Three-year-old program and Four-year-old program

1. Enrolment applications for children to attend the service from parent/guardians will be accepted from January two years before the child is eligible to attend Kindergarten.
2. **Sibling:** To benefit from the priority given to siblings, siblings' enrolment applications must be submitted before the final day of Term 1 in the year prior to commencement.
3. **N.B.** Following reception of application form and application fee, children will be placed on the relevant waiting list. It is advisable to contact the Enrolments Officer on 0431 099 307 or enrolments@renown.org.au to determine the likelihood of your child being offered a place if your application is submitted less than 6 months before their year of commencement.

1. 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 Renown Kindergarten.

2. Allocation of Places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- Where the service provides more than one funded Four-year-old kindergarten program or Three-year-old kindergarten program, places within the programs will be allocated by the service in line with the eligibility and priority of access criteria.
- 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.
- Offer of places in the Three-year-old program/s, the funded Four-year-old kindergarten program and the EFM kindergarten program will be made at the same time.
- 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 Enrolments Officer in writing as soon as possible.
- Second-round offers will be made 3 weeks after first-round offers. Third-round offers will be made 3 weeks after second-round offers.
- An Enrolment fee of \$250 must be paid when the offered place is accepted, by online transfer, cash or Bank deposit to hold the place for the following year. \$150 will be refunded at the completion of the kindergarten year, provided all fees have been paid and a parent/guardian has attended one of the nominated working bees throughout the year. Queries regarding this should be referred to Renown's admin officer at admin@renown.org.au.
- An enrolment form and other relevant information will be provided after the place is accepted and the Enrolment Fee has been paid.
- **NB:** 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*).

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

The Approved Provider must determine eligibility and priority of access criteria applicable to the service.

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

1. Children who will have turned three years of age by the 30 April in the year they would attend the Three-year-old program.
2. 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.

○ **The selection criteria to be used if there are more applications than places available are:**

1. Children recommended by an educator for an additional year in the Three-year-old program.
2. Children who were eligible to attend Three-year-old program the previous year and for whom an application form was submitted but deferred or withdrew from the service before the last day of term one.
3. Siblings of students previously enrolled at the service, in order of the date of application.
4. Children who reside in Stonnington area, in order of the date of application.
5. Children who reside in other areas than Stonnington, in order of the date of application.

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

The Approved Provider must determine eligibility and priority of access criteria applicable to the service.

○ **The following children are eligible for attendance in the Four-year-old kindergarten program:**

1. Children who will have turned four years of age by the 30 April in the year they would attend the Four-year-old program.
2. Children who have been granted approval to receive funding for a second year of Four-year-old kindergarten. in accordance with the *Victorian kindergarten policy, procedures and funding criteria* (available at www.education.vic.gov.au/ecprofessionals/kindergarten/).
3. 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/)).
4. 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.
5. 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/

○ **The selection criteria to be used if there are more applications than places available are:**

1. Children who have attended the Three-year-old program at Renown kindergarten the previous year.
2. Children who have attended the Four-year-old program at Renown Kindergarten the previous year that have been granted approval to receive funding for a second year of Four-year-old program at kindergarten.
3. Children who were eligible to attend Four-year-old program the previous year and for whom an application form was submitted but:
 - Deferred.
 - Withdrew from the service before the last day of term one.
 Siblings of students previously enrolled at the service, in order of the date of application.

Children who turn four years of age by 30 April in the year they will attend kindergarten that reside in Stonnington area, in order of the date of application.

Children who turn four years of age by 30 April in the year they will attend kindergarten that reside in other areas, in order of the date of application.

Children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements as detailed in the eligibility criteria section here before.

Children who are younger than the eligible age, but have been approved for an early age entry as detailed in the eligibility criteria section here before.

Three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection that have been found eligible for the Early Start Kindergarten program as detailed in the eligibility criteria section here before.

1. Eligibility and priority access criteria for Three-year-old and Four-year-old EFM program

The Approved Provider must determine eligibility and access criteria applicable to the service.

o The following children are eligible for attendance in the EFM Three-year-old and Four-year-old kindergarten program:

1. Are eligible to attend the EFM Three-year-old program children who meet the criteria to attend Three-year-old Australian program.
2. Are eligible to attend the funded EFM Four-year-old program children who meet the criteria to attend funded Four-year-old Australian program.

o The selection criteria to be used if there are more applications than places available are:

– For EFM Three-year-old program:

1. Children recommended by an educator for an additional year in the EFM Three-year-old program.
2. Siblings of students previously enrolled at the service, in order of the date of application.
3. Children who turn three years of age by 30 April in the year that they will attend kindergarten in order of the date of application.

– For funded EFM Four-year-old program:

1. Children who have attended the EFM Three-year-old program at Renown kindergarten the previous year.
2. Children who have attended the funded Four-year-old program at Renown Kindergarten the previous year that have been granted approval to receive funding for a second year of Four-year-old program at kindergarten.
3. Siblings of students previously enrolled at the service, in order of the date of application.
4. Children who turn Four years of age by 30 April in the year that they will attend kindergarten in order of the date of application

ATTACHMENT 2

Sample Enrolment Application Form

Renown Kindergarten
3 or 4 year old Application Form

Complete this enrolment application form and:

- enclose the \$25 enrolment application fee, which is not refundable and covers administrative costs
- forward the completed enrolment application form with attachments to Renown Kindergarten, 20 Cliff St. South Yarra Vic. 3141 , or to enrolments@renown.org.au
- notify the service of any changes to your address or other relevant information by contacting the Enrolments Officer 0431 099 307 or enrolments@renown.org.au

This application is for my child to attend Renown Kindergarten in the year 20_____

Please select your required group ☐ 3 year old ☐ 4 year old

Child's family name: _____

Child's given name: _____

Date of birth: ____/____/____ Male ☐ Female ☐

Full name of Parent/guardian 1

Relationship to child: _____

Full name of Parent/guardian 2 _____

Relationship to child: _____

Address: _____

Postcode: _____

Telephone number: (Home) _____ (Business) _____

(Mobile) _____

Language/s spoken at home: _____

Kindergarten Fee Subsidy

DEECD provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

Health Care Card

Pensioner Concession Card

DVA Gold Card

Bridging Visas A–F

Temporary Protection/Humanitarian Visas 447, 451, 785 or 786

Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

Refugee and Special Humanitarian Visas 200–217

Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Renown Kindergarten by the Enrolment Officer.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

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: _____