



Black Rock  
Pre-School

# Black Rock Pre School Centre Inc.

55 Bluff Road Black Rock Vic. 3193 Phone 9598 1479

Registered Number A0002536R

## ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

### PURPOSE

This policy will outline:

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

### POLICY STATEMENT

#### 1. VALUES

Black Rock Pre School is committed to:

- equal access for all children
- meeting the needs of the local community
- complying with DET 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, Responsible Person, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Black Rock 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. Black Rock Pre School (BRPS) participates in a central enrolment scheme with Bayside City Council

(BCC) and as such, complies with the enrolment criteria of the scheme. Please refer to Attachment 1 for general enrolment procedures for BRPS.

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*
  - 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
- *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 Child care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Subsidy 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 Subsidy (CCS):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Subsidy. 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*).

**DET:** Department of Education and Training

**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 1. 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:** as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30<sup>th</sup> in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30<sup>th</sup> in the year of enrolment and is enrolled in a funded 3-year-old kindergarten program. Any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History

Statement that indicate that the child is fully vaccinated for their age or who qualify for the 16-weeks grace period.

**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:** 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*. Enrolment records are stored securely in the service due to their confidential nature

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

**Repeat Year:** Refers to repeating the same year again due to at least two areas of learning needing further attention. It may also refer to a fully funded second full year of learning in that group.

**Selection Criteria:** The criteria under which applications for the enrolment of children are accepted for a service and places in the program offered by the service are allocated.

**Vacancy:** A place in a program that becomes free as a result of a child leaving the service, or is available because all places are not filled.

**Vacant Funded Place:** A government funded place at the service from which the child has withdrawn.

**Vulnerable Children/Families:** Children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child being vulnerable include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, known to Child Protection, Out of Home Care, substance abuse, or mental health; Aboriginal and/or Torre Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the *Kindergarten Funding Guide*)

## 5. SOURCES AND RELATED POLICIES

### Sources

- The Kindergarten Guide 2016  
<http://www.education.vic.gov.au/Documents/childhood/providers/funding/The%20Kindergarten%20Guide%202016.pdf>
- *Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000*, included in the *Legislative Extracts: Amended 10 Oct 2016*  
<https://www.legislation.gov.au/Details/F2016C00916>
- Key obligations for the continued approval of child care services under the family assistance law (Australian Government – Department of Education and Training)  
[https://docs.education.gov.au/system/files/doc/other/key\\_obligations\\_for\\_the\\_continued\\_approval\\_of\\_child\\_care\\_services\\_0.pdf](https://docs.education.gov.au/system/files/doc/other/key_obligations_for_the_continued_approval_of_child_care_services_0.pdf)

- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:*  
[http://files.acecqa.gov.au/files/national-regulations/NQF02%20Guide%20to%20ECS%20Law%20and%20Regs\\_web.pdf](http://files.acecqa.gov.au/files/national-regulations/NQF02%20Guide%20to%20ECS%20Law%20and%20Regs_web.pdf)
- *Guide to the National Quality Standard (2013):*  
<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF03-Guide-to-NQS-130902.pdf>
- *Priority for allocating places in child care services:*  
<https://www.education.gov.au/priority-allocating-place>
- *Victorian kindergarten policy, procedures and funding criteria (2015):*  
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

### PROCEDURES

Black Rock Pre School (BRPS) participates in a central enrolment scheme with Bayside City Council (BCC) and as such, complies with the enrolment criteria of the scheme. Please refer to Attachment 1 for general enrolment procedures for BRPS.

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

- determining the criteria for priority of access to programs at Black Rock Pre School, as described in The Kindergarten Funding Guide; and/or as describe under the Family Assistance Law for CCS recipients, and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining the AIR Immunisation History Statement (refer to *Definitions*) required for enrolment
- ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or the child has been assessed as eligible for the grace period
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period (refer to *Definitions*)
- ensuring that only children whose AIR Immunisation History Statement (refer to *Definitions*) has been assessed as being acceptable or who are eligible for the grace period (refer to *Definitions*) have a confirmed place in the program
- advising parents/guardians who do not have an AIR Immunisation History Statement (refer to *Definitions*) and who are not eligible for the grace period that their children are not able to attend the

service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)

- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- taking reasonable steps to obtain an up to date AIR Immunisation History Statement (refer to *Definitions*) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E)
- ensuring that the enrolment record (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of 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 (1a) (2d))
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment

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

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators 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 concerning their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment

**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.
- taking reasonable steps to contact non attending families prior to the cancellation of their enrolment

**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.
- Notifying Black Rock Pre School in writing if they wish to cancel their enrolment by emailing Operations Director

**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 prior to any implementation of policy or procedural changes
- provide access to Black Rock Pre School policies on the Black Rock Pre School website for all parents/guardians

**ATTACHMENTS**

- Attachment 1: General enrolment procedures
- Attachment 2: Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program
- Attachment 3:

**AUTHORISATION**

This policy was adopted by the Approved Providers & BRPS Committee of Management in March 2019.  
Reviewed in 2020.

**NEXT REVIEW:** August 2021

## **ATTACHMENT 1**

### **General enrolment procedures**

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

After consultation with the current and future users of the service, the Committee will determine the programs and hours of attendance to be offered at Black Rock Pre School, based on enrolments received and the financial viability of the programs to be offered.

##### **1.1 General Registration Procedures**

Black Rock Pre School participates in a central registration scheme with the Bayside City Council (BCC) for both three and four year kindergarten. All registrations go through BCC. Registrations are completed online through the BCC website.

##### **1.2 Registration place for three year old program**

Enrolment registrations for children to attend Black Rock Pre School from the parent/guardian will be accepted by BCC from April 1<sup>st</sup> to April 30<sup>th</sup> the year prior to the child attending three-year-old kindergarten. Any submissions received after 30<sup>th</sup> June will be processed as a late applicant (see section 1.4)

Children must turn three on or before April 30<sup>th</sup> in the year of commencement to qualify for a place in the 3 year old programme.

Once the allocation of places has been completed by BCC, the enrolment into the Blue Dolphins Group or Purple Starfish Group will be undertaken by the BRPS's enrolment officer, in consultation with the educators and executive committee.

If there are still spaces in the Blue Dolphins group once all enrolments have been completed, these will be offered to families on the waitlist (if one exists) and then to any late applicants.

##### **1.2.1 Children with special/additional needs in the three year old program**

Families are asked to flag any special needs to the enrolment officer.

##### **1.2.2 Application for repeating three year old program**

Children attending Three Year Old (3YO) Kindergarten are not able to defer their place to the following year and there are no guaranteed places for a 3YO repeat year.

With the roll out of 3YO funded Kindergarten children will no longer have the opportunity to repeat. The Enrolments Officer will contact parent whose children turn 3 after the start of the term to advise. Full fees are payable to hold a spot – unless they are eligible concession holders.

Please note that once the 4YO registration has been amended you must register again with the council for a 4YO spot.

##### **1.3 Registration for a place in Four Year Old Program**

Enrolment registration for children to attend Black Rock Pre School from the parent/guardian will be accepted by BCC from April 1<sup>st</sup> to April 30<sup>th</sup> the year prior to the child attending four-year-old kindergarten. Any submissions received after 30<sup>th</sup> April will be processed as a late applicant (see section 1.4)

A child must turn four by the 30<sup>th</sup> of April in the year commencing kindergarten.

##### **1.3.1 Application for children with additional needs for second year of funding for Four year old program**

Children identified and recommended by their educator as having additional development needs may access a

second year/repeat year of funded pre-school. Strict eligibility criteria apply to the second year of funded preschool. (Refer to Attachment 2)

#### **1.3.1.1 Four Year Old Repeat**

A repeat year occurs when a child is assessed by the educator or another early childhood professional as having delayed development identified in two or more areas. Note: these assessments can be completed on request or be brought to the parents' attention prior to June 30.

The assessment form and a declaration form must be completed, sent to the regional Department of Education and a copy kept on file at the kindergarten which may need to be shown on request. Note: these can be found on [www.dhs.vic.gov.au/earlychildhood](http://www.dhs.vic.gov.au/earlychildhood). (If completing a Kindergarten Inclusion Support Services application it is not necessary to complete the second year assessment form, only the declaration form.)

Parents/guardians of children applying for a second year of funded preschool must advise the Enrolment Officer before 30 April in the year prior to the 'repeat' year so that a place can be provisionally held for them.

The child's name must be on the *Request for Information* form completed by the kindergarten educator/enrolment officer as a repeat, and which is submitted to the Council by the kinder by 30 June. You are then guaranteed a place at Black Rock Pre School next year.

The child may also be independently assessed. If they are deemed fit to go to school rather than repeat, then the ruling holds and the child must go to school.

Children turning six during the second year of funded kindergarten must be exempted from attending school by the Department of Education and Training (DET). Parents should fill in the Exemption from School form and send to the regional DET office. Forms are found on the DET website or the regional offices.

If a child is requiring a second year of four year old kindergarten due to immaturity or age and is just not ready to begin school, this will not be funded by the department. These children may forfeit their funded position by withdrawing from kindergarten on or before the end of Term 1. They can then access their full funded year the following year.

#### **1.3.1.2 Four Year Old Deferment**

Your child's name must be included on the *Request for Information* sheet completed by the kindergarten educator/enrolment officer and returned to Council by 30 April.

The family must complete a (BCC) central registration form to confirm their agreement to the deferred year and to be considered in the rounds of offer by 30 April. The Department of Education and Early Childhood Development (DEECD) having provided funding up to the end of Term 1 will then grant another full funded year for the deferred child. Council will then write directly to the parents confirming the re-enrolment.

Should the family wish to remain at the kindergarten as a self-funded child, this can only be done if there are no applicants on the waiting list who would have prior claim to any available funded place.

Self-funded term fees will equate to the standard term fees plus the fee per child funded by DEECD.

For those that have applied (submitted a BCC enrolment form within the enrolment period) for a Non funded second year, four year old positions will only be offered after BCC 3<sup>rd</sup> round offers.

### **1.4 Procedure for a late registration for enrolment**

Bayside City Council will process any applications made after 30<sup>th</sup> April, once all of the offers have been sent to those families who submitted their registrations between 1<sup>st</sup> April to 30<sup>th</sup> April. The following priority is given to late applications: In the case of three-year-old positions, children turning three before April 30<sup>th</sup> in the year



they are to attend will receive priority.

- In the case of four-year-old positions, funded children shall receive priority over those applying for an unfunded position.

**Following this the usual BCC weighting criteria will apply.**

**If there are no places available on the families preferred programme, they will be given the option to be put on the Kindergarten's waitlist.**

## **2. General Enrolment Procedures**

The BCC determine the kindergarten a child will attend based upon the parents' preference and the demand for a particular kindergarten. If demand is greater than places available, a weighting system has been developed by BCC that prioritises parent's preferences (please refer to the BCC website: <https://www.bayside.vic.gov.au/news-events/register-2020-kindergarten>) . . Please see BCC central enrolment form or website for more information.

### **2.1 Enrolment in the Three Year Old Program**

Offers for three year old kindergarten will be emailed by BCC at the same time as the 4YO offers beginning in June.

Applicants who are unsuccessful in the 1<sup>st</sup> round offers will be notified by BCC in writing that they were not allocated a place and would be considered in 2<sup>nd</sup> and 3<sup>rd</sup> round offers.

To accept their place families are required to complete an online enrolment application form (available on the BRPS website), as part of which they will also be required to submit their up to date immunisation certificate and birth certificate/passport, and pay a non-refundable \$75 Enrolment administration fee.

What is the process for 2 year olds turning 3 between 01 Feb and 30 April, 2020?

Process for these children if they receive and accept a place in first round offers:

BRPS implements that full fees are charged to secure a spot in 3YO Kinder even if the child is not yet 3.

With ever increasing demand in 3YO Kinder, the council has directed Kindergartens to collect full fees to secure a place.

BRPS cannot allow a child to attend the service prior to their third birthday unless for the purposes of orientation. It is not an option to allow an enrolled two year old child, awaiting their third birthday, to attend the sessions with a parent.

Kindly note that BRPS does not have changing facilities and we are not able to change nappies on site. Parents may be contacted to pick up their child if the nappy is full.

### **2.2 Enrolment in the Four Year Old 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 (2015)*:  
<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 on or before the last day of Term 1 and have completed the *Kindergarten withdrawal and deferment form* (available from the service)
- 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 *Victorian kindergarten policy, procedures and funding criteria*, available at <http://www.education.vic.gov.au/school/principals/participation/Pages/schoolagekinder.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/ecsmanagement/careankinder/earllystart/](http://www.education.vic.gov.au/ecsmanagement/careankinder/earllystart/)

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

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service on or before the last day of Term 1.

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

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

### 3. Offer of places

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

Offer of places in the three-year-old program/s and the funded 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 the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible, by the deadline mentioned in the letter of offer.

Offers for four year old kindergarten will be emailed by BCC during June.

Applicants who are unsuccessful in the 1<sup>st</sup> round offers will be notified by BCC in writing, that they were not allocated a place and will be offered a place on the waiting list

**To accept their place families are required to complete an online enrolment application form as sent out by the council ), as part of which they will also be required to submit their up to date immunisation certificate and birth certificate/passport (in the second form), and pay a non-refundable \$75 Enrolment administration fee.**

A separate registration and enrolment 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 forms 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 form for the following year.

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

*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).*

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

##### **4.1 Allocation into four year old groups (Red and Yellow)**

At the time of accepting a place in our four year old program, families will be asked to nominate their preference for either Red or Yellow group. Consideration will be given to this preference when placing a child into either group.

In the case of a group being oversubscribed, primary allocation is determined by:

- Current BRPS Blue Group (3yo) children moving up to 4yo groups
- In order of receipt (for 3YO group allocation)
- Family continuity, where by a child will receive preference for a group if a sibling was in the group previously and the parents indicate a preference for that group
- Committee members preference of group (members with voting rights only)
- Families who have a 3 year old and 4 year old attending in the same year
- Gender balance and group dynamics of the groups
- Allocation of Children with special needs and repeats

Special circumstances will be taken into consideration if/when possible, at the discretion of the Enrolment Officers / Operations Director and/or executive committee

The ultimate decision regarding group allocation rests with the Executive Committee, the Enrolment Officers / Operations Director and the Educators.

## ATTACHMENT 2 - ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA FOR A FUNDED KINDERGARTEN 3 AND 4-YEAR-OLD PROGRAM

The Approved provider must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the DET criteria listed below
- work with other local kindergarten services and the regional Department office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the Approved Provider when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented.

Services must first apply the DET's Priority of Access criteria, and following this may apply locally developed criteria, as per examples below.

DET's Priority of Access criteria	Process that could be used to verify need(s)
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	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 is 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/integrated family services/Services Connect case worker)</li> <li>– Maternal and Child Health nurse, or</li> <li>– Out-of-Home Care provider</li> </ul> </li> </ul>
<b>Aboriginal and/or Torres Strait Islander children</b>	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIM.</li> </ul>
<b>Children eligible for the Kindergarten Fee Subsidy</b>	<ul style="list-style-type: none"> <li>• A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or</li> <li>• Multiple birth children (triplets, quadruplets).</li> <li>• Asylum seekers and refugee children</li> </ul>
<b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• <b>require additional assistance in order to fully participate in the kindergarten program</b></li> <li>• <b>require a combination of services which are individually planned</b></li> </ul>	The child: <ul style="list-style-type: none"> <li>• is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten</li> <li>• holds a Child Disability Health Care Card</li> <li>• has previously been 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> </ul>

<ul style="list-style-type: none"> <li>• <b>have an identified specific disability or developmental delay</b></li> </ul>	
<b>Examples to consider for second priority</b>	
<ul style="list-style-type: none"> <li>• children who turn four years of age by 30 April in the year they will attend kindergarten; or</li> <li>• children who turn three years of age* by 30 April in the year they will attend kindergarten</li> <li>• 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</li> <li>• children who have a sibling that has previously attended the same kindergarten as their first preference</li> </ul>	
<b>Examples to consider for third priority</b>	
<ul style="list-style-type: none"> <li>• service for transient families e.g. RAAF, seasonal workers and tourism workers</li> <li>• date of application</li> <li>• local community zoning</li> </ul>	

**Note:** DET's Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the POA criteria will be applied separately for each age cohort.

<b>* Early Start Kindergarten and Three-Year-Old Kindergarten</b>
<p>During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours</p> <p>It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.</p> <p>This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.</p> <p>Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.</p>