

ENROLMENT AND ORIENTATION

qQUALITY AREA 6 | ELAA version 1.1 | WCCC version 4.0



PURPOSE

This policy provides a clear set of guidelines and procedures for:

- enrolling a child at Windsor Community Children Centre
- the orientation of new parents/guardians and children into Windsor Community Children's Centre
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Family Assistance Law



POLICY STATEMENT

VALUES

Windsor Community Children Centre is committed to:

- engaging collaboratively and respectfully with parents/guardians during enrolment and orientation to learn about their expertise, culture, values and beliefs and priorities for their child's learning and wellbeing
- providing a formal orientation process for all children new to the service and their families, as well as those transitioning from the Infant and Toddler Group to 3 year old/4 year old Kindergarten
- being flexible and catering for unique family circumstances and needs
- ensuring the enrolment process is simple to understand, follow and implement
- meeting the needs of the local community
- supporting parents/guardians to meet the requirements for enrolment through the provision of information and communication
- being transparent in the process and allocation of places through consistent communication and information sharing
- maintaining confidentiality in relation to all information gathered for enrolment.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Windsor Community Children Centre.

RESPONSIBILITIES	Approved provider and persons with whom an agreement or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring not to exceed the maximum number of children whom the service is licensed to provide care for	√				
Ensuring all enrolled children are six years of age and under. Children aged six years old will require to complete an exemption from school form from the Department of Educations and Training	√	√			
Communicating to parents/guardians the days and times the service will operate, planned closures (including public holidays) service philosophy and governance.	√	√			
Providing parents/guardians easy-to-read information about how the service operates and what the service will provide (including information about inclusion and learning)	√	√	√		
Ensuring parents/guardians has access to: - Family handbook - ITG/Kinder handbook - Statement of philosophy <i>Child Safe Environment Policy and/or Statement of Commitment to Child Safety</i> <i>Fees Policy</i> - Privacy Statement <i>Code of Conduct Policy</i>	√	√	√		
Developing strategies on how to communicate with parents/guardians with varying literacy skills, or where English is not a first language	√	√	√		
Complying with the <i>Inclusion and Equity Policy</i>	√	√	√	√	√
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to Attachment 1</i>)	√				

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 consistent and transparent communication on waitlist management processes (<i>refer to Attachment 1</i>)	✓	✓			
Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	✓	✓	✓	✓	✓
Providing opportunities for interested parents/guardians 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 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, early childhood teachers or educators under the <i>National Law: Section 167</i>	✓	✓	✓		
Seeking information from parents about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition	✓	✓	✓	✓	
Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	✓	✓	✓	✓	
Gathering information from parents/guardians to support continuity of care between home and the service	✓	✓	✓		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to Definitions</i>) and accessing immunisation services	✓	✓	✓		
Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Source</i>) 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 (<i>refer to Definitions</i>)	✓	✓	✓		
Ensuring that only children whose AIR Immunisation History Statement (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the grace period (<i>refer to Definitions</i>) have confirmed place in the program (<i>refer to Attachment 1</i>)	✓	✓	✓		
Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Attachment 3</i>)	✓	✓	✓		
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing</i>)	✓	✓	✓		

<i>Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E)</i>					
Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (<i>refer to Definitions</i>) of their child's immunisation status (<i>refer to Attachment 1</i>)				✓	
Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) to the service				✓	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, twice per calendar year, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulation 107, Public Health and Wellbeing Act 2008 Section 143E</i>)	✓	✓	✓		
Once payment has been made to secure the placement, providing parents/guardians a confirmation letter stating the starting date, days and hours (<i>refer to Attachment 1</i>)	✓	✓			
Once an enrolment record (<i>refer to Definitions</i>) has been completed for a child, review the enrolment record to ensure that no section/question has been left blank.	✓	✓			
Ensuring all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>)	✓	✓		✓	
Ensuring that the enrolment record (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> (<i>refer to Attachment 2</i>) and that it effectively meets the management requirements of the service	✓	✓	✓		
Ensuring that enrolment record (<i>refer to Definitions</i>) is kept up to date if family circumstances change	✓	✓	✓	✓	
Ensuring that enrolment records (<i>refer to Definitions</i>) 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 (<i>Regulation 183 (1a) (2d)</i>)	✓	✓	✓		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	✓	✓	✓		
Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i>)	✓	✓	✓		
Ensuring that the orientation program meet the individual needs of children and parents/guardians	✓	✓	✓		
Communicating with parents/guardians when their child will be eligible for a funded year of kindergarten	✓	✓	✓		
Reviewing the orientation processes for new parents/guardians 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 (<i>Regulation 157</i>), 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, early childhood teachers or educators under the <i>National Law: Section 167</i>					
Encouraging parents/guardians during orientation to: - stay with their child as long as required during the orientation process - make contact with educators 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 into the service	✓	✓	✓	✓	
Discussing support services for children with parents/guardians, where required.	✓	✓	✓	✓	
Developing strategies to assist new parents/guardians to: - feel welcomed into the service - become familiar with service policies and procedures - share information about their family beliefs, values and culture and feel culturally safe - share their understanding of their child's strengths, interests, abilities and needs - value the voice of the child, ensuring they have opportunity to articulate their individual interests 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	✓	✓	✓	✓	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	✓	✓	✓	✓	✓
Notifying Windsor Community Children Centre in writing if they wish to cancel their enrolment.				✓	
BOLD tick ✓ indicates legislation requirement					



PROCEDURES

The information contained within the procedure is to be used as a guide and modified according to the services context.

GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Offer parents/guardians the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Providing reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences

- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
 - o ensuring at least four orientation visits are arranged for each child
 - o ensuring all families complete a detailed enrolment form prior to commencing care, providing information about the family's background, health and other related issues
 - o ensuring families complete a Daily Care form that provides information about the unique needs of the child, including daily routines, favourite toys and interests and the child's temperament
 - o ensuring families are given at least two weeks' notice in advance of the beginning of their orientation period commencing
 - o they can leave their child initially for a shorter day, gradually increasing the length of time
 - o assigning a Primary Educator to each new child starting at the service
 - o ensuring a family member stays at the service with the child during their first visit, to reassure them, to help them settle into a new place and to meet their Primary Educator
 - o ensuring children adjust to care by continuing to communicate and plan together with the parents/guardian and the Primary Educator
 - o ensuring families are aware of all staff who will be involved in their child's care
 - o providing room leaders with updated contact lists so that educators can liaise with parents/guardians regarding their child's settling in progress
- Further considerations may include but are not limited to:
 - o send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the Information and Communication Technology Policy*).
Note: For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
 - o asking the family how they have settled in and if they have any questions or concerns.
- Refer to *Attachment 1* for the general enrolment procedures

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)*).

Childcare services providing approved child care (*refer to Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017* (*refer to Legislation and standards*). The Commonwealth Government supports working parents/guardians in making early childhood education and care more affordable and accessible through the Child Care Package (The Package). The Package includes the Child Care Subsidy (*refer to Definitions*) and Child Care Safety Net (*refer to Definitions*). Together, they enable parents/guardians to participate in the workforce by making early childhood education and care affordable and accessible.

The Child Care Subsidy helps by assisting families with their child care fees and provides greater assistance to low and middle-income families

The Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. The Child Care Safety Net includes:

- The Additional Child Care Subsidy which provides extra payment on top of the Child Care Subsidy for families who need more help. There are five different payments:
 - o For families who need help to support their children's safety and wellbeing
 - o For grandparents who care for their grandchildren

- o For families experiencing significant financial stress
- o For parents transitioning from welfare to work
- o Community Child Care Fund
- The Community Child Care Fund which helps services stay open and available to children in disadvantaged, regional and remote communities.
- The Inclusion Support Program which provides support to Early Childhood Education and Care services to build their capacity and capability to include children with additional needs in mainstream services
- Subsidised Care for Low Income Families who earn \$69,390 or less a year can access 24 hours of subsidised care per child per fortnight without having to meet the activity test.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*). To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule (*refer to Sources*) set out by the Australian Government Department of Health.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Care Subsidy Minister's Rules 2017
- Child Care Subsidy Secretary's Rules 2017
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Australian Immunisation Register (AIR) Immunisation History Statement: The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. Parents/carers must provide a copy of their most recent AIR Immunisation History Statement, which shows that the child is up to date with their immunisations upon enrolment and when a child has received or been due to receive a vaccination while attending the service. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable). In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

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 record

Centrelink: The agency that delivers payments and services to individuals and parents/guardians on behalf of the Australian Government.

Child care software: software developed and provided by commercial providers to interact with the Australian Government's Child Care Subsidy System (information technology system) and to support other administrative and management activities for child care providers.

Child Care Safety Net: provides families and services extra support if they are vulnerable and disadvantaged, or located in a regional or remote community. Supporting children to access quality early childhood education and care services

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible parents/guardians with the cost of child care. Payments are paid directly to approved child care providers (*refer to Definitions*). Further information can be found at: www.dese.gov.au/child-care-package/child-care-subsidy

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): 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 experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, , substance abuse, or mental health; known to Child Protection; in statutory Out of Home Care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

Complying Written Arrangement: a written arrangement between a child care provider and an individual to provide child care in return for fees. The arrangement includes certain required information.

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide care to a child and the provider submits an enrolment notice in the Child Care Subsidy System. It is a requirement under Family Assistance Law for all children who attend child care (or have an arrangement for care) to have an enrolment notice regardless of their Child Care Subsidy eligibility status

Enrolment notice: The notice given by a provider through the Child Care Subsidy System that they have an arrangement with an individual or organisation to provide care to a child.

Enrolment record: the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Grace period: allows specific categories of children of parents/guardians experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the grace period eligibility form with parents/guardians during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage parents/guardians to access immunisation services.

Inclusion Support Program: A program that assists child care services to include children with additional needs by providing tailored inclusion advice and support from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

SOURCES AND RELATED POLICIES



SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to the National Quality Standard: www.acecqa.gov.au
- Priority of Access Guidelines for child care service: www.dese.gov.au
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): www.dese.gov.au

Related Policies

- Acceptance and Refusal of Authorisations
- Child Safe Environment
- Complaints and Grievances
- Dealing with Infectious Disease
- Fees
- Inclusion and Equity
- Privacy and Confidentiality

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

- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

ATTACHMENTS



- Attachment 1: General enrolment procedures
- Attachment 2: Enrolment record requirements
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION



This policy was adopted by the approved provider of Windsor Community Children's Centre on 24 November 2021.

NEXT REVIEW DATE: OCTOBER 2023

ATTACHMENT 1. GENERAL ENROLMENT PROCEDURES

PRIORITY OF ACCESS

There are no requirements for filling vacancies. The approved provider can set their own rules for deciding who receives a place.

Approved providers are asked to (but are not legally obliged to) prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

This meets the Australian Government's aims of helping parents/guardians who are most in need and supporting the safety and wellbeing of children at risk.

The approved provider can set their own rules for deciding who receives a place, this can include but not limited to:

- Siblings attending the service
- Length of time on the waitlist
- Proximity to the service
- Family works or studies close to the service

The information contained within Enrolment Procedure is to be used as a guide and modified accordingly.

ENROLMENT PROCEDURE

Enrolments will be taken throughout the year subject to availability. If there are no placements available, the child will be placed on a waiting list. Once a family has decided to commence at Windsor Community Children Centre they will need to:

- Complete separate enrolment records (*refer to Definitions*) for each child attending the service
- Provide the following information:
 - child's name, address and details of any special needs
 - information about themselves and any other parents, carers or guardians
 - details of the people who can pick up the child
 - child's birth certificate or other identity documents
 - details of any parenting orders or legal matters to do with the care or safety of the child (*refer to Privacy and Confidentiality Policy*)
 - the child's medical health and AIR Immunisation History Statement status.
- To facilitate the inclusion of all children into the program, the enrolment process should clearly identify any additional or specific needs of the child (*refer to Inclusion and Equity Policy*).
- Completed enrolment records are to be forwarded to the person responsible for the enrolment process at Windsor Community Children Centre
- Electronic enrolment records are completed on external third-party portals QK enhanced Enrol, accessible through the WCCC website
- If the offer is for a child new to the service, families must pay a bond of \$200 within 3 days of accepting the place to secure the position. The bond can be paid to the service via credit card, EFT or internet bank transfer. The child's full name must be used as a reference for payments on transfers and cheques. The place is not considered confirmed until the bond has been received into the WCCC bank account. The bond will be deducted from the child's final invoice (refer to the Cancellation, Reduction or Amendment of



WCCC

Windsor
Community
Children's
Centre

Care Policy). If the place is cancelled before commencing care,

the bond will not be refunded.

- Access to completed enrolment records will be restricted to the person responsible for the enrolment process, the approved provider and/or nominated supervisor at the service, unless otherwise specified by the approved provider.
- Parent/guardians to create or access their Centrelink online account to lodge a Child Care Subsidy claim for each of their children (*refer to Diagram 1*).
- The service and parent/guardian to complete and sign a Complying Written Agreement (*refer to Definitions*), which includes:
 - The names and contact details of the approved provider and the parent/guardians(s)
 - the date the arrangement starts
 - the name and date of birth of the child (or children) if care will be provided on a routine basis and if so
 - details about the days on which sessions of care will usually occur
 - the usual start and end times for these sessions of care
 - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
 - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
 - additional information can be included to support the individual's understanding of their payment obligations.
 - once the CWA is signed, it is then filed in the child's record

RE - ENROLMENT

Children are generally moved up from one room to another at the end of each year, based upon their age as at 30 April. For current families, positions for the following year are allocated based on the following considerations:

- children already attending the service and ready to move up to the next room. Choice of days for the next year is based on a child's bookings at the end of the current year. Priority is given to the older child or determined by educators based on developmental criteria.
- children who meet the requirements for repeating a year in the same room.

Any amendments or requests to change a child's booking are prioritised by:

- date of application received
- funded 4-year-old kindergarten access
- Priority Two waiting list criteria
- children accessing the 4-year-old kinder for long day care only.

REPEATING A YEAR IN THE SAME ROOM

Once children graduate from the four-year-old kindergarten room at the end of a year, there is no option for them to take up long day care at the service in the weeks before they commence school the following year.

Children may only repeat a year in the same room when there is space available after offers have been made to children already attending the service who would be accessing that room for the first time.

The exceptions to this are:



- children who have been granted approval to receive funding for a second year of four-year-old kindergarten in accordance with *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- 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

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 were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection date
- priority of access criteria as outlined in *The Kindergarten Guide* available at:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

4 - YEAR -OLD KINDERGARTEN BOND AND ACCESS

Every eligible child in Victoria is guaranteed funding for 15 hours of kindergarten each week. A child cannot receive funding for kindergarten at more than one service. When a child attends a sessional kindergarten as well as a long day care service, the government funding is allocated to the sessional kindergarten. For this reason, WCCC prioritises access to the four-year-old kindergarten room to children who are not accessing their funding elsewhere.

- It is expected that children who are offered a position in the 4-year-old kindergarten room will be accessing kindergarten funding at WCCC.
- The four-year-old kinder bond (refer to *Definitions*) must be paid to confirm a child's position in the room.
- If circumstances change and a child attends a sessional kindergarten as well as WCCC, the child's booking at WCCC may be cancelled, to allow a child on the waiting list to access a government-funded place. If there are places remaining on other days where there is no waiting list, parents/guardians may then be offered a place for their child on these days.

*Please note that children experience the same program and opportunities in the four-year-old kindergarten room regardless of their funding status. However, the service relies on government funding to operate the kindergarten program within the long day care context.

IMMUNISATION – NO JAB NO PLAY

- Prior to the child/children commencing care Australian Immunisation Register (AIR) Immunisation History Statement 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 for immunisation and enrolment" 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 www2.health.vic.gov.au:

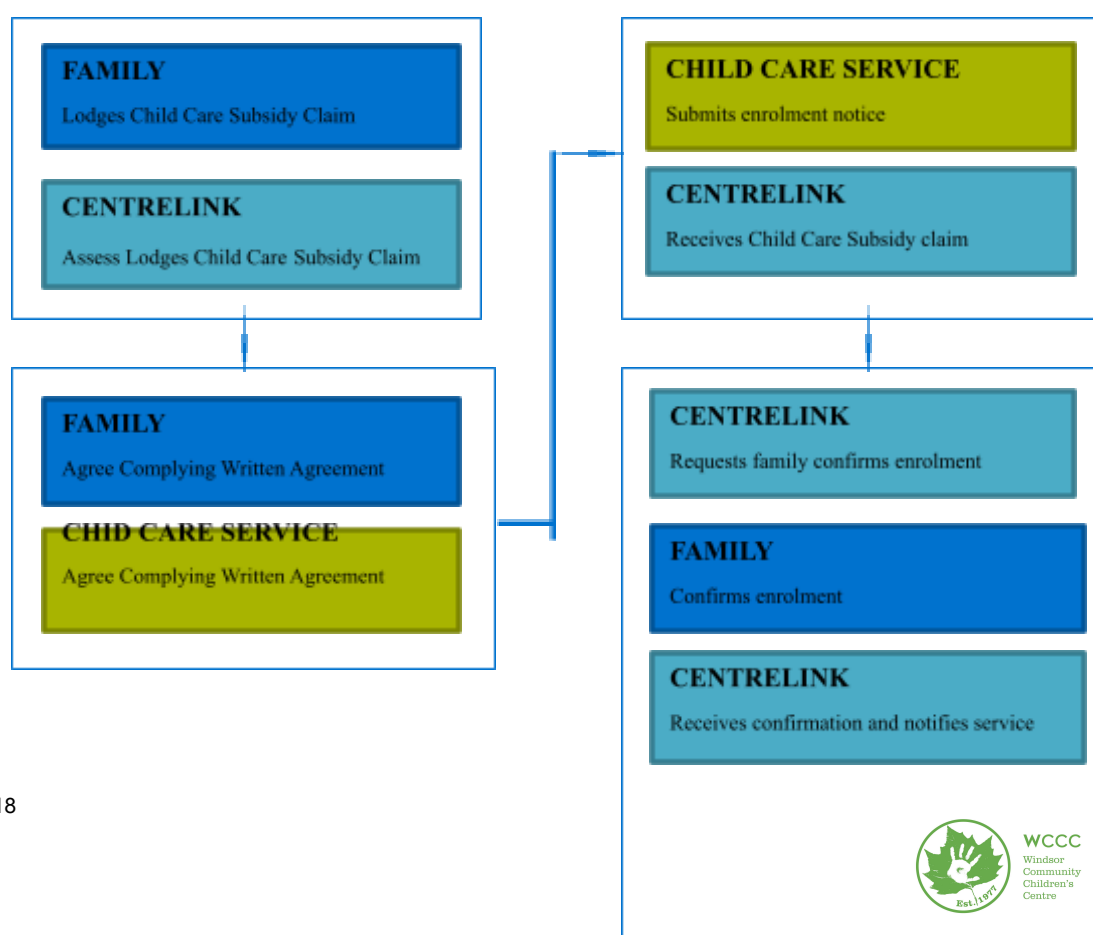
- The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
- The Key dates work form for Immunisation and enrolment (search 'Key Dates work form')
- Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
 - That the child has been assessed by Windsor Community Children's Centre as being eligible for a 16-week grace period
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered, and the enrolment can proceed.
- Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 3).

CHILD CARE SUBSIDY ENROLMENT PROCESS

Enrolling children is a requirement under Family Assistance Law for all children who attend child care (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy.

- The person responsible for the enrolment must lodge an enrolment notice (through their child care software) in the Child Care Subsidy System to show they have made an arrangement with the parent/guardian and the child is enrolled (*refer to Diagram 1*).
- Once a person responsible for the enrolment has lodged an enrolment notice, they must report attendance for that child
- After the person responsible for the enrolment submits an enrolment notice for a child, the parent/guardian will be notified and asked to check the main enrolment notice details. This will occur through their Centrelink online account. Where a parent/guardian cannot access myGov, they can confirm their enrolment over the phone with Centrelink or by visiting a Centrelink office (*refer to Diagram 1*).

Diagram 1:



CHILD CARE SERVICE

Notified of parent confirmation

Adapted from the Child Care Provider Handbook, June 2019

WAITLIST

- If there are no suitable vacancies, the child / children's details will be placed on a waitlist (on QK enrol portal)
- Families on the waitlist are not guaranteed a place at Windsor Community Children Centre
- Applications will be entered on the waitlist using the priority of access criteria
- Recognition is given to siblings of current children who attend Windsor Community Children Centre
- A non-refundable waiting list application fee will apply to all new applications (remove if not applicable)
- It is the responsibility of families to update personal information, as required
- Windsor Community Children Centre will update the wait list annually by written correspondence
- To remain on the waitlist, families will need to provide written response within 5 working days from the date of the correspondence
- Families who do not respond to the quarterly waiting list update request will be removed from the waitlist
- Families who have been offered a place at Windsor Community Children Centre will have 48 hours to accept or decline the offer. If no response is received, the offer will be deemed to have been declined, but the applicant will remain on the waitlist
- If the offer is for a child new to the service, families must pay a bond of \$200 within 3 days of accepting the place in order to secure the position. The bond can be paid to the service via credit card, EFT or internet bank transfer. The child's full name must be used as a reference for payments on transfers and cheques. The place is not considered confirmed until the bond has been received into the WCCC bank account. The bond will be deducted from the child's final invoice (refer to the *Cancellation, Reduction or Amendment of Care Policy*). If the place is cancelled before commencing care, the bond will not be refunded.
- A minimum of two days' care is required, at the Director's discretion. This excludes parents offered one day of care when only one day is available when enrolling their child at the service. Those parents will be required to commit to a minimum of two days' care per week for their child as soon as another day becomes available in the designated room.
-

ORIENTATION PROCESS

- Parents/guardians are required to attend the group Orientation/Induction evening (usually held in November the year before commencing care) or a scheduled one-on-one Orientation/Induction session with the Nominated Supervisor.
- Children need to attend the minimum four orientation visits. If at official commencement of care the child is still unsettled, their parents/guardians will be called to collect the child in the best interest of the child. (Fees will be charged, regardless of the amount of time spent in care.)
- Flexibility of these arrangements for specific cultural, family or other special needs will be considered to ensure individual family needs are met.
- ensuring at least four orientation visits are arranged for each child
- ensuring all families complete a detailed enrolment form prior to commencing care, providing information about the family's background, health and other related issues
- ensuring families complete a Daily Care form that provides information about the unique needs of the child, including daily routines, favourite toys and interests and the child's temperament
- ensuring families are given at least two weeks' notice in advance of the beginning of their orientation period commencing
- assigning a Primary Educator to each new child starting at the service
- ensuring a family member stays at the service with the child during their first visit, to reassure them, to help them settle into a new place and to meet their Primary Educator

- ensuring children adjust to care by continuing to communicate and plan together with the parents/guardian and the Primary Educator
- ensuring families are aware of all staff who will be involved in their child's care
- providing room leaders with updated contact lists so that educators can liaise with parents/guardians regarding their child's settling in progress.
- making contact by telephone with the parents/guardians of each new child they will be caring for, to discuss transition in advance of the orientation period commencing
- actively gathering information and getting to know the child and family, to help provide continuity of care between home and the service at this crucial settling in period
- ensure the child's photograph is taken during the orientation period, for use on the portfolio, pocket, name tag, emergency medical plan, etc.
- having a predictable and flexible orientation process in place for children going from the ITG area into 3-year-old Kindergarten. This includes having small groups of children visit the Kindergarten class in the morning and/or afternoon for up to one hour for free play and to be part of any other learning opportunities. This is a child-led process and parents are notified of this process. This will happen from November through to the end of the year. Parents are also encouraged and welcome to visit the Kindergarten classes with their child/ren.

First orientation visit

- The first orientation visit will be for a period of one hour only, scheduled either in the morning (approximately 10 am – 11 am) or afternoon (approximately 3 pm – 4 pm).
- This visit is a chance for the child and parent/guardian to explore the room together.
- The parent must stay at the service with their child on this first visit.

Second orientation visit

- The second orientation visit is scheduled to start between 9 and 10 am and is for a period of 2–3 hours.
- Parents/guardians should stay for approximately 20 minutes, or for as long as it is necessary to settle their child and leave the room.

Third orientation visit

- The third orientation visit is scheduled to start between 9 and 9.30 am and is for a period of 4–5 hours.
- Parents/guardians should stay until their child is settled and come to collect their child after rest time at approximately 3 pm.

Fourth orientation visit

- The fourth orientation visit is scheduled to start at approximately 9.30 am and is for a period of approximately 7 hours.
- The child must be picked up before 4.30 pm.

ATTACHMENT 3. ENROLMENT FORM REQUIREMENTS

The approved provider must ensure that an enrolment record (*refer to Definitions*) is kept for each child enrolled at Windsor Community Children's Centre. *Regulations 160, 161, 162* outlines the enrolment record requirements for services under the *Education and Care Services National Law Act 2010 (National Law)*, the *Education and Care Services National Regulations 2011 (National Regulations)*.

The approved provider must keep enrolment records available for inspection by an authorised officer (*National Law: Section 175*). An approved provider must also take reasonable steps to ensure the enrolment records are:

- accurate
- made available to the parents of the child upon request unless otherwise required by a court order (*Regulations 177 and 178*).

Information that **must** be included in enrolment record:

- Full name, date of birth and address of the child
- The name, address and contact details of:
 - each known parent of the child
 - any emergency contact
 - any authorised nominee
 - any person authorised to consent to medical treatment or administration of medication
 - any person authorised to give permission to the educator to take the child off the premises
- Details of any court orders, parenting orders or parenting plans
- Gender of the child
- Language used in the child's home
- Cultural background of the child and their parents
- Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs
- Authorisations for:
 - the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child
 - the service to take the child on regular outings
 - for regular transportation of the child
 - any person who is authorised to authorise the education and care service transport the child or arrange transportation of the child
- Name, address and telephone number of the child's registered medical practitioner or medical service
- Medicare number (if available)
- Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis
- Any medical management plan, anaphylaxis medical management plan or risk minimisation plan
- Dietary restrictions
- Immunisation status (In Victoria, AIR Immunisation History Statement, as required under the *Public Health and Wellbeing Act 2008*)

ATTACHMENT 4. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Windsor Community Children Centre

131-133 Union Street, Windsor 3181

[Insert date]

Dear [insert name]

Re: Enrolment at Windsor Community Children Centre for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Windsor Community Children's Centre 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 AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence that your child:

- is fully vaccinated for their age; or
- 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, and your child is not eligible for the 16 week grace period, 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
- Stonnington Council
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:
www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/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 AIR History Statement. The new application would be considered in line with Windsor Community Children Centre's *Enrolment and Orientation policy*.

Yours sincerely

[Insert name]

[Insert title]

Windsor Community Children Centre