

# ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy will outline:

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

### POLICY STATEMENT

#### 1. VALUES

Park Orchards Kindergarten Inc. is committed to:

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

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Park Orchards Kindergarten Inc..

#### 3. BACKGROUND AND LEGISLATION

##### Background

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

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

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

##### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*

- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 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)

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

#### 4. DEFINITIONS

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

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**Authorised nominee:** (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. 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 Kindergarten Guide*.

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

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

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

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

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000:  
<http://www.comlaw.gov.au/Series/F2006B01541>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*:  
[www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*:  
[www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Priority for allocating places in child care services*:  
<http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Early Childhood Development)*:  
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>

### 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 Park Orchards Kindergarten Inc., 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 *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
- collecting, receipting and banking enrolment fees
- 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 *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
- 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:
  - 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

- 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
- 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: Enrolment Application Form – 3YO Program
- Attachment 3: Enrolment Application Form – 4YO Program

## AUTHORISATION

This policy was adopted by the Approved Provider of Park Orchards Kindergarten Inc. on 12<sup>th</sup> July 2016.

**REVIEW DATE: 12<sup>TH</sup> JULY 2017**

# ATTACHMENT 1

## General enrolment procedures

### 1. Application for a place

- Enrolment applications will be accepted any time after the child has turned two years of age.
- Enrolment application forms are available from the service.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate must be submitted with all applications.
- Evidence that the child is fully immunised for their age OR on a vaccination catch-up program OR unable to be fully immunised for medical reasons.
- All applications must be accompanied by an enrolment application fee of \$25.00. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable. Deposit can be made by cheque, money order or direct deposit. (BSB 633000, Account Number 154878441, use reference "App or Application" followed by surname.)
- Completed enrolment application forms are to be forwarded to the Enrolment Officer, PO Box 122, Park Orchards, VIC 3114
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.

### 2. Closing dates for enrolment applications

There is no closing date for applications however, late applications will take a lower priority in allocation of places.

### 3. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated by the service in line with the eligibility and priority of access criteria.

### 4. Offer of places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- The families of those children recommended by the service to receive a second year of funded kindergarten will receive a letter offering them a place for the following year.
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time, in the last week of May preceding the year of attendance.
- A deposit of \$100.00 must be paid within two weeks to accept and hold the place for the following year. This deposit, which is non refundable, will be deducted from 4<sup>th</sup> term fees. Deposits can be made by cheque, money order or direct deposit. (BSB 633000, Account No. 154878441, use reference "Dep" followed by surname.)



- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- Second-round offers will be made two weeks after first-round offers, with replies and deposits due within one week.
- Third round offers will be made two weeks after second round offers, with replies and deposits due within 24 hours.
- An enrolment form and other relevant information will be provided after the place is accepted and the deposit has been paid.

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

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

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>
- children who were eligible to attend in the previous year, but:
  - deferred
  - withdrew from the service prior to the April data collection and have completed the *Kindergarten withdrawal and deferral form* (available from the service)
- children who turn four years of age by 30 April in the year they will attend kindergarten. If your child's birthdate falls between January and April of the year of attendance, we recommend you speak with the early childhood teacher regarding readiness for the program.
- 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 *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 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
- 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: <http://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 have received funding for a second year of kindergarten
- Children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- Children who attended the three-year-old program at Park Orchards Kindergarten.

Remaining places will be allocated according to the following criteria:

Applied in month of 2nd birthday	Applied 1 month after 2nd birthday	Applied 2 months after 2nd birthday	All further applications received up until ballot date
Priority 4: 3114*	Priority 7: 3114*	Priority 10: 3114*	Priority 13: 3114*
Priority 5: Siblings	Priority 8: Siblings	Priority 11: Siblings	Priority 14: Siblings
Priority 6: Other	Priority 9: Other	Priority 12: Other	Priority 15: Other

(\*Residential address only)

Priority 4-12: Children with the same priority will be electronically balloted and then given a number on our database.

Priority 13-15: Children with the same priority will be placed in order of receipt date. If more than one application is received in a day, these will be electronically balloted.

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*).

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

Children are eligible for attendance in the three-year-old program provided they have turned three on or before 31<sup>st</sup> January in the year of attendance.

Where there are more applications than places available, places will be offered using the following system –

1. Children who the teacher has recommended an additional year in the three-year-old program.
2. Children who were eligible to attend the previous year, but deferred or withdrew from the centre on or before the last day of Term 2 in the previous year.
3. Sibling attending the centre and date of birth indicates eligibility.



Remaining places will be allocated according to the following criteria -

Applied in month of 2nd birthday	Applied 1 month after 2nd birthday	Applied 2 months after 2nd birthday	All further applications received up until ballot date
Priority 4: 3114*	Priority 7: 3114*	Priority 10: 3114*	Priority 13: 3114*
Priority 5: Siblings	Priority 8: Siblings	Priority 11: Siblings	Priority 14: Siblings
Priority 6: Other	Priority 9: Other	Priority 12: Other	Priority 15: Other

(\*Residential address only)

Priority 4-12: Children with the same priority will be electronically balloted and then given a number on our database.

Priority 13-15: Children with the same priority will be placed in order of receipt date. If more than one application is received in a day, these will be electronically balloted.