

# KINDERLEA ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

- the criteria for enrolment at Kinderlea 3 Year Old Preschool
- the process to be followed when enrolling a child at Kinderlea 3 Year Old Preschool
- requirements in relation to No Jab No Play
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Kinderlea 3 Year Old Preschool
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

### POLICY STATEMENT

#### 1. VALUES

Kinderlea 3 Year Old Preschool is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day-to-Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Kinderlea 3 Year Old Preschool.

#### 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 by 2022 that all eligible children (refer to *Definitions*) will have access to two years 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, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Funding Guide* (refer to *Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children.

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*).

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) (Administration) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 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)

## 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.

**Australian Immunisation Register (AIR) Immunisation History Statement:** is the only form of acceptable evidence of immunisation. 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. 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 over the age of 15 years 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.

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

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

**Eligible child:** as defined by the Kindergarten Funding Guide; 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 fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

**Enrolment application form:** A form to apply for a place at the service (see *Attachment 3: Sample Enrolment Application Form*)

**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; details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

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

**Grace period:** allows specific categories of children of families 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 families 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 families to access immunisation services.

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Funding Guide* (see *Attachment 1: Eligibility and priority of access criteria for a 3 and 4-year-old funder kindergarten program*).

**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 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*)

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register: [www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- Australian Government Department of Health, *National Immunisation Program Schedule*: <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- *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 of Access Guidelines for child care service: <https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- 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): <https://www.education.gov.au/child-care-legislation>

- *The Kindergarten Funding Guide (Department of Education and Training):*  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### **Service policies**

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

## **PROCEDURES**

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

- determining the criteria for priority of access to programs at Kinderlea 3 Year Old Preschool , as described in The Kindergarten Funding Guide; and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria for 3--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 (refer to Attachment 5)

**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 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 (refer to Attachment 5)

**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 AIR Immunisation History Statement (refer to *Definitions*) 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

- making reasonable attempts to contact non attending families (refer to Attachment 5) and consult with Nominated Supervisor of outcomes.

**Parents/guardians are responsible for:**

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement (refer to *Definitions*) of their child's immunisation status
- 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 (refer to *Definitions*) 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
- notify Kinderlea 3 Year Old Preschool in writing if they wish to cancel their enrolment.

**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: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General enrolment procedures
- Attachment 3: Cancellation of enrolment and non-attendance

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Kinderlea 3 Year Old Preschool on 28<sup>th</sup> May 2021

**REVIEW DATE: APRIL 2023**

## ATTACHMENT 1

### Eligibility and priority of access criteria for a funded kindergarten 3-year-old program

The following Enrolment Selection Policy applies to all of our 3 year old groups at the kindergarten.

Application Forms are available on the website [www.kinderleapreschool.com.au](http://www.kinderleapreschool.com.au) and are submitted online through our EnrolNow portal.

Enrolments close on the 30 June of each year for the following year of entry.

**PLEASE NOTE, UNDER THE GOVERNMENTS 'NO JAB, NO PLAY' LEGISLATION,  
ALL PARENTS/GUARDIANS SEEKING TO ENROL THEIR CHILD AT AN EARLY  
CHILDHOOD SERVICE IN VICTORIA WILL BE REQUIRED TO PROVIDE  
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.  
'CONSCIENTIOUS OBJECTION' WILL NOT BE AN EXEMPTION.**

The Enrolment Officer, in consultation with staff will allocate places. The initial intake shall be according to the following criteria in the order shown.

The details of these criteria are shown below:

o Three- year-old Kindergartens are government funded programs and fees are subsidised by the government. Families on a health care card or pension card are eligible for an extra government subsidy.

### APPLICATION PROCESS

Kinderlea 3 Year Old Preschool will allocate places by following the selection criteria detailed below. Positions are allocated in the year before the child is due to attend.

### ELIGIBILITY

- 1) All children must meet 'No Jab, No Play' Legislation
- 2) Age
  - a) For entry into the 3yo program a child must have turned three years of age by April 30 in the year they are to attend (to coincide with subsequent school entry).

### SELECTION CRITERIA

All children will firstly be sorted according to priority of access criteria, followed by proximity, local factors and special circumstances as detailed below and in accordance with Department of Education and Training (DET) Guidelines.



## A. PRIORITY OF ACCESS

### 1. VERIFIED PRIORITY CHILDREN –

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.

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>• require additional assistance in order to fully participate in the kindergarten program</li><li>• require a combination of services which are individually planned</li><li>• have an identified specific disability or developmental delay</li></ul>	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>

\*as taken from DET Kindergarten Funding Guide 2016



2. SIBLINGS – Brothers or sisters of current attendees of the 3yo or 4yo kindergarten programs or at Vermont Primary School shall be given priority over others.

3. PROXIMITY– Preference will be given to City of Knox residents. Applicants will be ranked according to the proximity of their primary residential address to the Kindergarten (as the crow flies).

Proof of address must be supplied. For the purpose of this clause [www.Streetdirectory.com.au](http://www.Streetdirectory.com.au) will be used.

**B. SPECIAL CIRCUMSTANCES** – May be considered in conjunction with above criteria. Any special circumstances, which the Committee of Management agree is appropriate to consider. For example an applicant who has additional needs or a family member of the applicant who has additional needs not considered under Priority of Access.

If there are more applicants than positions available, and applicants are on equal standing after the above criteria has been applied offers will be determined by date of application.

#### **\* Early Start Kindergarten and Three-Year-Old Kindergarten**

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

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

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.

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.

## ATTACHMENT 2

### General enrolment procedures for funded kindergartens programs

#### 1. Application for a place

- Enrolment registration will be accepted any time after the child has turned 2 years of age and close 5pm on May 31st of the year prior to attendance.
- Enrolment registration forms are available on our website when registrations open. [www.kinderleapreschool.com.au](http://www.kinderleapreschool.com.au) together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining an up to date AIR Immunisation History Statement and a copy of the *Enrolment and Orientation Policy*.
- Registrations received on or after the 1<sup>st</sup> June will be offered a place only if there are vacancies.
- For multiple births a separate enrolment registration form needs to be completed for each child.
- To facilitate the inclusion of all children into the program, the enrolment registration form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- A copy of the child's birth certificate, immunisation statement and proof of address must be submitted with all enrolment registrations.
- All enrolment registration forms must be accompanied by an enrolment registration fee in line with Kinderlea 3 Year Old Preschool's Fees Policy of \$20. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment registration forms are to be submitted online via our EnrolNow platform.
- Access to completed enrolment registration 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.
- Registrations will be entered on the waiting list using the eligibility and priority of access criteria.
- Registrations received after the above dates set by Kinderlea 3 Year Old Preschool will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Kinderlea 3 Year Old Preschool.

#### 2. Offer of places

- Places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service.
- Kinderlea 3 Year Old Preschool requires parents/guardians to provide an up to date AIR Immunisation History Statement for assessment with the enrolment registration form in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The "Key dates work form 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 <https://www2.health.vic.gov.au>:
  - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
  - The Key dates work form 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 Kinderlea 3 Year Old Preschool 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 Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept the offer of a confirmed 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.
- A fee of \$100 must be paid in accordance with the Kinderlea 3 Year Old Preschools Fees Policy by the date given with the enrolment offer by direct bank transfer or credit card payment to hold the place for the following year. This fee will be deducted from first term fees.
- A link to the enrolment record and other relevant information will be provided by Kinderlea 3 Year Old Preschool via email to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees 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*).

## **ATTACHMENT 3**

### **Cancellation of enrolment and Non-attendance**

#### **Cancellation of Enrolment**

Families MUST notify Kinderlea 3 Year Old Preschool and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the Kinderlea 3 Year Old Preschool is notified.

**Note:** This process does not apply to vulnerable children (refer to *Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; Educators will need to inform their Case Officer.

#### **Non-attendance**

- **Term One**

Families that have accepted a placement and have not completed an enrolment form and not attend the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

- **Families Traveling Overseas**

Families are required to notify Kinderlea 3 Year Old Preschool prior to extended periods of travel, and ensure any applicable fees paid if they wish to return to the service.

- **Non-contactable Families**

- After one week of a child not attending the service, Educator to call the family. If there is no response, Educator to log this attempt and place in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, Educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
- After third week of non-attendance, Educators to inform Nominated Supervisor and cross check families contact details.

- Nominated Supervisor or Approved Provider to email family, ensuring a response date is documented in the email.

- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.

- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.