

ENROLMENT & ORIENTATION POLICY

Mandatory – Quality Area 6

1.0 Purpose

1.1 This policy outlines:

- a) The criteria for enrolment at Bethany Kindergarten Services (BKS) kindergartens.
- b) The process to be followed when enrolling a child at BKS Kindergartens.
- c) Requirements in relation to No Jab No Play
- d) The basis on which places within programs will be allocated.
- e) Procedures for the orientation of new families and children into the service.
- f) Processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

2.0 Values

2.1 BKS is committed to:

- a) Equal access all eligible children.
- b) Meeting the needs of the local community.
- c) Supporting families to meet the requirements for enrolment through the provision of information.
- d) Maintaining confidentiality in relation to all information provided for enrolment.
- e) Ensuring all families are welcomed and receive an effective orientation into the service.

3.0 Scope

3.1 This policy applies to the BKS as the Approved Provider, Persons with Management and Control, Nominated Supervisor, Persons in Day to Day Charge, educators, other staff and parents/guardians who wish to enrol or have already enrolled their child at a BKS service.

4.0 Background

4.1 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)).

4.2 It is intended by 2022 that all eligible children (refer to *Definitions*) will have access to two years of kindergarten prior to commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Providers 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 services 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. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

4.3 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 up to date Australian Immunisation Register (AIR) Immunisation History Statement (refer to *Definitions*).

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5.0 Definitions

- 5.1 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 on our website.
- 5.2 **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.
- 5.3 **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 consider a risk assessment on an individual basis 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.*
- 5.4 **Authority for Other Persons to be Notified:** (in relation to this policy) is a person who has been given written authority by the parents/guardians of a child to authorise consent to medical treatment of, or to authorise administration of medication to that child; authorise an educator to take the child outside the kindergarten premises; and be notified of an emergency involving my child if any parent/guardian of the child cannot be immediately contacted
- 5.5 **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*).
- 5.6 **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.
- 5.7 **Eligible child:** as defined by the Kindergarten Funding Guide; a child that is at least four years old on April 30th in the year of enrolment; enrolled for at least 15 hours per week or 600 hours per year in a 4-year-old program; and not enrolled at a funded kindergarten program at another service. Or a child that is at least three years old on April 30th 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 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.
- 5.8 **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

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

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

5.10 **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.

5.11 **Kindergarten registration fee:** A non-refundable payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

5.12 **Kindergarten registration form:** A form to apply for a place at a BKS Kindergarten (see Attachment 3: Sample Enrolment Registration Form)

5.13 **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 funded kindergarten program),

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

6.0 Responsibilities

6.1 **BKS as the Approved Provider or Persons with Management and Control is responsible for:**

- a) Determining the criteria for priority of access at BKS kindergartens, as described in The Kindergarten Funding Guide; and the service's philosophy (refer to Attachment 1 – Eligibility and priority of access criteria for 3 and 4 year old funding kindergarten program).
- b) 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.
- c) Complying with the *Inclusion and Equity Policy*.
- d) Appointing staff 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).
- e) 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

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- f) 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.
- g) 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.
- h) 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).
- i) 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.
- j) 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).
- k) 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).
- l) 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).
- m) Ensuring that enrolment forms (refer to Definitions) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service.
- n) 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)).
- o) Ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- p) Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met.
- q) Ensuring that parents/guardians of a child attending the kindergarten can enter the kindergarten 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 BKS as the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).
- r) Taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

6.2 BKS Central Operations staff are responsible for the enrolment process and are accountable for the following:

- a) Maintaining the BKS central Enrolment Database
- b) 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
- c) Reviewing enrolment registrations to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy).
- d) Responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in.

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- e) Discussing support services for children with parents/guardians, where required.
- f) Taking reasonable steps to contact non attending families prior to the cancellation of their enrolment (refer to Attachment 5)

6.3 The Nominated Supervisor, Responsible Person and other educators are responsible for:

- a) Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- b) 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
- c) Responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- d) Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- e) Encouraging parents/guardians to:
 - i. stay with their child as long as required during the settling in period
 - ii. make contact with educators at the service, when required
- f) Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- g) Developing strategies to assist new families to:
 - i. feel welcomed into the service
 - ii. become familiar with service policies and procedures
 - iii. share information about their family beliefs, values and culture
 - iv. share their understanding of their child's strengths, interests, abilities and needs
 - v. discuss the values and expectations they hold in relation to their child's learning
- h) Providing comfort and reassurance to children who are showing signs of distress when separating from family members
- i) Making reasonable attempts to contact non attending families (refer to Attachment 5) and consult with Nominated Supervisor of outcomes.

6.4 Parents/guardians are responsible for:

- a) Reading and complying with the BKS Enrolment and Orientation Policy.
- b) Completing the registration form and the enrolment record prior to their child's commencement at the kindergarten and providing AIR Immunisation History Statement (refer to Definitions) of their child's immunisation status.
- c) 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.
- d) Ensuring that all required information is provided to the kindergarten.
- e) Updating information by notifying the kindergarten and BKS of any changes as they occur.
- f) Notifying BKS as the Approved Provider in writing if they wish to cancel their enrolment.

6.5 Volunteers and students, while at the kindergarten, are responsible for following this policy and its procedures.

7.0 Evaluation

7.1 In order to assess whether the values and purposes of the policy have been achieved, BKS as the Approved Provider will:

- a) Seek feedback from everyone affected by the policy regarding its effectiveness.
- b) Monitor the implementation, compliance, complaints and incidents in relation to this policy.

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- c) Keep the policy up to date with current legislation, research, policy and best practice.
- d) Revise the policy and procedures as part of BKS's policy review cycle, or as required.
- e) Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

8.0 Attachments

8.1 Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program

8.2 Attachment 2: General enrolment procedures

8.3 Attachment 3: Enrolment Registration Form

8.4 Attachment 4: Cancellation of Enrolment and Non-Attendance

9.0 Related Bethany policies and procedures

9.1 Bethany Kindergarten Service Ltd.:

- a) Acceptance and Refusal of Authorisations Policy
- b) Complaints and Grievances Policy
- c) Dealing with Infectious Disease Policy
- d) Fees Policy
- e) Inclusion and Equity Policy
- f) Privacy and Confidentiality Policy

10.0 Relevant legislation and standards

10.1 Relevant legislation and standards include but are not limited to:

- a) A New Tax System (Family Assistance) (Administration) Act 1999 (Cth)
- b) Charter of Human Rights and Responsibilities Act 2006 (Vic)
- c) Children, Youth and Families Act 2005 (Vic)
- d) Child Wellbeing and Safety Act 2005 (Vic)
- e) Disability Discrimination Act 1992 (Cth)
- f) Education and Care Services National Law Act 2010
- g) Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- h) Equal Opportunity Act 2010 (Vic)
- i) Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017 (Cth)
- j) National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- k) Public Health and Wellbeing Act 2008 (Vic)
- l) Public Health and Wellbeing Regulations 2019 (Vic)
- m) Sex Discrimination Act 1984 (Cth)

11.0 Sources

- a) Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- b) Australian Government Department of Health, *National Immunisation Program Schedule*: <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- c) Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public->

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[health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit](#)

- d) *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:* www.acecqa.gov.au/
- e) *Guide to the National Quality Standard:* www.acecqa.gov.au/
- f) Priority of Access Guidelines for child care service:
<https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>
- g) 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>
- h) *The Kindergarten Funding Guide (Department of Education and Training):*
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- i) Victorian Department of Health: www.health.vic.gov.au/immunisation

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ATTACHMENT 1

Eligibility and priority of access criteria for a funded kindergarten 3 and 4-year-old program

Information regarding the priority of access is available to families on the BKS website (bethanykindergartens.org.au)

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

- 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.

This helps to ensure that children who are vulnerable, disadvantaged or who have a disability are supported to access a kindergarten place.

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

Priority 1 Criteria DET's Priority of Access criteria	Determined by:
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> • 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"> – Child Protection – Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) – Maternal and Child Health nurse, or – Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> • 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 KIMS.
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or • Multiple birth children (triplets, quadruplets). • Asylum seekers and refugee children
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program 	<p>The child:</p> <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card • has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> – the National Disability Insurance Scheme

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<ul style="list-style-type: none"> • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<ul style="list-style-type: none"> – Early Childhood Intervention Service – Preschool Field Officer, or – Maternal and Child Health nurse.
Priority 2 Criteria	
One year before school children <ul style="list-style-type: none"> • Children who turn 4 before 30th April, who will be attending school the following year, have not yet had their Year Before School subsidised Kindergarten year and have prior association with the service then: • Children who turn 4 before 30th April, who will be attending school the following year and have not yet had their Year Before School subsidised Kindergarten year. 	Identified by the family Verified on enrolment database system
Priority 3 Criteria	
Two years before school children <ul style="list-style-type: none"> • Children who turn 3 before 30th April in the year of enrolment and have prior association with the service then: • Children who turn 3 before 30th April in the year of enrolment 	Identified by the family. Verified on enrolment database system
Priority 4 Criteria	
<ul style="list-style-type: none"> • Children and their family who reside, work or study in the local government area • Children whose families are in the process of moving to the local government area • Children who are cared for within the local government area 	

Note:

- When all kindergarten registrations are equal, places are allocated via a random computer generated process.
- DET's Priority of Access (POA) guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, POA guideline will equally prioritise three and four-year-old children that are considered vulnerable. Where programs for three- and four-year old children are provided separately, the POA criteria will be applied separately for each age cohort.

* 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

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ATTACHMENT 2

General enrolment procedures for funded kindergarten programs

1. Registrations for a place

- Enrolment registrations will be accepted at any time
- Enrolment registration forms are available from the BKS Website (bethanykindergartens.org.au)
- 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* is also available on the BKS website (bethanykindergarten.org.au)
- Registrations for 3 and 4 year old kindergarten must be received by BKS by the second last Friday in June of the year prior to attending to then be considered for the first round of offers.
- A separate application form must 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*).
- Parents/guardians of children applying for a second year of funded kindergarten must show evidence of eligibility for a second year of funded kindergarten.
- All enrolment registration forms must be accompanied by an enrolment registration fee in line with the BKS Fees Policy. The amount is available in the list of fees and charges. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable. The registration fee is waived for children who are considered vulnerable.
- Completed online, emailed to enrolments@bethany.org.au or mailed to Bethany Kindergarten Services PO Box 365 North Geelong 3215.
- Access to completed enrolment registration forms will be restricted to the persons 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 BKS database using the eligibility and priority of access criteria (Attachment 1)
- Registrations received after the second last Friday in June in the year prior to attendance will be considered if there are available places, in second and subsequent allocation rounds in line with the BKS eligibility and priority of access criteria.

2. Offer of places

- Tentative places will be offered in writing to applicants in accordance with the BKS eligibility and priority of access criteria. To accept the kindergarten place, parents need to provide a payment of the acceptance fee and an up to date AIR Immunisation History Statement for assessment by BKS.
- BKS requires parents/guardians who have been offered a tentative place to provide an up to date AIR Immunisation History Statement for assessment two months prior to the child first attending the service 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

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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 BKS 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).
- Offer of places for funded three-year-old and four-year-old kindergarten program/s will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or 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.
- An acceptance fee of \$100 must be paid in accordance with the BKS Fees Policy to hold the place for the following year. This fee will be deducted from first term fees.
- Children who are eligible for the Kindergarten Fee Subsidy are not required to pay the enrolment deposit.
- An enrolment record and other relevant information will be provided by BKS to the parent/guardian after a place has been accepted and the fee has been paid.

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ATTACHMENT 3

Enrolment Registration Form



Kindergarten Registration

Thank you for choosing a BKS kindergarten for the care and education of your child. BKS kindergartens offer 3 and 4 year old kindergarten programs.

Please note, this is a registration form only. It is not confirmation of a kindergarten place.

A non-refundable fee of \$35 is required with each registration. There is no charge for families who are eligible for free kindergarten.

Free kindergarten is provided for children who:

- *are Aboriginal and/or Torres Strait Islander, or*
- *hold or has a parent/guardian who holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or*
- *are a multiple birth child (triplets or more), or*
- *holds or has a parent/guardian who holds a Humanitarian or Refugee Visa*

For further information please speak to the enrolments team by phoning 5273 0200.

Kindergarten Preferences

What year would you like your child to commence kindergarten?:

20 _____

What program type is this relevant for?:

- ☐ 3 year old program
- ☐ 4 year old program

Preference One:

Preference Two:

Preference Three:

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Child Details

Child's Name: _____

First Name

Last Name

Gender:

☐ Male

☐ Female

☐ Other

Child's Date of Birth:

_____/_____/20____

Parent Details

Parent/Guardian: _____

First Name

Last Name

Phone Number: _____

Email: _____

Please note: All correspondence will be via this email address.

Parent/Guardian: _____

First Name

Last Name

Phone Number: _____

Email: _____

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Additional Information about your child:

This information will help us support your family and allocate kindergarten places.

The State Government provides free kindergarten for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

- ☐ Health care card
- ☐ Pensioner Concession Card
- ☐ DVA Gold/White Card
- ☐ Bridging Visas A – F
- ☐ Temporary Protection/Humanitarian Visa 447, 451, 785 or 786
- ☐ Resolution of Status Visa (ROS) Visa Class CS, Subclass 851
- ☐ Triplets or Quadruplets
- ☐ Aboriginal and/or Torres Strait Islander

The child's living arrangements are best described as:

- ☐ Formal Kinship Care
- ☐ Foster Care
- ☐ Permanent Care
- ☐ Informal Kinship Care
- ☐ Care of Parents

Are you applying for a second year of kindergarten for your child as recommended by their teacher and approved by the Department of Education and Training?

- ☐ Yes (Please contact BKS Enrolments on 5273 0200)
- ☐ No

Does your child have any additional learning needs?

- ☐ Yes
- ☐ No

Please provide a brief description of your child's additional learning needs:

Is your child registered with a specific Support service / agency?

- ☐ Yes
- ☐ No

Please provide the name of the agency:

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Is this child or family known to child protection or being supported by Family Support Services?

☐ Yes

☐ No

Has your child or an older sibling attended the service of your first preference in the last 5 years?

☐ Yes

☐ No

Please provide the name and date of birth of the child who has previously attended:

Please comment below if you have any additional comments about your child's registration:

By submitting this application the parent/guardian agrees and understands:

- I declare that all of the information provided on this registration form is true and correct.
- This is a registration form, not a guarantee of placement. Offers for kindergarten places will be made in July prior to the application year.

Signed:

Name (Please print)

Date:

ENROLMENT & ORIENTATION POLICY

PRIVACY STATEMENT & AGREEMENT

BKS is collecting this information to comply with the Education and Care Services National Law Act 2010 and Education and Care Services Regulation 2011 and also for the purposes of enrolling your child in the BKS Central Enrolment System. BKS considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for BKS administrative purposes and will be provided to relevant kindergarten staff as required for the enrolment of your child at the kindergarten listed on this form. This information will not be disclosed to any other party except as required by law. You may access this information by contacting BKS on 03 5273 0200.

Non Refundable Kindergarten Registration Fee

Payment of a non-refundable fee of \$35 is required with each registration.

Families who are eligible for free kindergarten do not pay this registration fee. Please attach a copy of your current concession card in lieu of payment

Internet Bank Transfer

Bank: National Australia Bank

Account Name: Bethany Kindergarten Services

BSB: 083 537

Account number: 653768527

Please include reference Child's surname and date of birth

Credit Card Payment

Visa/MasterCard (please circle)	Name on Card:
Card Number:	
Expiry Date:	CVV:
Signature	

ENROLMENT & ORIENTATION POLICY

BKS Kindergartens:

Kindergarten name	Address
Allanvale Preschool, Leopold	28 Allanvale Ave. Leopold 3224
Beacon Point Preschool, Clifton Springs	49 Centaurus Ave Clifton Springs 3222
Bell Park Kindergarten	10 – 12 Barton St Bell Park 3215
Bell Post Hill Kindergarten	58 Ernest St Bell Post Hill 3215
Bellevue Preschool, Highton	Rear 224 Roslyn Rd Highton 3216
Breakwater Kindergarten	201 St Albans Rd East Geelong 3219
Drysdale Preschool	1/25 Eversley St Drysdale 3222
Fyans Park Kindergarten, Newtown	204 West Fyans St Newtown 3220
Grovedale Preschool	81 Heyers Rd Grovedale 3216
Herne Hill Kindergarten	194 Church Street Geelong North 3215
Highton Preschool Centre	74 Belle Vue Avenue, Highton
Kirralee Kindergarten, Newcomb	53 Richards St Newcomb 3219
Lara Kindergarten	10-12 Waverley Road Lara 3212
Leopold Kindergarten & Children's Playgroup	29 Kanimbla Avenue, Leopold 3224
Normanby Street Preschool, East Geelong	53 Normanby St East Geelong 3219
Ocean Grove & District Preschool	114 The Avenue Ocean Grove 3226
Ocean Grove Woodlands Kindergarten	15 Wyatt St Ocean Grove 3226
Portarlington Preschool Centre	88 Newcomb Street Portarlington 3223
Queenscliff Kindergarten	10 Stevens Street Queenscliff 3225
Rix Street Kindergarten, Herne Hill	49 Rix St Herne Hill 3218
William Hovell Preschool, Corio	28 Hendy St Corio 3214
William Parker Memorial Kindergarten Hamlyn Heights	33 Griffen St Hamlyn Heights 3215

ENROLMENT & ORIENTATION POLICY

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

Dear Parent

We have your child enrolled to attend a BKS kindergarten next year. Our records show that we do not have an up to date Immunisation History Statement for your child. The No Jab No Play legislation requires that each child provides BKS with an up to date Immunisation History Statement in the two months prior to starting kindergarten.

To have an enrolment confirmed for a child in kindergarten parents/carers need to provide BKS with a current Immunisation History Statement from the Australian Immunisation Register (AIR), *see example below*. The Immunisation History Statement from the AIR lists the vaccines the child has received and, if applicable, which vaccines are due in the future and when. Medical exemption may also be listed, where applicable. The statement provided must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

An Immunisation History Statement from the AIR is the only type of immunisation record we can accept.

The Medicare logo and Australian Government crest must be present and identifiable to be considered a valid Immunisation History Statement. For example, if the statement is page two of a letter from Medicare, both pages need to be presented to the service to confirm enrolment.

You can obtain a copy of your child's Immunisation History Statement from your [myGov account](#).


If you have difficulty getting a copy via your myGov account you can:

- call the **Australian Immunisation Register (AIR)** on 1800 653 809
- visit a Medicare or Centrelink office.

Families who do not hold a Medicare card can call the AIR to request an Immunisation History Statement. A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8:30am to 4:45pm.

Please email your child's up to date Immunisation History Statement to kindergartens@bethany.org.au by (DATE). **Children who have not provided an up to date Immunisation History Statement may be unable to start kindergarten until the documentation is provided.**

ENROLMENT & ORIENTATION POLICY


 Australian Government
 Department of Human Services
medicare

Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
Next immunisation/s due			Date due	
Diphtheria Tetanus Pertussis Poliomyelitis			01 Nov 2020	

Please don't hesitate to get in touch if you have any questions.

Kind regards

Enrolments Team

ENROLMENT & ORIENTATION POLICY

ATTACHMENT 5

Cancellation of enrolment and Non-attendance

Cancellation of Enrolment

Families **MUST** notify BKS in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until BKS 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 attended 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 BKS 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 contact Central Support who will email the family with a response date.

If the family have made no attempt to communicate with the service before the response date, Central Support will email 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.