



ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy will outline:

- the criteria for enrolment at Parkdale Preschool
- the process to be followed when enrolling a child at Parkdale Preschool, and the basis on which places within the programs will be allocated
- procedure for the orientation of new families and children into Parkdale 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

Parkdale Preschool is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- complying with DET funding requirements relating to the enrolment of children in government-funded kindergarten places
- complying with the Public Health and Wellbeing Act 2008 amendment known as “No Jab, No Play”.
- maintaining confidentiality in relation to all information provided on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.
- supporting families to meet the requirements for enrolment through the provision of information

2. Scope

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Parkdale Preschool.

3. Background and legislation

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.

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* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

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, 168, 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 and families are supported in their parenting role.
 - Element 6.1.1: Families are supported from enrolment to be involved in the service and contribute to service decisions.
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *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.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

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.

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: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

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 constitutes part of 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, immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. 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

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- 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/
- *Guide to the National Quality Standard*:
www.acecqa.gov.au/
- *Priority for allocating places in child care services*:
<https://www.education.gov.au/child-care-provider-handbook/other-matters-regarding-enrolment-and-allocation-child-care-places>
- *The Kindergarten Guide (Department of Education and Training)*:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services 2015*:
<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: 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 (Committee of Management) is responsible for:

- determining the Eligibility And Access criteria for the three-year-old kindergarten programs at Parkdale Preschool, based on the service's philosophy and community needs

- developing procedures that ensure all eligible families are aware of, and are able to access, a funded early childhood program, and considering any barriers to access that may exist
- complying with the *Inclusion and Equity Policy*
- appointing a person or persons 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring enrolment is not confirmed until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to finalising enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending
- ensuring that the enrolment form (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)
- 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 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 City of Kingston Central Enrolment Scheme is responsible for:

- providing enrolment applications for the funded kindergarten program
- operating a kindergarten central enrolment register for sessional funded kindergartens across the municipality
- distributing prioritised applications to the kindergarten, ranked according to the Enrolment Scheme's allocation criteria
- maintaining a waiting list of children without a place in a funded kindergarten program.

Additional information regarding the City of Kingston Central Enrolment Scheme's Policy is available on their website at www.kingston.vic.gov.au

The Enrolment Officers are responsible for:

- collating enrolments for the three-year-old program
- maintaining a waiting list for the three-year-old program
- 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 report at committee meetings to the Approved Provider regarding the status of enrolments and any difficulties encountered
- ensuring completed enrolment application forms are stored securely and confidentially (refer to *Privacy and Confidentiality Policy*)
- liaising with the City of Kingston Central Enrolment Scheme and attending information sessions as required.

The Administration Officer is responsible for:

- providing enrolment application forms for the three-year-old program
- invoicing, collecting and receipting application fees, deposits and term fees
- ensuring the website and policy manual have current copies of the *Enrolment and Orientation Policy* and providing a copy to prospective families upon request

The Nominated Supervisor is 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 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- sighting evidence of the child's immunisation records/documentation to ensure that only children who have acceptable immunisation documentation have a confirmed place in the program
- sighting evidence of date of birth to ensure that children are eligible for access to the kindergarten program requested
- assisting with allocation of children into groups for four-year-old funded kindergarten
- ensuring that enrolment forms are fully completed prior to the child's commencement at the service
- discussing individual children's needs with parents/guardians and developing an orientation program to assist children to settle into the program
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

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
- 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
- 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
- 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
- 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
- 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 and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all 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: Three-year-old Kindergarten Enrolment Procedures
- Attachment 2: Four-year-old Kindergarten Enrolment Procedures

AUTHORISATION

This policy was adopted by the Approved Provider (Committee of Management) of Parkdale Preschool in **JULY 2019**

Review date: JULY 2020