



## **Enrolment and Orientation**

### **1. Authorisation**

This policy was adopted by the Committee of Armadale Early Learning Centre at its Committee meeting of 2 December 1997.

### **2. Review Date**

This policy was last reviewed in [September 2016](#) and is to be reviewed annually, or when deemed necessary. The policy is due to be reviewed [September 2017](#).

### **3. Purpose**

This policy will outline:

- the criteria for enrolment at AELC
- the process to be followed when enrolling a child at AELC, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into AELC.
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

### **4. Policy Statement**

#### **4.1 Values**

AELC is committed to:

- equal access for all 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 on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.

#### **4.2 Scope**

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

## **5. Background and Legislations**

### **5.1 Background**

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

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

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

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*).

### **5.2 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), as amended 2011
- *Children, Youth and Families Act 2005* (Vic), as amended 2011
- *Child Wellbeing and Safety Act 2005* (Vic), as amended 2012
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained

- Element 6.1.1: There is an effective enrolment and orientation process for families
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

## **6. Definitions**

**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.

**Approved care:** Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to 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.

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

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

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, or officially withdraws from a service prior to the end of Term 1. 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 who meets the criteria outlined in the *Victorian kindergarten policy, procedures and funding criteria*.

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

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

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

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

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

## **7. Sources and Related Policies**

### **7.1 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)
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000:  
[www.legislation.gov.au/Series/F2006B01541](http://www.legislation.gov.au/Series/F2006B01541)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:* [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard:* [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Priority for allocating places in child care services:*  
<http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training):*  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- *Immunisation enrolment toolkit for early childhood education and care services 2015:*  
[www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### **7.2 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*

## **8. Key Responsibilities**

### **8.1 Approved Provider**

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at AELC, based on funding requirements and the service's philosophy
- developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy
- providing opportunities (in consultation with the Centre Manager and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- ensuring that enrolment forms comply with the requirements of Regulations 160, 161, 162
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service
- ensuring that enrolment records 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).

### **8.2 Enrolments Officer**

The person responsible for the enrolment process is accountable for the following:

- providing enrolment application forms collating enrolments
- maintaining a waiting list
- collecting, receipting and banking enrolment fees

- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- providing 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 parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **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
- 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 (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- 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 (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- providing a monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- ensure a copy of the *Enrolment and Orientation Policy* is accessible to all families.

### **8.3 Nominated Supervisor and early childhood teachers**

The Nominated Supervisor 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 and carers 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 regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

## 8.4 Educators

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 acceptable immunisation documentation 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.

## 8.5 Parents/guardians

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
- 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.**

## 9. 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.

## **10. Attachments**

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: 3 and 4 year old Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

<b>Date Reviewed</b>	<b>Details of Changes (if any)</b>	<b>Date of Next Review</b>
November 2001		
August 2002		
November 2004		
July 2006		
January 2007		
September 2011	Updated formatting	
June 2012	Changed wording around deposit refunds.	
August 2013	Updated as per Legislation changes and NQF implementation,	
October 2016	Adjusted attachments to reflect current practice	October 2017



## Attachment 1

### Eligibility and Priority of Access Criteria

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

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who were eligible to attend in the previous year, but:
  - deferred
  - withdrew from the service on or before the last day of Term 1 and have completed the *Kindergarten withdrawal and deferment form* (available from the service)
- children who turn four years of age by 30<sup>th</sup> April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: [www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx](http://www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx)

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.

- priority of access criteria as outlined in *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

## **2. Eligibility and access criteria for the three-year-old kindergarten program**

Children are eligible for attendance in the three-year-old program provided they have turned three prior to the 30<sup>th</sup> of April in the year they commence kindergarten. Please note children cannot attend the program until they have turned 3. Fees must be paid to hold the place for an eligible child who has not turned 3 at the commencement of the kindergarten year.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – families can enrol for the program when their child has turned two; applications for the three-year-old program open at the start of Term 2, 18 months prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

## **3. Allocation within groups**

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

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.



## Attachment 2

### General Enrolment Procedures

#### 1. Application for a place

- A child may be placed on the waiting list up to 18 months prior (3-year-olds) or 30 months prior (4-year-olds) to commencement and therefore not be disadvantaged due to having a later month birth date as per the following table.

Born Between:	Commence 3YO Kindergarten:	Commence 4YO Kindergarten:	Enrolments accepted after:
1 May 2012 – 30 April 2013	2016	2017	July 2014
1 May 2013 – 30 April 2014	2017	2018	July 2015
1 May 2014 – 30 April 2015	2018	2019	July 2016
1 May 2015 – 30 April 2016	2019	2020	July 2017
1 May 2016 – 30 April 2017	2020	2021	July 2018

- All applications must be on the standard application form available from AELC or the website [www.armadaleelc.vic.edu.au](http://www.armadaleelc.vic.edu.au).
- Enrolment application forms are available from the service.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate must be submitted with all applications.
- All initial applications must be accompanied by a once-off enrolment application fee of \$50. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed application forms are to be forwarded to the Centre Manager at 3 Fulton St, Armadale, 3143.
- Access to completed application forms will be restricted to the Centre Manager, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.

- Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of AELC.

## 2. Offer of Places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- Offers for places will be posted on a date in Term 2 in the year preceding attendance. This date is normally in the middle of **June** and has been agreed amongst surrounding local kindergartens and Stonnington Council.
- Applicants who are successful will be notified in writing of a confirmed place.
- Applicants wishing to take up the place/s offered have 10 days to return the acceptance form and deposit.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Centre Manager, in writing as soon as possible.
- The deposit is approximately three-quarter of one term's fees. This is strictly non-refundable and non-transferable. This fee is then taken off each term's fees on a pro-rata basis.
- A confirmation of the place, accompanied by a receipt, is sent to each family after the place is accepted and the deposit has been paid.
- Enrolment forms and arrangements for an interview for the child to meet the educators are arranged at a later date in the year prior to the child attending kindergarten.
- The Committee or its delegate reserves the right to withdraw any offer made if it determines the terms and conditions have not been met.

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

## 3. Preferences

Preference in respect of applications should be given in the following order:

1. Children who attend the Centre in the previous year as a 3 year old (up to the date of payment of the deposit for the following year).
2. Children who have had siblings attend the centre, provided their application is received by the last day of Term 1 in the year preceding attendance.
3. Children who have a parent or guardian who lives, works or studies in the City of Stonnington, provided this is communicated to the Centre Manager by the last day of Term 1 in the year preceding attendance. The onus of providing updated parent/guardian residency, work and study details prior to this date shall be on the parent/guardian.
4. One allocated place will be reserved in each 3 year old group for a child with additional needs if required.

5. Any other eligible applicant will join the waiting list in the order of applications received (including siblings enrolled after the end of first term in the year preceding attendance and children who have a parent or guardian who commences living, working or studying in the City of Stonnington after the end of first term in the year preceding attendance).



**Attachment 3**  
**3 and 4 year old Enrolment Application Forms**

<input type="checkbox"/> Application fee paid	___/___/___
<input type="checkbox"/> Letter of offer sent	___/___/___
<input type="checkbox"/> Deposit received	___/___/___



### 3-Year-Old Enrolment Application Form

Enrolment Year: \_\_\_\_\_

Child's Information	
Family name:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Given names:	Usually called:
Date of birth:	Copy of birth certificate attached: Yes <input type="checkbox"/>
Country of birth:	Religion (optional):
Home address:	
Suburb:	Postcode:
Languages spoken at home:	
Is the child aboriginal or Torres Strait Islander?	
<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander	<input type="checkbox"/> Yes, Torres Strait Islander
Family Information	
1. Parent/Guardian Name:	
Phone (H):	Phone (W):
Mobile:	Email:
Address – as per child or:	
Occupation:	Does the child live with you? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Parent/Guardian Name:	
Phone (H):	Phone (W):
Mobile:	Email:
Address – as per child or:	
English interpreter required for parents? Yes <input type="checkbox"/> No <input type="checkbox"/>	Language:
Occupation:	Does the child live with you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have siblings previously attended AELC in the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please list name/s and year/s first enrolled:	
Do you live, work or study in the City of Stonnington? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>yes</b> , please state name and Address of work/study (if in Stonnington)	

Additional Information
Does your child have any special needs/allergies/other medical conditions? Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , please provide details:
Is your child's immunisation up to date? Yes <input type="checkbox"/> No <input type="checkbox"/> (you will be required to provide evidence of same)
Are you able to take on a committee role? Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you hear about AELC?

Please notify AELC to any changes of the above information so that we are able to contact you. You can do this by contacting the Centre Manager via email at [administration@armadaleelc.vic.edu.au](mailto:administration@armadaleelc.vic.edu.au).

Please indicate the group in which you wish your child to be enrolled:

- 3 YEAR OLD KOALA GROUP**
- 3 half days (11 hours), \$800 per term\*
  - Tuesday and Friday, 9.00am to 1.00pm
  - Thursday, 9.00am to 12.00pm

Please note your child must be 3 by the 30<sup>th</sup> April in the year attending kindergarten. Please note your child may only attend kindergarten once they have turned 3.

- 3 & 4 YEAR OLD KANGAROO GROUP**
- 2 full days (14 hours), \$900 per term\*
  - Tuesdays and Fridays, 9am to 3.45pm

Please note, AELC will give preference to children attending this group who turn 3 years of age before January 31<sup>st</sup> in the year they commence kindergarten

*\*Please note, fees may be reviewed and are subject to change.*

- \$50.00 Fee for 3-year-old Application provided (Bank transfer, cheque or money order only – NO CASH). BSB 083\_298. Account No. 829 698 033.

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

- **To receive preference, Siblings and Stonnington residents/workers/students MUST submit their applications by the end of Term 1 in the year preceding attendance. LATE APPLICATIONS RECEIVE NO PREFERENCE AND JOIN THE BOTTOM OF THE WAITING LIST IN ORDER OF RECEIPT.**
- Places CANNOT be guaranteed and are allocated by working through the waiting list until all spots are filled.
- The 3-year-old waiting list order is set as follows (for applications received by their deadline): Children repeating the Centre's 3-year-old program; Children who have had siblings previously attend the Centre (in order of receipt); City of Stonnington residents/workers/students (in order of receipt); all other applications (in order of receipt).
- Enrolments are accepted from 18 months before the year of commencement
- Notification of an offer will take place from late June in the year prior to entry.
- No confirmation of receipt of this application will be sent unless requested, with a stamped self-addressed envelope.
- Please mail your application form and fee to: Armadale Early Learning Centre, 3 Fulton St, Armadale Vic, 3143, Attention: Centre Manager.

<input type="checkbox"/> Application fee paid	___/___/___
<input type="checkbox"/> Letter of offer sent	___/___/___
<input type="checkbox"/> Deposit received	___/___/___



## 4-Year-Old Enrolment Application Form

Enrolment Year: \_\_\_\_\_

Child's Information	
Family name:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Given names:	Usually called:
Date of birth:	Copy of birth certificate attached: Yes <input type="checkbox"/>
Country of birth:	Religion (optional):
Home address:	
Suburb:	Postcode:
Languages spoken at home:	
Is the child aboriginal or Torres Strait Islander?	
<input type="checkbox"/> No, not Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander	<input type="checkbox"/> Yes, Torres Strait Islander
Family Information	
1. Parent/Guardian Name:	
Phone (H):	Phone (W):
Mobile:	Email:
Address – as per child or:	
Occupation:	Does the child live with you? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Parent/Guardian Name:	
Phone (H):	Phone (W):
Mobile:	Email:
Address – as per child or:	
English interpreter required for parents? Yes <input type="checkbox"/> No <input type="checkbox"/>	Language:
Occupation:	Does the child live with you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have siblings previously attended AELC in the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please list name/s and year/s first enrolled:	
Do you live, work or study in the City of Stonnington? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>yes</b> , please state name and Address of work/study (if in Stonnington)	

Additional Information
Does your child have any special needs/allergies/other medical conditions? Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> , please provide details:
Is your child's immunisation up to date? Yes <input type="checkbox"/> No <input type="checkbox"/> (you will be required to provide evidence of same)
Are you able to take on a committee role? Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you hear about AELC?

Please notify AELC to any changes of the above information so that we are able to contact you. You can do this by contacting the Centre Manager via email at [administration@armadaleelc.vic.edu.au](mailto:administration@armadaleelc.vic.edu.au).

Please indicate the group in which you wish your child to be enrolled. Please note, additional hours are in addition to your child attending either the Wombat or Possum Group. Please note, children must turn four no later than 30<sup>th</sup> April in the year commencing kindergarten.

- 4 YEAR OLD WOMBAT GROUP**
- 2.5 full days (17.5 hours), \$700 per term\*
  - Mondays and Wednesdays - 9am to 4.00pm
  - Thursdays - 1 to 4pm

- 4 YEAR OLD POSSUM GROUP**
- 3 full days (21 hours), \$900 per term\*
  - Monday, Wednesday, and Thursdays - 9am to 3.45pm

- 4 YEAR OLD ADDITIONAL HOURS**
- Further to the programs listed above, your child may attend an additional 2 days a week in a combined 3 and 4 year old program. A maximum of 11 four year old kindergarten children may attend these sessions.
- 2 full days (14 hours), \$900 per term\*
  - Tuesdays and Fridays - 9am to 3.45pm

*\*Please note, fees may be reviewed and are subject to change. Modified fees applied for HCC holders.*

- \$50.00 Fee for 4-year-old Application provided  
(Bank transfer BSB 083\_298. Account No. 829 698 033, cheque/money order – NO CASH).

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

- **To receive preference, Siblings and Stonnington residents/workers/students MUST submit their applications by the end of Term 1 in the year preceding attendance. Current 3-year-olds will be advised of their application deadline in Term 2. LATE APPLICATIONS RECEIVE NO PREFERENCE AND JOIN THE BOTTOM OF THE WAITING LIST IN ORDER OF RECEIPT.**
- Places CANNOT be guaranteed and are allocated by working through the waiting list until all spots are filled.
- The 4-year-old waiting list order is set as follows (for applications received by their deadline): Children repeating the Centre's 4-year-old program; Children already attending the Centre's 3-year-old program (in order of receipt); Children who have had siblings previously attend the Centre (in order of receipt); City of Stonnington residents/workers/students (in order of receipt); all other applications (in order of receipt).
- Enrolments are accepted from 30 months before the year of commencement
- Notification of an offer will take place from June in the year prior to entry.
- No confirmation of receipt of this application will be sent unless requested, with a stamped self-addressed envelope.
- Please mail your application form and fee to: Armadale Early Learning Centre, 3 Fulton St, Armadale, 3143, Attention: Centre Manager.

# AELC POLICY



## Attachment 4

### Letter for parents/guardians without acceptable immunisation documentation

Armada Early Learning Centre  
3 Fulton Street  
Armada, 3143

[Insert date]

Dear [insert name]

Re: Enrolment at AELC for [insert year]

I am contacting you regarding your enrolment documentation for [insert child's name] at [Service Name] in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by commencement of the kindergarten year, we will defer attendance at our service for [child's name] until acceptable immunisation documentation has been provided. This must be provided by [insert date] to avoid the place being offered to another child.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

If you have any further questions about this matter please do not hesitate to contact the Centre Manager on 9509 3187.

Yours sincerely,

[Insert name]

[Insert title]

Armada Early Learning Centre