ENROLMENT AND ORIENTATION

QUALITY AREA 6 – COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

PURPOSE

This policy provides a clear set of guidelines and procedures for:

- enrolling a child at Sparkways
- the orientation of new families and children into Sparkways
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play, Family Assistance Law and Department of Education (DE) Kindergarten Funding Guide.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- adhering to the DE's priority of access requirements for both three and four-year-old children

POLICY STATEMENT

GUIDING PRINCIPLES

Sparkways is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten *(refer to Definitions)* eligible children into full 15 hours of kindergarten program

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Sparkways, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the *Education and Care Services National Law* and *National Regulations* are met	**R**	√			
Ensuring that copies of the *Enrolment and Orientation Policy* and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection *(Regulation 171)*	**R**	√			
Ensuring that the *Enrolment and Orientation Policy* and procedures are followed *(Regulations 170)*	**R**	√	√		√
Complying with the *Inclusion and Equity Policy*	**R**	**R**	√	√	√
Ensuring parents/guardians have access to: • Parent handbook • Statement of Philosophy • Child Safe Environment Policy and/or Statement of Commitment to Child Safety • Relevant Fees Policy • Privacy Statement • Code of Conduct Policy • Acceptance and Refusal of Authorisations Policy • Dealing with Medical Conditions Policy • Incident, Injury, Trauma and Illness Policy • Delivery and Collection of Children Policy	**R**	√	√		
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer to Attachment 2 and 3)	**R**				
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
Communicating to families the days and times the service/centre will operate, planned closures (including public holidays and child-free days), Details of any planned alternative sessions (if applicable), and unplanned teacher absences or emergency situations	R				
Providing parents/guardians easy-to-read information about how the service operates and what the service will provide (including information about inclusion and learning)	√	√	√		
Developing strategies on how to communicate with parents/guardians with varying literacy skills, or where English is not a first language	√	√	√		

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Where applicable, considering access and inclusion for children experiencing vulnerability in the allocation of places at the service *(refer to Attachment 1 and 2)*	**R**	√			
Ensuring not to exceed the maximum number of children for which the service is licensed	**R**				
Where applicable, providing families with consistent and transparent communication on waitlist management processes *(refer to Attachment 2)*	**R**	√			
Complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information	**R**	**R**	**R**	√	√
Providing opportunities for interested families to attend the service at open days and/or during operational hours to observe the program and become familiar with the service prior to their child commencing - 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, early childhood teachers or educators under the *National Law: Section 167*.	**R**	√	√		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement *(refer to Definitions)* and accessing immunisation services	**R**	√	√		
Ensuring that only children whose AIR Immunisation History Statement *(refer to Definitions)* have been assessed as being acceptable or who are eligible for the support period *(refer to Definitions)* have confirmed place in the program *(refer to Attachment 3)*	**R**	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement *(refer to Definitions)* and who are not eligible for the support period that their children are not able to attend the service and referring them to immunisation services *(refer to Attachment 5)*	**R**	√	√		
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 Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E)*	**R**	√	√		
Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement *(refer to Definitions)* of their child's immunisation status *(refer to Attachment 3)*				√	

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available	**R**	√			
Seeking information from parents/guardians about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition	**R**	√	√	√	
Ensuring that the medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records	**R**	√	√	√	
Providing any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service				√	
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 support period	**R**	√	√		
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (*refer to Sources*) 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 support period *(refer to Definitions)*	**R**	√	√		
Where a child is eligible for the 16 weeks support period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement *(refer to Definitions)* to the service				√	
Ensuring all authorised nominees *(refer to Definitions)* have been completed on the enrolment record for each child *(refer to Definitions)* ***(Regulations 160 and 161)*** as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation	R	√		√	
Once an enrolment record *(refer to Definitions)* has been completed for each child, review the enrolment record to ensure that no section/question has been left blank.	**R**	√			
Ensuring that the enrolment record for each child *(refer to Definitions)* both digital and/or hard copy complies with the requirements of *Regulations 160, 161, 162,* and DE funding requirements (Arrival), and that it effectively meets the management requirements of the service	R	√	√		

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that enrolment records for each child *(refer to Definitions)* are kept confidential *(Regulations 181, 182),* 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))*	R	√	√		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	R	√	√		
Ensuring that the orientation program meets the individual needs of children and parents/guardians	R	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for *(Regulation 157)*, 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, early childhood teachers or educators under the *National Law: Section 167*	R	**R**	√	√	√
Reviewing enrolment applications to identify children with additional needs (*refer to Definitions* and the *Inclusion and Equity Policy*)	√	√	√		
Accessing the Inclusion Support Program *(refer to Sources)* when applicable	**R**	√			
Encouraging parents/guardians to: • stay with their child as long as required during the orientation period, keeping in mind the best interest of the child make contact with educators at the service, when required	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling in to the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required	√	√	√	√	

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Developing strategies to assist new families to: • feel welcomed into the service and help them to become familiar with service policies and procedures • share information about their family beliefs, values and culture and feel culturally safe • share their understanding of their child's strengths, interests, abilities and needs • value the voice of the child, ensuring they have opportunity to articulate their individual interests 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	√	√	√	√	
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health Care Card; if the child or family becomes known to Child Protection				√	
Ensuring that the enrolment record for each child *(refer to Definitions)* is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances	**R**	√	√	√	√
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment *(refer to Attachment 6)*	√	√	√		
Reading and complying with this *Enrolment and Orientation Policy*	**R**	**R**	**R**	√	√
Notifying Sparkways in writing if they wish to cancel their enrolment.				√	

RESPONSIBILITIES – KINDERGARTEN SPECIFIC	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: • 15 hours per week for 40 weeks of the year, or • 600 hours per year	R				
Ensuring children eligible for Pre-Prep *(refer to Definitions)* are enrolled for a minimum of 16 hours per week for 40 weeks of the year (or 640 hours per year)	R	√			
Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering between 5-15 hours a week or 200 to 600 a year **NOTE:** In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.	R				
Providing communication to families explaining their access to one year of three-year-old and one of four-year-old funded kindergarten program	R	√			
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April *(refer to Sources)*	√	√	√		
Developing an orientation process for children born between January and April, who will be commencing kinder after the start of term 1. **Note:** This process will usually occur in the two weeks prior to the child's commencement and requires parent/guardian attendance. Whilst every effort will be made to accommodate the individual needs of children and families, the number and timing of sessions will consider the needs of all attending children (who will still be adjusting to kinder themselves), the number of children that require a late start orientation process, and the capacity of staff to facilitate the process alongside program delivery.		√	√		
Ensuring families sign DE's one funded kindergarten place form in Term 4 and confirm in writing in Term 1. Service providers must use the form provided on the department's template and must not adapt the content into service's own templates *(refer to Sources)*	R	√			
Ensuring that attendance data collection is implemented as per the Arrival requirements *(refer to Sources)*	R	√			

RESPONSIBILITIES – KINDERGARTEN SPECIFIC	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Applying the Priority of Access criteria to funded programs at Sparkways, as described in the Department of Education's (DE) *The Kindergarten Funding Guide (refer to Attachment 1)*	R	√	√		
Working with local council, other local kindergarten services, key stakeholders and the local ECIB to ensure all eligible children have access to a kindergarten place	√	√			
Ensuring the following is displayed: • the current Kindergarten Program Certificate • information promoting ESK • information promoting the KFS in services not participating in Free Kinder • operating times and name(s) of the qualified teachers delivering the program.	R	√			
Communicating to parents: • waiting lists • access and inclusion policies • availability of ESK and KFS where applicable • details of the annual kindergarten parent opinion survey to parents, carers or legal guardians • that the service will prepare a Transition Statement for all children to help them transition to school.	R	√			
Supporting inclusion and access through specific funding stream (for eligible families): • Early Start Kindergarten *(refer to Definitions)* • Early Start Kindergarten extension grants *(refer to Definitions)* • Access to Early Learning *(refer to Definitions)* • Additional year of funded kindergarten *(refer to Definitions)*	R	√	√		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption *(refer to Attachment 2)*	√	√	√		
Providing communication to families explaining they can only access one free kindergarten program per child, per year.	**R**	√			
Receiving written confirmation from families confirming they are attending one free kindergarten program per child, per year	**R**	√		√	
Advising families (where required) that children are allocated to a specific Kindergarten group and their attendance cannot be split between different Kindergarten Groups	√	√			
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	**R**	√	√		

RESPONSIBILITIES – KINDERGARTEN SPECIFIC	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements	**R**	**R**			

RESPONSIBILITIES – EARLY LEARNING & CARE SPECIFIC	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring all enrolled children are six years of age and under. Children aged six years old will require to complete an exemption from school form from the Department of Education (DE)	**R**	√			
Providing a kindergarten program to children who turn three and four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood, VIT registered teacher, and offering at least: • 15 hours per week for 40 weeks of the year, or • 600 hours per year Directly offsetting the full and correct Free Kinder entitlement of fees.	**R**				
Gathering information from parents/guardians to support continuity of care between home and the service	√	√	√		
Once payment has been made to secure the placement, providing parents/guardians a confirmation letter stating the starting date, days and hours *(refer to Attachment 3)*	**R**	√			
Communicating with parents/guardians when their child will be eligible to commence the kindergarten program and supporting them to make an informed decision on when is the best time for their child to start kindergarten	**R**	√	√		

Review enrolment to see if the family qualifies for CCS preschool exemption	√	√			
Informing families that children who haven't attended a session of care in 26 consecutive weeks will no longer be eligible for Child Care Subsidy.	**R**	√			
Informing families if they are receiving Child Care Subsidy, they must update Centrelink on any changes to their income, activity and other circumstances via their Centrelink online account	**R**	√			

PROCEDURES

GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and whilst settling into the service
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
    - they can leave their child initially for a shorter day, gradually increasing the length of time
    - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
    - the early childhood teacher/educators will keep them informed on how their child is settling in
    - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:

    - send an email during the day to update the family on their child including a photo of the child (if the child has settled in) *(refer to the information and Communication Technology Policy).* **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
    - asking the family how they have settled in and if they have any questions or concerns.
    - (As required) Arrange telephone, on-site or video interpreters to assist with orientation conversations with parents/carers who speak a language other than English or use Auslan. See Early Childhood Language Services for more information.

- Refer to *Attachment 2* for the general kindergarten registration and enrolment procedures
- Refer to *Attachment 3* for the general early learning & care enrolment procedures
- Refer to *Attachment 6* for cancellation of enrolment and non-attendance procedures.

BACKGROUND AND LEGISLATION

BACKGROUND

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

All eligible Victorian children *(refer to Definitions)* will have access to two years of kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DE's 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 DE's Kindergarten Funding Guide *(refer to Sources)*, the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

The Central Registration and Enrolment Scheme (CRES), co-designed by DE provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. Currently more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

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))*.

Childcare services providing approved child care *(refer to Definitions)* must abide by the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017 (refer to Legislation and standards).* Australian families receive help with the cost of child care through the Child Care Subsidy (CCS). The Australian Government, through the Department of Education (DE) and Services Australia, administers the Child Care Subsidy (CCS). Providers must be approved by the department to receive CCS.

DE is responsible for the legislation that underpins CCS. This legislation is called Family Assistance Law (FAL). All providers that receive CCS must follow the rules under FAL. DE monitors providers' compliance with FAL.

The Australian Government subsidises the cost of child care. State and territory governments are responsible for the health, safety, wellbeing and educational outcomes of children.

CCS is paid directly to approved providers and passed on to families as a fee reduction.

Additional Child Care Subsidy *(refer to Sources)* provides additional fee assistance to support vulnerable or disadvantaged families and children. This support recognises the preventative and protective influence of quality child care on a child's health, wellbeing and development; and the importance of continuity of care.

There are four different payments under Additional Child Care Subsidy:

- Additional Child Care Subsidy (child wellbeing):to help children who are at risk of serious abuse or neglect.
- Additional Child Care Subsidy (grandparent): to help grandparents on income support who are the principal caregiver of their grandchildren.
- Additional Child Care Subsidy (temporary financial hardship): to help families experiencing financial hardship.
- Additional Child Care Subsidy (transition to work): to help low-income families transitioning from income support to work.

The Inclusion Support Program is designed to assist early childhood education and care services to include children with additional needs by providing support, in the form of practical and tailored advice and strategies on effective inclusive practice, from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

The Community Child Care Fund is designed to help eligible child care providers address barriers to child care participation, particularly in disadvantaged communities, including Indigenous communities.

The Australian Government considers that immunisation is an important health measure for children and their families, as it is the safest and most effective way of providing protection against harmful and often deadly diseases. To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the standard vaccination schedule, be on an eligible catch-up vaccination schedule or have an approved exemption from being immunised.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement *(refer to Definitions)*. To meet the Child Care Subsidy immunisation requirements, children must be immunised according to the National Immunisation Program Schedule *(refer to Sources)* set out by the Australian Government Department of Health.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Care Subsidy Minister's Rules 2017
- Child Care Subsidy Secretary's Rules 2017
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Sparkways policy catalogue.

Access to Early Learning (AEL): is an early intervention program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

NOTE: To help ensure that children are 'kinder ready', and in order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.

Additional year of funded kindergarten: Eligibility for a second year of Four-Year-Old Kindergarten is determined by the child's early childhood teacher, if the child is observed as having developmental delays in at least 2 VEYLDF Learning and Development Outcomes and there is evidence to suggest the child will achieve better outcomes at kindergarten than if they go to school. From 2026, across Victoria, children who meet the eligibility requirements due to their learning or developmental needs can access an additional year of either, three-year-Old Kindergarten; or Pre-Prep (or Four-Year-Old Kindergarten for children not eligible for Pre-Prep), but not both.

Australian Immunisation Register (AIR) Immunisation History Statement: 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 (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable). In order to confirm enrolment, the Immunisation History Statement must show the child is up to date with the vaccines they can have, medical contraindication and indicate the due date for the next vaccinations the child is able to receive in the future if applicable.

Authorised nominee: (In relation to this policy) is a person 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 record/form

Centrelink: The agency that delivers payments and services to individuals and parents/guardians on behalf of the Australian Government.

Child care software: software developed and provided by commercial providers to interact with the Australian Government's Child Care Subsidy System (information technology system) and to support other administrative and management activities for child care providers.

Child Care Safety Net: Targeted assistance to vulnerable and at-risk children and their families, as well as supporting child care services in disadvantaged communities to address barriers in accessing child care.

The Child Care Safety Net has three components:

- Additional Child Care Subsidy
- Community Child Care Fund
- Inclusion Support Program

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible parents/guardians with the cost of child care. Payments are paid directly to approved child care providers *(refer to Definitions).* Further information can be found at: https://www.education.gov.au/early-childhood/providers/child-care-subsidy

Children/families experiencing vulnerability and/or disadvantage (in relation to this policy): 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 experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; 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)

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances *(refer to Inclusion and Equity Policy) (refer to Children/families experiencing vulnerability and/or disadvantage Definition).*

Central Registration and Enrolment Scheme (CRES): Provides an equitable and transparent application and allocation process, enabling families to access local kindergartens services within a local government area.

Complying Written Arrangement: A written arrangement between a child care provider and an individual to provide child care in return for fees. The arrangement includes certain required information:

- the names and contact details of the provider and the individual(s)
- the date the arrangement starts
- the name and date of birth of the child (or children)
- if care will be provided on a routine basis and if so
    - details about the days on which sessions of care will usually occur
    - the usual start and end times for these sessions of care
    - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time

Additional information can be included to support the individual's understanding of their payment obligations

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 annual confirmation in April DE considers that this child has not accessed a year of funded kindergarten and is therefore eligible for a DE funded kindergarten place in the following year.

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free kindergarten each week led by a qualified early childhood registered with Victorian Institute of Teaching (VIT). ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection

These children can also access free kindergarten the year-before-school through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year

.

NOTE: In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.

Eligible child: as defined by the Victorian DE Kindergarten Funding Guide:

- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week

  NOTE: In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.

- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks support period

Enrolment: An enrolment occurs when the provider has an arrangement with an individual or organisation to provide education and care to a child.

Enrolment (EL&C Specific): An enrolment occurs when the provider has an arrangement with an individual or organisation to provide care to a child and the provider submits an enrolment notice in the Child Care Subsidy System. It is a requirement under Family Assistance Law for all children who attend child care (or have an arrangement for care) to have an enrolment notice regardless of their Child Care Subsidy eligibility status

Enrolment notice: The notice given by a provider through the Child Care Subsidy System that they have an arrangement with an individual or organisation to provide care to a child.

Enrolment record: the collection of documents which contains information on each child as required under the National Regulations *(Regulations 160, 161, 162)* and DE funding requirements (Arrival) including but not limited to parent Details; emergency contacts; authorised nominee; transportation authorisations, Details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

Free Kinder: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, that have opted into the initiative.

Free kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to 4-year-old children enrolled at a sessional service
- providing a free 5 to 15-hour program to 3-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

Inclusion Support Program: A program that assists child care services to include children with additional needs by providing tailored inclusion advice and support from contracted Inclusion Agencies as well as funding to address more challenging inclusion barriers.

Kindergarten registration 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, if applicable.

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES Provider *(refer to Definition)* or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other Details that may inform prioritised allocation in kindergarten *(refer to Attachment 4)*

Kindergarten Fee Subsidy (KFS): Promotes kindergarten participation by enabling eligible children in funded three and four-year-old groups to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher free of charge or at low cost.

Local Government Area (LGA): a geographic area governed by a local council or shire

Orientation: Process to support the child's transition to the service, whereby families spend time at the service with the child a few times before leaving the child on their own. The time required for orientation and settling in will vary for each child and their family.

Pre Prep: From 2026 across the state, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services can access to up to 25 hours of Pre-Prep a week, increasing to up to 30 hours a week from 2028. Children from this priority cohort can be enrolled in more than 1 group at a single service (including 4-year-old, mixed age, and 3-year-old groups). In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from 2026.

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 DE Kindergarten Funding Guide *(refer to Attachment 1 and Sources).*

Provider Entry Point: The online interface that providers can use to sign in and access the Child Care Subsidy System

Registration: The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES Provider. This includes collection of basic contact information, kindergarten preferences and any other Details that may inform prioritised allocation in kindergarten.

School Readiness Funding: funding provided by DE for programs and supports that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

Support 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 support period eligibility form with families during enrolment and keep a copy with each child's enrolment record. The 16-week support period starts on the first day of the child's attendance at the service. During the support 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. Note: services are not required to exclude the child from the program at the end of the support period if an up-to-date history statement is not provided, except in the instance of an outbreak of an infectious disease.

SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health and Aged Care, National Immunisation Program Schedule: www.health.gov.au
- Community Child Care Fund: www.education.gov.au/community-child-care-fund
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: www2.health.vic.gov.au
- Department of Education, Arrival: Information for sessional services: https://www.vic.gov.au/arrival-information-sessional-kindergarten#more-information
- Department of Education: Starting age calculator
- Department of Education: Early Childhood Language Services
- Department of Education: Supporting CALD families to engage in kindergarten
- Department of Education: Information about kindergarten in your language
- Department of Education, Resources for funded kindergartens: www.vic.gov.au/resources-funded-kindergartens
- Free Kinder funding requirements for long day care providers: www.vic.gov.au
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to Additional Child Care Subsidy (child wellbeing): www.education.gov.au
- Guide to the National Quality Standard: www.acecqa.gov.au
- Inclusion Support Program: www.education.gov.au/inclusion-support-program
- Priority of Access Guidelines for child care service: www.education.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au

- 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): www.education.gov.au
- Going to kindergarten if your child is 6 years old: www.vic.gov.au

RELATED POLICES

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Dealing with Infectious Disease
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Early Learning & Care Fees
- Free Kinder Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- seek feedback from people 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk *(Regulation 172)*.

ATTACHMENTS

- Attachment 1: Attachment 1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 2: General kindergarten registration and enrolment procedures
- Attachment 3: General early learning & care enrolment procedures
- Attachment 4: Sample kindergarten registration form for non-CRES services
- Attachment 5: Letter for parents/guardians without acceptable immunisation documentation (Kindergarten)
- Attachment 6: Cancellation of enrolment and non-attendance
- Attachment 7: Enrolment record requirements

AUTHORISATION

This policy was confirmed by Sparkways on 11/08/2026

REVIEW DUE: August 2027

ATTACHMENT 1

ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

FOR A THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM

The approved provider must notify all families of the priority of access (PoA) policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, Sparkways follows the Department of Education's Priority of Access criteria (refer to Attachment 1), that prioritises allocation of kindergarten places for children who:

- Are at risk of abuse or neglect, including out of home care
- Are Aboriginal and/or Torres Strait Islander
- Are, or have parents or carers who are, asylum seekers or refugees
- Have additional developmental needs

Hold or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card must:

- prioritise children based on the Department of Education (DE) criteria listed in the table below
- work with other local kindergarten services and the regional DE office to ensure all eligible children have access to a kindergarten place.

These criteria must be used by the approved provider when prioritising enrolments. Guidance is available from the Department's local ECIB's if required.

Service providers should build flexibility into their enrolment processes that consider the circumstances of families from priority groups.

If participating in a central registration and enrolment scheme, the CRES provider will allocate places in accordance with DE's PoA criteria, and other local criteria if applicable

Services must first apply the DE's PoA criteria, and following this may apply locally developed criteria, as per examples below.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in each child's confidential enrolment record and entered into Arrival, where applicable.

DE's Priority of Access criteria

High priority children	**Criteria and processes for verifying need(s)**

Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is:
	• eligible for ESK or AEL, and/or
	• family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or
	• referred by one of the following:
	  • Child Protection
	  • Child and family services (family services referral and support
	  • team, Child FIRST/integrated family services/Services Connect case worker)
	  • Pre-School Field Officer
	  • Maternal and Child Health nurse
	  • out-of-home care provider.

High priority children	Criteria and processes for verifying need(s)
Aboriginal and/or Torres Strait Islander children	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 Arrival
Asylum seeker and refugee children	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or Referred as a refugee or asylum seeker by a CALD outreach worker.
From 2026 across the state, Aboriginal and Torres Strait Islander children, children from a refugee or asylum seeker background, and children who have had contact with Child Protection services can access to up to 25 hours of Pre-Prep a week, increasing to up to 30 hours a week from 2028. Children from this priority cohort can be enrolled in more than 1 group at a single service (including 4-year-old, mixed age, and 3-year-old groups). In addition, any child who was supported by the Access to Early Learning program as a 3-year-old is eligible for these same hours of Pre-Prep as a 4-year-old from 2026.	
Children eligible for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
High priority children	**Process that could be used to verify need(s)**

Children with additional needs, defined as children who:
• with an identified specific disability or developmental delay
• who require additional assistance to fully participate in the kindergarten program
• who require a combination of services which are individually planned
	The child:
	• holds a Child Disability Health Care Card, and/or
	• has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or
	• has been referred by:
	  • the National Disability Insurance Scheme
	  • Early Childhood Intervention Services
	  • Preschool Field Officer
	  • Maternal and Child Health nurse, or
	  • is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

Examples to consider for second priority
• children who turn four years of age by 30 April in the year they will attend kindergarten; or • children who turn three years of age* by 30 April in the year they will attend kindergarten **NOTE:** In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age. • children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DE • children who have a sibling that has previously attended the same kindergarten as their first preference • home address falls within the same suburb as the kindergarten • family lives, works, studies or attends child care in [LGA]
Examples to consider for third priority
• service for transient families e.g. RAAF, seasonal workers and tourism workers • date of application

- local community zoning
- full fee paying families

Note: DE's 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 high priority. 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) *(refer to Definitions)* will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours.

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service. This guarantees that ESK eligible children can continue to access 15-hour kindergarten programs and allows the correct calculation of the service's SRF entitlement.

The Kindergarten Funding Guide 2023 states for ESK funding, service providers should:

- provide up to 15 hours in a kindergarten program free of charge and maximise access to 15 hours of kindergarten (children accessing ESK can be enrolled in a 3-year-old group, a 4-year-old group, a mixed age group or a combination of groups in order to access the full 15 hours per week)

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- have had contact with Child Protection
- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and office.
Refer to the Department of Education's website for up-to-date information:
www.education.vic.gov.au

NOTE: In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.

ATTACHMENT 2

GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

KINDERGARTEN REGISTRATION PROCESS

Stage	CRES^ Role	Family Role	Kindergarten Role
December to February			
1. Proactive engagement and awareness	Provides kindergarten with promotional and registration materials for families and carers, including a promotional pack, registration form copies or online link, and an information pack for CRES partners.	Searches for information about ECEC and CRES. Receives information from a service provider, MCH staff or support service they have contact with. Receives information that kindergarten registration will open shortly.	Receives CRES information for the year from [CRES Provider]. Communicates with [CRES Provider] to revise service agreement and provide any necessary information for the following enrolment cycle (such as capacity and session times). Communicates information about ECEC and CRES to families Notifies CRES Provider of vulnerable families currently accessing their service with prekindergarten aged children and an action plan to ensure they reach kindergarten.
March to May			
2. Registration	Provides the registration form, or link to the form, to families and carers. Supports families and carers to complete the registration form if necessary. Captures registration data in a standard format.	Completes a registration form. Receives assistance from support services or MCH to complete the form if necessary.	Encourages awareness and registration for the [CRES] system. Supports families and carers in completing the registration form if needed. Ensures families with children in Three-Year-Old Kindergarten register for Four-Year-Old Kindergarten. Refers families needing additional support to relevant services.
June to July			
3. Allocation	Allocates children to kindergarten places, ensuring appropriate session capacity and options. Follows registered preferences and standard guidelines, prioritising based on: • DE's Priority of Access criteria • Locally agreed criteria Reserves spots for late registration of priority groups, based on historical data.	Receives confirmation that their registration has been received and a timeline for allocation and enrolment processes.	Identifies children who may be eligible for a second year of funded kindergarten, and flag this with the [CRES Provider]. Assists any families or carers who did not register before the closing date to register and informs them of the process for second round allocation.

Stage	CRES^ Role	Family Role	Kindergarten Role
August to September			
4. Confirmation and communication	Informs family, nominated contacts, and support services of child's placement or waitlist status. Provides service providers with a list of allocated children and contact details for support services, with consent. Adds any families or carers who have declined their offered position to the list of next round allocations.	Receives confirmation of placement or waitlist status in the **First Round Allocations**. Accepts or declines the offered kindergarten place. If declined, receives timeline for second round allocations and can update preferences. If changing mind after acceptance, calls the CRES Provider for re-allocation or waitlist placement. **Subsequent Round Allocations** - receives confirmation of their child's placement in kindergarten and accepts the offer or is assisted to find an alternative place if none are available. Receives information about next steps to enrol their child with the kindergarten directly. Completes enrolment forms with their kindergarten.	Receives list of allocated children for their kindergarten sessions. Informs the [CRES Provider] if a child they are aware of (through siblings or community, or a child requiring a second year of funded kindergarten) should be registered but is not and requests that a space is held in the next allocation round. Supports these families and carers to register. Enrols children through a consistent internal process, including interviews, orientation days and other preparation activities.
October to January			
5. CRES planning, maintenance and development	Plans for success every year by evaluating and improving the CRES.	Begins to engage with the kindergarten to start the enrolment process.	Complete one- funded letter and confirmation of enrolment in a 3YO/4YO funded kindergarten program Gives information to [CRES Provider] about service capacity and session times. Continue to support families to enrol and begin kindergarten. Provides feedback to the [CRES Provider] about your experience so they can improve it for the coming year.

^CRES: Central Registration and Enrolment Scheme

* If the kindergarten believes a family will need extra support completing a registration form or are likely to miss the first round registration date, refer them to the [CRES Provider] with the attached referral form. [CRES Provider] will follow up with this family or carer to offer support in getting their children into kindergarten.

Kindergarten registration dates

If families miss the registration close deadline, they can still register although they will be placed into a pool for second-round (or even later rounds) of allocation and are less likely to get their top preference. After second round offers have been confirmed, [CRES provider] will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw, or when kindergartens add capacity.

Date	Activity
TBC	Registrations open
TBC	Registrations close*
TBC	First round offers
TBC	Acceptance of first round offers due
TBC	Second round offers
TBC	Acceptance of second round offers due
TBC	Subsequent offers on an individual basis

*Registrations will still be accepted after 30 May, but registrations received prior will be allocated first. Children eligible for Priority of Access will be prioritised regardless of when registration is received.

Registration

The quickest way to complete a registration form is online through the relevant CRES provider.

Families can also complete a paper form and post it to the relevant CRES provider. Registration forms are provided by CRES to the kindergarten service and distributed to families. A separate registration form must be completed for each child.

Families cannot register directly with the kindergarten that are part of the CRES, they must go through the centralised registration process. Kindergarten's can direct families to register through the CRES provider and assist them to complete the registration.

To fill out the registration form, families will need to provide information about themselves and their child. At this stage they may ask to attach any supporting documentation. They will need a credit card (to pay the registration fee). The fee can also be paid in person at the relevant council office. This fee is waived for all families and carers eligible for Priority of Access allocation.

The registration form asks families for:

- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Contact Details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
    - Is Aboriginal or Torres Strait Islander
    - Is from a multiple birth (triplet or greater)
    - Has had contact with Child Protection
    - Is in Out-Of-Home Care
    - Holds, or has a family member who holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran's Affairs Gold Card or White Card, or a Refugee or Asylum Seeker Visa.

It is strongly recommended that you **do not collect** documents proving the child's birth date, address, visa status, concession card status or similar at the registration stage. A statement at the end of the registration form that certifies the information provided is true can suffice as a legal declaration.

This will make accessing kindergarten as easy as possible for families, particularly those who are experiencing vulnerability or disadvantage. Gathering documentation can be a barrier for many families and carers attempting or completing the form and establishing contact with the CRES. Once registered, the CRES Provider, the kindergarten service, MCH or support service staff can assist the family or carer to gather documentation for the enrolment stage.

If your CRES does require documentation at this stage and this cannot be changed, include the information below.

- Proof of identity: the child's birth certificate, birth notice or passport
- Proof of residence: a utility bill, rental agreement or rates notice with family name and address (this must be the main residence of the child).
- Subsidy card and immigration visas (where applicable).
- Documents from Family Support Services or a MCH nurse confirming high support needs and/or disability, or letter from a doctor for complex medical needs (where applicable).
- Other proof required to verify the child meets local criteria.
- Credit card (to pay the registration fee). The fee can also be paid in person at their nearest council office. This fee is waived for all families and carers eligible for ESK/KFS/priority allocation.

Enrolment

Once a kindergarten place has been accepted, the enrolment process can begin.

To enrol a child, families will need to provide copies of (if not already done so):

- Proof of identity: child's birth certificate, birth notice or passport
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week 'support period'. More information is available at https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit
- Documents detailing any medical conditions or requirements the child has.

* Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:

- statement from the Australian Immunisation Register (AIR)
- Medicare card
- letter from the doctor or midwife who attended the birth
- doctor's note attesting to a child's age
- passport
- citizenship documents or Australia visa documents or Immicard.

The kindergarten should ensure that information regarding any additional documentation is easily accessible for families, carers and support services.

The kindergarten should ensure that information regarding any additional documentation is easily accessible for families, carers and support services.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service *(refer to Free Kinder Fees or Early Learning & Care Fees Policy).*

Enrolment Records

Enrolment records *(refer to Definitions)* form part of the enrolment procedure and are completed by families after they have been allocated a place, and before commencing attendance. An example enrolment form can be found on the DE website: www.education.vic.gov.au

Cancellations

Families to notify [Service Name] in writing of their intention to leave the service. If the service is not informed, fees will continue to be generated for that place.

Additional year of funded kindergarten

- Families of children who have been determined as eligible for an additional year must complete and submit a kindergarten registration form for an additional year, signed and dated by the early childhood teacher.
- The Declaration of Eligibility Form for an additional year of kindergarten must be submitted to the Department of Education
- From 2026, across Victoria, children who meet the eligibility requirements due to their learning or developmental needs can access an additional year of either, three-year-old Kindergarten; or Pre-Prep (or Four-Year-Old Kindergarten for children not eligible for Pre-Prep), but not both

Children Younger than the Eligible Preschool Age

- If a child is aged less than four by April 30 in the year they are to attend Kindergarten, the family must request early school entry approval in writing for their child to attend school in the following year. Requests should be made to the officer in charge, usually a director of the relevant government education authority region, or the non-government school that the child will be attending.
- Should the child not attend school the following year, the child will not be eligible for another year of funded preschool, as identified in the relevant funding criteria.

Children Older than the Eligible Preschool Age

- Some children may turn six years of age during their preschool year. This is usually relevant in the case of children who have been identified as requiring a second year of preschool.
- Children who will turn six during the preschool year must apply for an exemption from school from the relevant Regional Director of the education department.
- Families must complete an 'Exemption from School due to attendance in kindergarten program' form before the child starts kindergarten and submit it to relevant regional office of the education department authority. The form is available on the website or by contacting the Regional Office.
- The kindergarten service must sight the approved exemption letter from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.

Early entry to Four-Year-Old Kindergarten

- Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.
- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in 4-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
- children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early
- to start school early the child must possess suitable academic ability as evidenced by a formal cognitive assessment, and be considered at risk of long-term educational disadvantage if early entry to school.

Adapted from the Kindergarten Funding Guide, 2023

ATTACHMENT 3

GENERAL EARLY LEARNING & CARE ENROLMENT PROCEDURES

PRIORITY OF ACCESS

There are no requirements for filling vacancies. The approved provider can set their own rules for deciding who receives a place.

Approved providers are asked to (but are not legally obliged to) prioritise children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

  This meets the Australian Government's aims of helping parents/guardians who are most in need and supporting the safety and wellbeing of children at risk.

The approved provider can set their own rules for deciding who receives a place, this can include but not limited to:

- Siblings attending the service
- Length of time on the waitlist
- Proximity to the service
- Family works or studies close to the service

ENROLMENT PROCEDURE

Enrolments will be taken throughout the year subject to availability. If there are no placements available, the child will be placed on a waiting list. Once a family has decided to commence at Sparkways they will need to:

- Complete separate enrolment records *(refer to Definitions)* for each child attending the service
- Provide the following information:
  - child's name, address and Details of any special needs
  - information about themselves and any other parents, carers or guardians
  - Details of the people who can pick up the child
  - child's birth certificate or other identity documents
  - Details of any parenting orders or legal matters to do with the care or safety of the child *(refer to Privacy and Confidentiality Policy)*
  - the child's medical health and AIR Immunisation History Statement status.
- To facilitate the inclusion of all children into the program, the enrolment process should clearly identify any additional or specific needs of the child *(refer to Inclusion and Equity Policy).*
- Completed enrolment records are to be forwarded to the person responsible for the enrolment process at Sparkways
- Access to completed enrolment records will be restricted to the person responsible for the enrolment process, the approved provider and/or nominated supervisor at the service, unless otherwise specified by the approved provider.
- Parent/guardians to create or access their Centrelink online account to lodge a Child Care Subsidy claim for each of their children *(refer to Diagram 1)*.
- The service and parent/guardian to complete and sign a Complying Written Agreement *(refer to Definitions)*, which includes:
  - The names and contact Details of the approved provider and the parent/guardians(s)
  - the date the arrangement starts
  - the name and date of birth of the child (or children) if care will be provided on a routine basis and if so
    - Details about the days on which sessions of care will usually occur
    - the usual start and end times for these sessions of care

        - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
    - Details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
    - additional information can be included to support the individual's understanding of their payment obligations.
    - once the CWA is signed, it is then filed in the child's record

IMMUNISATION – NO JAB NO PLAY

- Prior to the child/children commencing care Australian Immunisation Register (AIR) Immunisation History Statement is assessed as outlined in the Immunisation enrolment toolkit for early childhood education and care services by the person responsible for the enrolment process on behalf of the approved provider.
- The "Key dates work form for immunisation and enrolment" in the Immunisation enrolment toolkit for early childhood education and care services is used to Determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to Determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from 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 [Service Name] as being eligible for a 16-week support 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 support period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (*refer to Attachment 5*).

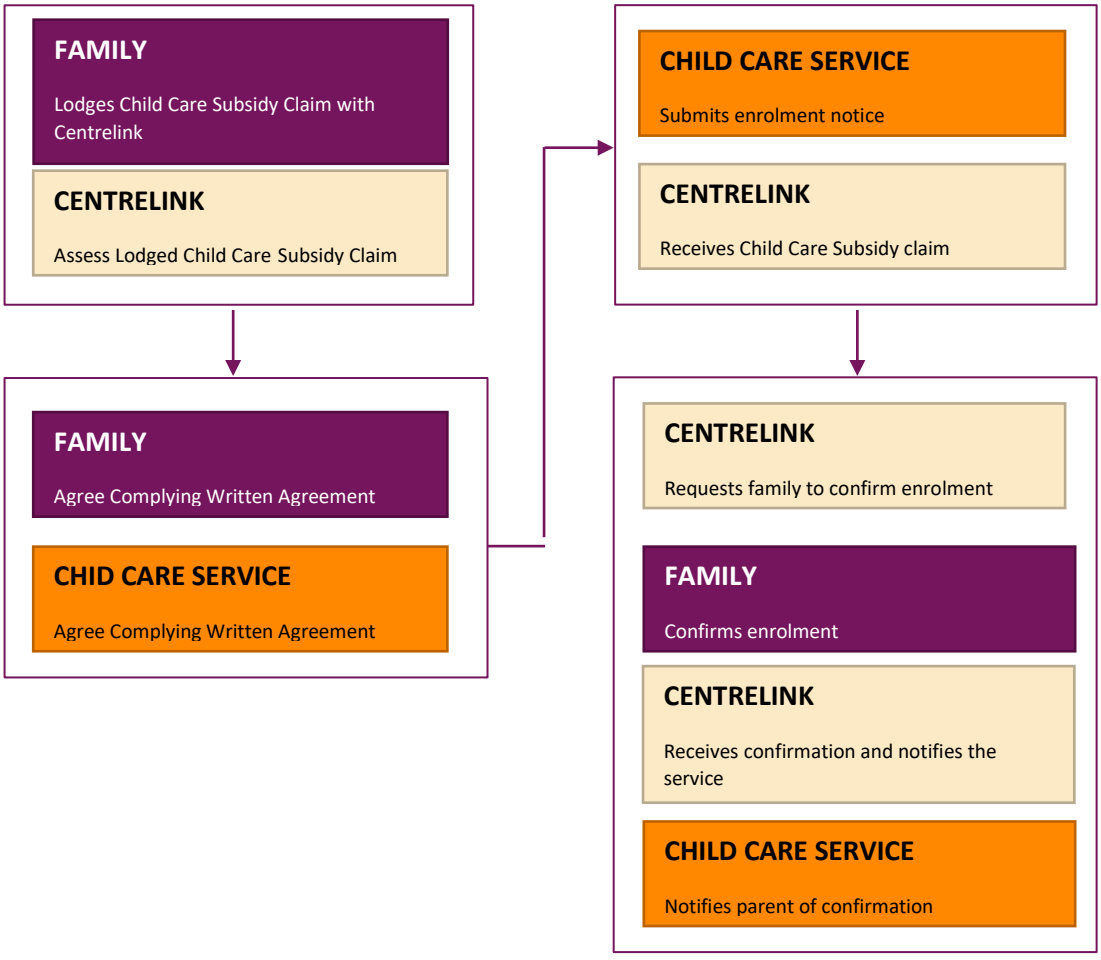
CHILD CARE SUBSIDY ENROLMENT PROCESS

Enrolling children is a requirement under *Family Assistance Law* for all children who attend child care (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy.

- The person responsible for the enrolment e.g. the approved provider must lodge an enrolment notice (through their child care software or the PEP) in the Child Care Subsidy System to show they have made an arrangement with the parent/guardian and the child is enrolled *(refer to Diagram 1).*
- The approved provider for the enrolment may need to provide several enrolment notices for a child if there is more than one arrangement to provide care for that child (because those arrangements are considered different enrolments under *Family Assistance Law*)—for example, where either:
    - a child is a dependent child of two families, such as when separated parents share care for a child
    - the fees for some sessions of care provided to a child are paid by a third party (such as an employer) and other sessions are paid by the parent(s).
- The agreement through which families can receive Child Care Subsidy is called a Complying Written Arrangement *(Refer to Definitions)*. A Complying Written Arrangement is an agreement to provide care in return for fees.
- Complying Written Arrangements must have certain information. If the Complying Written Arrangement includes this information in writing, it can be made through the same enrolment form or process the provider uses to enrol a child.

- An arrangement must be recorded, either on paper or electronically, and must be kept by the approved provider. An arrangement can cover more than one child if multiple children in a family will attend the same child care service (each child must have their own enrolment).
- Once the approved provider enters into a Complying Written Arrangement with a family, they must submit an enrolment notice within seven days of the end of the week in which the arrangement started.
- If the approved provider enters into a Complying Written Arrangement more than 14 weeks before the child starts care, the enrolment will cease in the system before the child starts care. Therefore, the provider and individual would need to re-establish the Complying Written Arrangement and the provider would need to submit another enrolment notice. The Complying Written Arrangement would need to contain up-to-date details (where any have changed). At minimum, a new start date for the arrangement would be needed.
- Once the provider has made an arrangement with an individual, they can create a new enrolment notice through their child care software or the PEP. The provider must submit an enrolment notice for each child at each service. If an arrangement covers more than one child, or more than one service, a separate enrolment notice must be provided for each child at each service.

Diagram 1:



Adapted from the Child Care Provider Handbook, June 2019

What information is required for an enrolment notice?

Through their child care software or the PEP, providers will be able to view, create, update or cease enrolments for all children attending their service(s). Providers will also be able to see the complete enrolment history (all current and ceased enrolment notices) for each child enrolled with them.

Category	Details to be provided
Enrolment circumstances	Whether either: • an arrangement for care has been made • a certificate or determination has been made for Additional Child Care Subsidy (child wellbeing). Whether the arrangement is any of the following: • a Complying Written Arrangement • a Relevant Arrangement • Additional Child Care Subsidy (child wellbeing)—provider eligible • an arrangement with an organisation (third party)
Expected pattern of care	Whether this includes any of the following: • routine sessions, with possible casual care • casual enrolment—no routine sessions are included • routine sessions only—casual care is not included
Dates	• Date the care arrangement was made • End date for the arrangement (not mandatory—if known at the time the arrangement was created)
Parties to the arrangement	• Names of individuals (or organisation) who have made the arrangement—usually the same as the Child Care Subsidy claimant, but it can be someone else (for example, where one parent is the Child Care Subsidy claimant, but the other parent enters into the arrangement with the service to provide care) • If both parents are parties to the arrangement, enter the parent who is also the Child Care Subsidy claimant
Child receiving care	• Child's name • Child's Customer Reference Number • Child's date of birth
Service providing care	• Service ID • Regular educator (mandatory for Family Day Care)
Child Care Subsidy claimant	• Individual's name • Individual's Customer Reference Number • Individual's date of birth
Session details and liability	• Day of routine sessions. • Session start time. • Session end time. • Routine session — usual fee (hourly fee or session fee); casual session (if applicable) — hourly or session fee

- After the approved provider submits an enrolment notice for a child, the parent/guardian will be notified and asked to check the main enrolment notice details. This will occur through their Centrelink online account. Where an individual cannot access myGov, they can confirm their enrolment over the phone with Centrelink or by visiting a Centrelink office.
- The parent/guardian must then indicate that either:
    - the enrolment details are correct
    - one or more enrolment details are incorrect (do not reflect their arrangement)
    - the child is not enrolled at the service.
- The approved provider will be notified through their child care software or the PEP when an enrolment has been confirmed.

Updating and ending arrangements and enrolments

Where there are changes to the arrangement for care between the approved provider and an family, the approved provider must update the arrangement in writing (electronic or hard copy).

The approved provider must update an enrolment notice if:

- the family disagrees with details of an enrolment and the approved provider agrees an update is required
- an arrangement for care is changed at the request of, or in discussion with, the family (and this has been updated in the Complying Written Arrangement)
- the approved provider finds out that the information provided in an enrolment is (or becomes) wrong either at the time of or after the enrolment notice was created
- the arrangement for care ends.

The corresponding enrolment notice must be updated in the Child Care Subsidy System within seven days of the change or event which caused the change to the arrangement.

The Approved Providers should update an existing enrolment notice through their child care software or the PEP by updating only the fields where information has changed and submitting the update.

Where an enrolment has an end date, the approved provider will be notified through the Child Care Subsidy System four weeks before that date.

If care is going to continue under the arrangement, the enrolment end date must be updated or else the arrangement will end. If that happens, the child will need to be re-enrolled and a Complying Written Arrangement will need to be re-established.

An enrolment will end for Child Care Subsidy purposes if a child does not attend a session of care for 14 continuous weeks. The approved provider will be notified after four weeks of no sessions of care being reported.

If the child starts attending the service again after 14 weeks or more, the provider will need to re-establish the Complying Written Arrangement with the family and submit a new enrolment notice.

Adapted from the Child Care Provider Handbook, October 2023

WAITLIST

- If there are no suitable vacancies, the child / children's Details will be placed on a waitlist
- Families on the waitlist are not guaranteed a place at Sparkways
- Applications will be entered on the wait list using the priority of access criteria
- Recognition is given to siblings of current children who attend Sparkways

- A non-refundable waiting list application fee will apply to all new applications (remove if not applicable)
- It is the responsibility of families to update personal information, as required
- Sparkways will update the wait list annually by written correspondence
- To remain on the wait list families will need to provide written response within [enter amount] working days from the date of the correspondence
- Families who do not respond to the annual waiting list update request will be removed from the waitlist
- Families who have been offered a place at Sparkways will be advised of a timeframe to accept or decline the offer. If no response is received within the timeframe, the offer will be deemed to have been declined, but the applicant will remain on the waitlist

ATTACHMENT 4

SAMPLE KINDERGARTEN REGISTRATION FOR NON-CRES SERVICES

This sample is a guide only, please visit www www.education.vic.gov.au for up to date information and version of this form.

This registration form is the first step toward getting your child into kindergarten. The information collected with this form will be used to allocate your child a place in Sparkways.

Timelines for the kindergarten registration

Date		Activity
1 March		Registrations open
30 May		Registrations close*
Beginning of August		First round offers
Mid-August		Acceptance of first round offers due
Beginning of September		Second round offers
Mid-September		Acceptance of second round offers due
Weekly or when vacancies become available		Subsequent offers

*Note that registrations will still be accepted past 30 May but only will be considered after initial on-time registrations are processed.

Eligibility

Age

Only complete below form if you are planning on sending your child to kindergarten in 20XX. Your child will be eligible for kindergarten only if they meet the following age criteria:

- To be eligible for Three-Year-Old Kindergarten, your child must turn 3 by April 30 20XX
- To be eligible for Four-Year-Old Kindergarten, your child must turn 4 by April 30 20XX

NOTE: In order for services to maintain compliance with ratio regulations, children cannot commence kindergarten until they have turned three years of age.

Starting age calculator: Use the starting age calculator to enter your child's birth date to find out what year they can start Three- and Four-Year-Old Kindergarten.

Immunisations

According to the No Jab, No Play law in Victoria, your child must be fully vaccinated to start kindergarten. An Immunisation History Statement from the Australian Immunisation Register is not required for this registration form, but you should ensure that your child's immunisations are up to date and you have a copy of this statement before commencing the enrolment process that will likely happen in October.

A support period applies for families who may find it difficult to provide an up-to-date statement by October.

Further information on immunisation requirements for enrolment in early childhood services is available through the DE website: www.education.vic.gov.au

Priority of access

Sparkways follows the Department of Education's Priority of Access criteria *(refer to Attachment 1),* that prioritises allocation of kindergarten places for children who:

- Are at risk of abuse or neglect, including out of home care
- Are Aboriginal and/or Torres Strait Islander
- Are, or have parents or carers who are, asylum seekers or refugees
- Are eligible for the Kindergarten Fee Subsidy (hold a valid concession card or are a triplet or quadruplet)
- Have additional developmental needs.

Children that fit one or more of those criteria will be allocated to a place in kindergarten as a high priority. This form will collect all the information required to Determine if a child is eligible for Priority of Access.

If you believe you or your child are in exceptional circumstances which require prioritisation and are not covered by any of the above criteria, please contact Sparkways to discuss.

Fees

Families who meet the Priority of Access criteria do not have to pay a fee to register.

Families who do not meet these criteria must pay a one-time non-refundable fee for kindergarten registration of [administration fee amount].

It is strongly recommended that you **do not collect** documents proving the child's birth date, address, visa status, concession card status or similar at the registration stage. A statement at the end of this form that certifies the information provided is true can suffice as a legal declaration. Once registered, staff can assist the family to gather documentation for the enrolment stage.

This will make accessing kindergarten as easy as possible for families, particularly those who are experiencing vulnerability or disadvantage. Gathering documentation can be a barrier for many families attempting or completing the form.

If you do Determine that collecting documentation is necessary, you should include the below paragraph here.

Before you start, make sure you have copies of:

- Proof of identity: your child's birth certificate, birth notice, or passport
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child)
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable)
- [other proof required to verify the child meets local criteria] (where applicable)

REGISTRATION FORM EXAMPLE

Adapted from: Appendix D, CRES registration form template, Kindergarten Central Registration and Enrolment scheme (CRES) practice guide, Version 1, November 2020

[Service Name and Logo]

I am registering my child for:

☐ Three-Year-Old Kindergarten to start in 20XX

☐ Four-Year-Old Kindergarten to start in 20XX

Please check the box that applies:

☐ This is the first registration form I am completing for this child this year

☐ I am re-submitting a child's registration form to change my preferences or Details (only complete child's name and any fields for changed Details)

Child's Details

Child's first name	
Child's last name	
Gender (optional)	☐ Male ☐ Female ☐ _____
Date of birth	

What is the main language spoken at home?	
Has this child already attended a kindergarten program?	☐ 3-Year-Old ☐ 4-Year-Old ☐ No
Are this child's immunisations up to date? Your child must be fully vaccinated by the time they attend kindergarten under the No Jab No Play law.*	☐ Yes ☐ No *If you have answered no, please visit a health professional or Maternal and Child Health nurse to organise your immunisations before the kindergarten year begins. Evidence of up-to-date immunisation must be provided within two months of commencing kindergarten.*
Is this child Aboriginal or Torres Strait Islander?	☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Aboriginal and Torres Strait Islander ☐ No
Is the child a triplet or quadruplet?	☐ Yes ☐ No
Does the child meet any of the following criteria?	☐ Attends a 3-Year-Old program through Early Start Kindergarten or Access to Early Learning ☐ Known to Child FIRST, Child Protection or family services ☐ Been referred by a Maternal and Child Health nurse, support service or Out of Home Care provider
Does the child require any additional support due to a disability including intellectual, sensory or physical impairment?	☐ No ☐ Yes If yes, please provide Details:
Do you or your child hold any of the following cards? (see below for pictures)	☐ Commonwealth Health Care Card ☐ Commonwealth Pensioner Concession Card ☐ Department of Veterans' Affairs Gold Card or White Card ☐ Humanitarian or refugee visa

* An Immunisation History Statement is not required for this application form but will be requested when the child enrols with the kindergarten.

Parent or guardian Details

Please complete your contact Details below. If you would like to enter Details for a second parent /or guardian or if a court order requires another person must be kept informed about the registration and enrolment process, please do so here.

	First parent / guardian (required)	Second parent / guardian (optional)
Name	First name	First name
	Last name	Last name
Relationship to child		
Residential address	Street address	Street address
	Suburb	Suburb
	State	State
	Post Code	Post Code
Contact number*		
Email address*		
Main language spoken (if not English)		
Interpreter required?	☐ Yes ☐ No	☐ Yes ☐ No

* Note that you will be sent communications via text message to this phone number or email.

If there anyone else supporting the child you would like to keep informed (child's grandparent, child's aunt / uncle, case worker), please fill in their Details below.

	Support person
Name	First name
	Last name
Relationship to child	
Agency (if applicable)	
Residential address (if known)	Street address
	Suburb
	State
	Post Code
Contact number	
Email address	

Please customise text below to the context of your service

You may nominate session days and times.

Session days and times

Please indicate your preferred session format (please select all that apply):

☐ 5-hour sessions for 3 days per week

☐ 6-hour sessions for 5 days per fortnight

☐ 7.5-hour sessions for 2 days per week

☐ No preference

Please indicate the preferred days your child would attend kindergarten (please select all that apply):

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Declaration

Insert the service data privacy statement in here.

☐ I give permission for this information to be shared with [Service Name] for the purposes of:

- accessing kindergarten and,
- if applicable, applications for State funding necessary to provide additional support for my child's participation.

☐ I give permission for this data to be anonymised, de-identified and aggregated (and shared with identified third parties) to help forecast future needs and help to improve the service.

☐ I declare that all of the information provided is true and correct.

Parent / guardian name (please print): _____

Parent / guardian signature: _____

Before returning this form, please check the following:

- You have completed all sections of this form.
- You have selected your preference for kindergartens and / or session times.
- You have given permission for information to be shared with service providers.
- You have signed this form.

If you have Determined that collecting other documentation is absolutely necessary, you should include the below bullet points that align with the "Before you start, make sure you have copies of:" section at the start of the form.

You have enclosed copies of:

- Proof of identity: your child's birth certificate, birth notice or passport.
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).

You have enclosed a sum of [administration fee amount] in the form of a [bank cheque or credit card charge form] or have provided proof that you are eligible for a fee waiver.

Send this form by post to:

[insert Service postal address]

You may also drop this form off at [insert service address]

ATTACHMENT 5

SAMPLE LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Sparkways

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Sparkways for [insert year]

I am contacting you regarding your tentative place 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 AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence that your child:

- is fully vaccinated for their age; or
- has been assessed by our service as being eligible for a 16 week support period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week support period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

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 Immunisation Register: www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by AIR History Statement. The new application would be considered in line with Sparkways's *Enrolment and Orientation policy*.

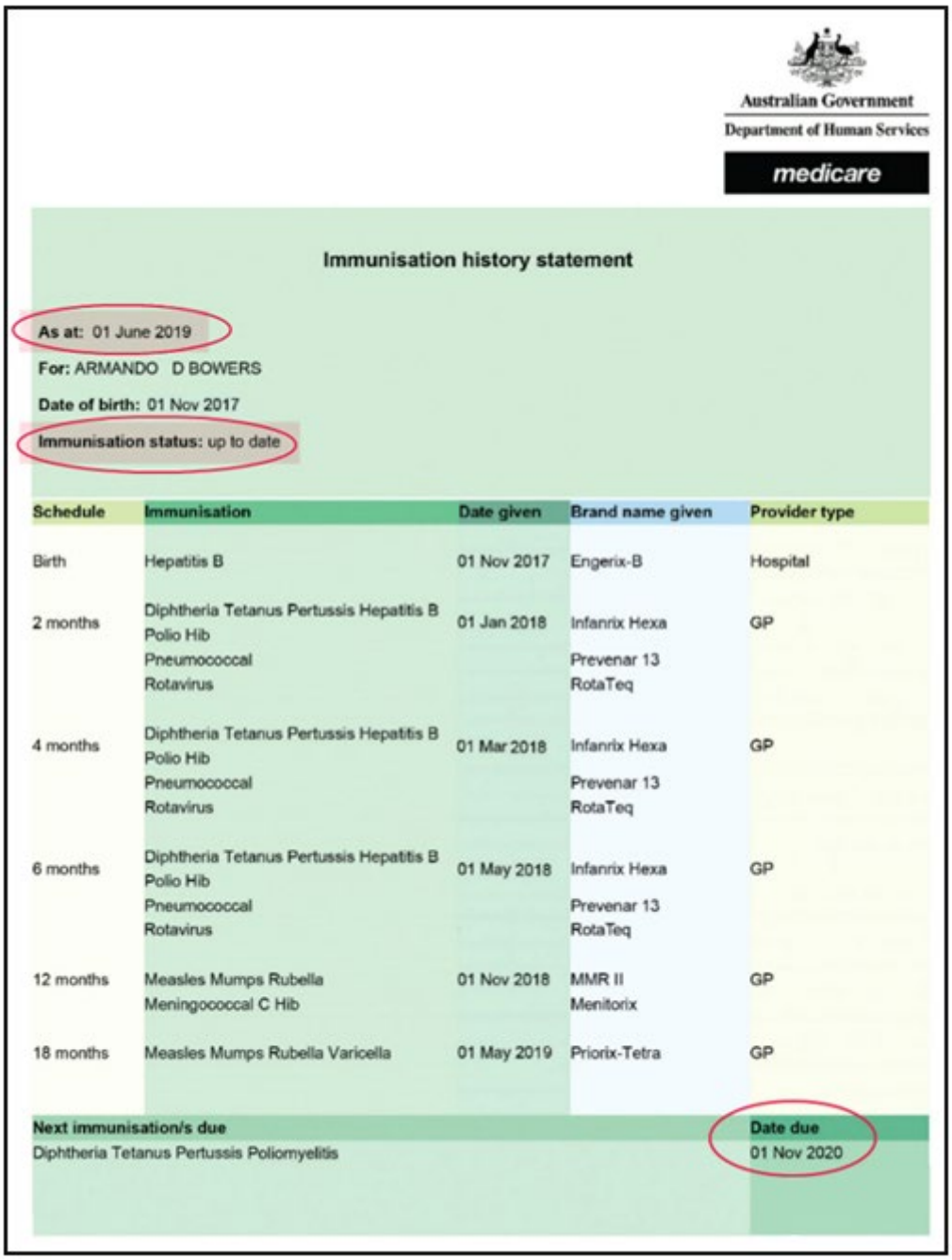
Yours sincerely

[Insert name]

[Insert title]

Sparkways

Example of an immunisation history statement



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

ATTACHMENT 6

CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

FOR KINDERGARTEN

Cancellation of Enrolment

Families MUST notify Sparkways and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment.

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; early childhood teacher or educator 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 Sparkways prior to extended periods of travel, and if they wish to return to the service.

- Non-contactable Families
  - After two/three weeks of a child not attending the service, early childhood teacher or 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, early childhood teacher or 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, early childhood teacher or educator to inform nominated supervisor and cross check families contact Details.
- Nominated supervisor or approved provider to email family, ensuring a response date is documented in the email.
- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.

ATTACHMENT 7

ENROLMENT FORM REQUIREMENTS

The approved provider must ensure that an enrolment record *(refer to Definitions)* is kept for each child enrolled at Sparkways. *Regulations 160, 161, 162* outlines the enrolment record requirements for services under the *Education and Care Services National Law Act 2010 (National Law), the Education and Care Services National Regulations 2011 (National Regulations).*

The approved provider must keep enrolment records available for inspection by an authorised officer *(National Law: Section 175)*. An approved provider must also take reasonable steps to ensure the enrolment records are:

- accurate
- made available to the parents of the child upon request unless otherwise required by a court order *(Regulations 177 and 178)*.

Information that **must** be included in enrolment record:

- Full name, date of birth and address of the child
- The name, address and contact Details of:
    - each known parent of the child
    - any emergency contact
    - any authorised nominee
    - any person authorised to consent to medical treatment or administration of medication
    - any person authorised to give permission to the educator to take the child off the premises
- Details of any court orders, parenting orders or parenting plans
- Gender of the child
- Language used in the child's home
- Cultural background of the child and their parents
- Any special considerations for the child, such as cultural, dietary or religious requirements or
- additional needs
- Authorisations for:
    - the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child
    - the service to take the child on regular outings
    - for regular transportation of the child
    - any person who is authorised to authorise the education and care service transport the child or arrange transportation of the child
- Name, address and telephone number of the child's registered medical practitioner or medical service
- Medicare number (if available)
- Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis
- Any medical management plan, anaphylaxis medical management plan or risk minimisation plan
- Dietary restrictions
- Immunisation status (In Victoria, AIR Immunisation History Statement, as required under the *Public Health and Wellbeing Act 2008*