



ENROLMENT AND ORIENTATION

— FREE KINDERGARTEN POLICY

QUALITY AREA 6 | Version 2.0

Yarra Warra Preschool Inc.
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PURPOSE

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

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

POLICY STATEMENT

Values

Yarra Warra Preschool 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 Yarra Warra Preschool, including during offsite excursions and activities.

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 Free Kinder 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, Maternal and Child Health (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.

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*).

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	Families	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 teacher, and offering at least: <ul style="list-style-type: none"> 15 hours per week for 40 weeks of the year, or 600 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 <ul style="list-style-type: none"> 15 hours per week for 40 weeks of the year, or 600 hours per year 	R				
Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	R				
Applying the Priority of Access criteria to funded programs at Yarra Warra Preschool, as described in the Department of Education’s [DE] The Kindergarten Funding Guide (refer to Attachment 1)	R	√	√		
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> Early Start Kindergarten (<i>refer to Definitions</i>) Early Start Kindergarten extension grants (<i>refer to Definitions</i>) Access to Early Learning (<i>refer to Definitions</i>) Second year of funded four-year-old kindergarten (<i>refer to Definitions</i>) 	R	√	√		

Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption (<i>refer to Attachment 2</i>)	√	√	√		
Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.	R	√			
Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year	R	√		√	
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	√	√		
Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available	R	√			
Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
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			
Ensuring families have access to: <ol style="list-style-type: none"> 1. <i>Parent information handbook</i> 2. <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i> 3. <i>Fees Policy for Extended Care and Free Kindergarten</i> 4. <i>Privacy Statement</i> 5. <i>Code of Conduct Policy</i> 6. <i>Acceptance and Refusal of Authorisations</i> 7. <i>Dealing With Medical Conditions</i> 8. <i>Incident, Injury, Trauma and Illness</i> 	R	√	√		
Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to Attachment 2 and 3</i>)	R				
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
Where applicable; considering access and inclusion for children experiencing vulnerability/disadvantage in the allocation of places at the service (<i>refer to Attachment 1 and 2</i>)	R	√			
Where applicable, providing families with consistent and transparent communication on waitlist management processes (<i>refer to Attachment 2</i>)	R	√			
Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	R	R	R	√	√

Reading and complying with this Enrolment and Orientation Free Kinder Policy	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection				√	
Notifying Yarra Warra Preschool in writing [if possible] if they wish to cancel their enrolment.				√	
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (refer to Attachment 5)	√	√	√		
Immunisation Requirements for Enrolment					
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 grace period (refer to Definitions)	R	√	√		
Ensuring that only children whose AIR Immunisation History Statements (refer to Definitions) have been assessed as being acceptable or who are eligible for the grace period (refer to Definitions) have confirmed places in the program	R	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement (refer to Definitions) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services (refer to Attachment 4)	R	√	√		
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to Definitions) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
Completing the enrolment record prior to their child’s commencement at the service and providing all associated enrolment documents and AIR Immunisation History Statement (refer to Definitions) of their child’s immunisation status				√	
Where a child is eligible for the 16 weeks grace period, ensuring that the child’s immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement (refer to Definitions) to the service				√	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (refer to Definitions) from all parents/guardians after enrolment, 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	√	√		

Enrolment record requirements					
Seeking information from parents 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 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 all authorised nominees (<i>refer to Definitions</i>) have been completed on the enrolment record (<i>refer to Definitions</i>) (<i>Regulations 160 and 161</i>) as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation	R	√		√	
Ensuring that the enrolment record (<i>refer to Definitions</i>) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service	R	√	√		
Ensuring that enrolment record (<i>refer to Definitions</i>) 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	√	√	√	√
Ensuring that enrolment records (<i>refer to Definitions</i>) are kept confidential (<i>Regulations 181, 182</i>) 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 (<i>Regulation 183 (1a) (2d)</i>)	R	√	√		
Pre-enrolment and Orientation process					
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	√	√		
Providing opportunities for interested families to attend the open days to observe the program and become familiar with the service prior to their child commencing in the program	√	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	√	√	√		√

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 (<i>Regulation 157</i>), 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 <i>National Law: Section 167</i>	R	R	√	√	√
Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i>)	√	√	√		
Encouraging parents/guardians to: <ul style="list-style-type: none"> stay with their child as long as required during the orientation period make contact with educators at the service, when required 	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	√	√	√	√	
Developing strategies to assist new families to: <ul style="list-style-type: none"> feel welcomed into the service 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 	√	√	√	√	

PROCEDURES

ORIENTATION PROCEDURE

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.

November/December year before enrolled

Yarra Warra Preschool may offer orientation sessions for children enrolled to allow families and children to become familiar with the kinder room and meet teachers and other families. Parent/carer will be required remain at the kinder for the orientation session.

Director/ECT/Educators may meet with individual families to discuss children's needs and transition to kinder if required or requested.

January/February

Yarra Warra Preschool usually has a staggered timetable at the start of the year to allow children, especially in the three year old program to settle in smaller groups for shorter hours each day for the first few weeks of the year. The dates and times of this will be provided to families in December to allow families to plan for these shorter days

First day/s of kinder

Families may stay with their child for as long as they choose during the first few days of kinder
ECT's provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child and 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.

We may also do the following:

- Call, text or 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*).
- Call you to inform you if your child is not settling after you leave and determine a process to work through with you to support your child
- asking the family how they have settled in and if they have any questions or concerns.

LEGISLATION

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- 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 Yarra Warra Preschool Policy Folder.

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. It aims to provide intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

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. 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).

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

Children/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 Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

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): CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families. (**NCRM is Nillumbik Central Registration Management**)

Central Registration System (CRS): Provides an equitable and transparent application and allocation process, enabling families to access local kindergarten services within a local government area.

Early Start Kindergarten (ESK): Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. 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 or low cost year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

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
- 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 grace period

Enrolment deposit for Extended Care: A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service (*Refer to Fees Policy for Extended Care and Free Kinder*)

Enrolment record: the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; 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.

Extended Care: Care provided at the kindergarten in a scheduled group session offered outside of kindergarten program hours and not included in government funded kindergarten or childcare programs

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. *(Refer to Free Kindergarten Fees policy)*

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/CRS 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 3)*

Grace period: allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement *(refer to Definitions)* or when the statement is assessed as not being up to date. Services complete the grace period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement *(refer to Definitions)* and to encourage families to access immunisation services.

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

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 places using the criteria outlined in the DE Kindergarten Funding Guide *(refer to Attachment 1 and Sources)*.

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/CRS 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.

Second year of funded four-year-old kindergarten: second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 3 (the year before the child is to attend school) when a second year is being considered.

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Compliments and Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees Policy for Extended Care and Free Kinder Program
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health, National Immunisation Program Schedule: www.health.gov.au
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: www2.health.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 the National Quality Standard: www.acecqa.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au

EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- 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: Yarra Warra Preschool and Nillumbik Shire Council registration and enrolment procedures
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Cancellation of enrolment and non-attendance
- Attachment 5: Enrolment process for Extended Care Program

AUTHORISATION

This policy was adopted by the Committee of Management of Yarra Warra Preschool Inc on 17 July 2024

REVIEW DATE: July 2025

Version No.	Changes	Date
0.1	Adapted from Policywork ELAA Added Logo and Yarra Warra Preschool Details in header and footer, changed reference to Yarra Warra Preschool in Definitions section from PolicyWorks ELAA Inserted Service Name where indicated Re-formatted original document for easier reading Attachment 1 and 2 have been adapted from the Nillumbik Shire Council’s <i>Priority of Access and Offer Guidelines (Revised Nov 2022)</i> Attachment 5 has been added to outline the enrolment process required for the Extended Care Program	

ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA FOR 3 AND 4 YEAR OLD FUNDED KINDERGARTEN

Please note: The following process of Priority of Access is determined by Nillumbik Shire Council under guidelines set by the Department of Education

The NCRM, Enrolment Officer/Director 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, services 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.
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These criteria must be used by the NCRM and Yarra Warra Preschool when prioritising enrolments. Guidance is available from the Department’s regional offices if required. Yarra Warra Preschool and NCRM have flexibility into their enrolment processes that consider the circumstances of families from priority groups. NCRM will allocate places in accordance with DE’s PoA criteria, then consider other local criteria. All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in the child’s confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

3 Year Old Preschool Priority of Access

PRIORITY ONE	Verification process / documentation required
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is referred by: <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> • Brotherhood of St Laurence • Kids First • Anglicare • Berry Street • DHHS • VACCA • CoHealth • Cities of Yarra and Darebin • Maternal and child health nurse, or out-of-home care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth health care card, pensioner concession card, Veteran’s Affairs card or multiple birth children (triplets or more) The child is identified by a parent, carer or legal guardian as Aboriginal or Torres Strait Islander
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program 	The child: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • Kindergarten Field Officer

4 Year Old Preschool Priority of Access

PRIORITY ONE	Verification process / documentation required
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is referred by: <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: • Brotherhood of St Laurence • Kids First • Anglicare • Berry Street • DHHS • VACCA • CoHealth • Cities of Yarra and Darebin • Maternal and child health nurse, or out-of-home care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth health care card, pensioner concession card, Veteran’s Affairs card or multiple birth children (triplets or more) The child is identified by a parent, carer or legal guardian as Aboriginal or Torres Strait Islander
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	The child: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • Kindergarten 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.
PRIORITY TWO	Verification process / documentation required
Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers <u>and is attending the 3 year old program at the preschool</u>	Current proof of residency document such as: <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration
PRIORITY THREE	Verification process / documentation required
Children who are not residents/ratepayers but <u>are</u>	The child is attending the 3 year old program at the preschool that they are applying for the 4 year old program

<u>enrolled in the 3 year old program at the preschool</u>	
PRIORITY FOUR	Verification process / documentation required
Children who are residents/intending to be residents or are ratepayers but are not enrolled in the 3 year old program at the preschool	Current proof of residency document such as: Rate payer notice Driver licence Utility bill (gas, electric, phone) Contract Of Sale document Certified statutory declaration
PRIORITY FIVE	Verification process / documentation required
Children who have a connection to Nillumbik (only one form of connection is required)	A child with a connection to Nillumbik is defined as meeting one of the following: <ul style="list-style-type: none"> • The child’s parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution • The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider • The child has a sibling who attended the preschool within five years of the child’s intended attendance year, which is evidenced by an attendance record or invoice from the preschool • The preferred Nillumbik preschool is the closest preschool to the child’s place of residence when travelling the shortest practical route (as verified by Google maps)
PRIORITY SIX	
	Children who are non-residents, and do not have a connection to Nillumbik

*** 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. Yarra Warra will continue to enrol eligible children in ESK, even though funded Three-Year-Old Kindergarten is available at the service.

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. 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

ATTACHMENT 2. YARRA WARRA PRESCHOOL AND NILLUMBİK SHIRE COUNCIL REGISTRATION AND ENROLMENT PROCEDURES

Stage	Nillumbik Shire Councils Role	Family Role	Kindergarten Role
1. Proactive engagement and awareness	Ensures families are aware of the importance of ECEC, and provide assistance to help them engage with the NCRM	Searches for information about ECEC and NCRM. Receives information from a service provider, MCH staff or support service they have contact with.	Communicates information about ECEC and NCRM to families Provide opportunities for interested families to attend the Open Day or a tour to observe the program and become familiar with the service Provides link to NCRM on website and promotional material distributed to families
2. Registration	Obtains information about children to initiate the process of allocating places.	Completes a registration form and provides appropriate documentation to support application as required by NCRM.	Supports families to complete registration forms if they find it difficult, or refers them directly to the NCRM Provider.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.	Receives an update on the progress of their registration.	Updates NCRM on numbers of children who may access a 2 nd Year Funded Preschool when requested
4. Confirmation and communication	Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list.	Accepts their offer of place or rejects the offer and goes on a waiting list.	Supports families to understand what an offer means and what they need to do next.
5. CRES planning, maintenance and development	Plans for success every year by evaluating and improving the NCRM.	Begins to engage with the service provider to start the enrolment process.	Supports families to enrol and begin kindergarten. Provides feedback to the NCRM about your experience so they can improve it for the coming year. Review centres enrolment process and documentation to update and improve for families

* 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 NCRM for them 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 third-round offers of allocation and are less likely to get their top preference. After third round offers have been confirmed, NCRM 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
1 February	Registrations open
30 June	Registrations close*
16 July	First round offers
23 July	Acceptance of first round offers due
30 July	Second round offers
6 August	Acceptance of second round offers due
13 August	Third round offers
20 August	Acceptance of third round offers due

*Registrations will still be accepted after 30 June, 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 at <https://forms.enrolnow.com.au/223448652728969>. Families can also complete a paper form for 3 year old program or 4 Year old program

https://www.nillumbik.vic.gov.au/files/assets/public/v/2/community/families/preschool/3yo-preschool-application-form_2025.pdf

https://www.nillumbik.vic.gov.au/files/assets/public/v/1/community/families/preschool/4yo-preschool-application-form_20252026.pdf

and post it to Customer Service
Nillumbik Shire Council
PO Box 476
Greensborough VIC 3088

Registration forms are available at the Nillumbik Shire Council Office, Civic Centre 32 Civic Drive, Greensborough. A separate registration form must be completed for each child

Families cannot register directly with Yarra Warra Preschool, they must go through the centralised registration process on Nillumbik Shire Councils website. Yarra Warra Preschool can direct families to register through NCRM and assist them to complete the registration.

To fill out the registration form, families will need to provide information about themselves and their child. All applications will require proof of the child's age (birth certificate or passport) or AIR Immunisation History Statements. Nillumbik residents or ratepayers will require proof of residency such as a rates notice, lease agreement, contract of sale, driver license or utility bill. Additional documentation may be required based on your child's Priority of Access rating. You should also be able to provide evidence that your child is fully immunised for their age, or on a vaccination catch-up program, or unable to be fully immunised for medical reasons. There is no fee for registration and children can be enrolled for both 3 and 4 year old programs at the same time. Families who are unable to provide suitable documentation are advised to contact preschool@nillumbik.vic.gov.au or call (03) 9433 3161 to discuss enrolment applications.

The registration form asks families for:

- Child's name, gender and date of birth
- Contact details for a parent or guardian, including relationship to the child, address, phone number and email address
- Preferences for kindergartens in Nillumbik Shire Council (up to 3)
- 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)
 - have 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.
 - Resident of Nillumbik Shire Council
- Proof of identity: 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.
-

NCRM Allocation of places and accepting, deferring or cancelling an offer

First round offers are made in July of the year prior to your child attending preschool via email. After first round offer responses are received, second and third round offers are made in July and August via email. After round three, places will continue to be offered to families until all positions are filled. If you do not receive an offer during this process, you will remain on a waiting list until September when NCRM will contact you to either consider an alternative preschool where a vacancy exists or cancel the registration. Further details about this process can be found at <https://www.nillumbik.vic.gov.au/Community/Children-and-families/Preschool-Kindergarten/The-preschool-offer-process>

Enrolment

NCRM will advise Yarra Warra Preschool of details of children who accepted places from first, second and third rounds. At the start of September, Yarra Warra Preschool will send out enrolment information and group session selection forms to families via email.

To enrol a child, families will need to provide Yarra Warra Preschool with copies of:

- 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 'grace 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.

If families are unable to obtain any of the above documentation, Yarra Warra Preschool will work with vulnerable or disadvantaged families to facilitate the completion of their enrolment. Children without AIR Immunisation History Statements are offered a tentative place until documentation has been provided (see Enrolment and Orientation – Free Kinder 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. A link to the enrolment form will be sent out via email from Enrolnow program and is completed on line. Hard copies are available for families who are unable to complete an on-line form and assistance will be provided for CALD families. The enrolment form is [Yarra Warra Preschool - Enrolment Form \(EnrolNow\) hardcopy 2023.pdf](#)

Cancellations

Families to notify Yarra Warra Preschool and NCRM in writing of their intention to leave the service.

Second year of funded Four-Year-Old Kindergarten

- All children in Three-Year-Old Kindergarten will be expected to transition to Four-Year-Old Kindergarten in the following year. A funded second year of kindergarten will only be available for children in the Four-Year-Old Kindergarten program who meet the criteria.
- Families of children who have been determined as eligible for a second year must complete and submit a kindergarten registration form for a second year, signed and dated by the early childhood teacher.
- It will be weighted with the relevant points and allocated accordingly.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.

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 Four-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 they don't early entry to school.

School Exemption

- Children who will turn six during the kindergarten year must apply for an exemption from school from the relevant their local ECIB that their child is seeking an exemption from school by submitting an Exemption from school due to attendance in kindergarten program form to the appropriate departmental regional office by 1 November in the year prior to the child turning 6.
- The kindergarten service must sight the approved exemption form 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.
- Children who will turn 6 while attending their second year of Four-Year-Old Kindergarten can be exempted from school if a Declaration of eligibility for a second year of funded kindergarten has been completed by the child's kindergarten teacher.

Withdrawal/Deferral

Some children who have commenced kindergarten may benefit from withdrawing from the program, in order to access kindergarten in the following year.

- A withdrawal can occur without any impact on government funding for that child's place the following year, only if it is implemented **before** the first funding data collection.

Adapted from the Kindergarten Funding Guide, 2023



ATTACHMENT 3. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Yarra Warra Preschool

186 Research-Warrandyte Rd, North Warrandyte 3113

[Insert date]

Dear [insert name]

Re: Enrolment at Yarra Warra Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Yarra Warra Preschool 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 of immunisations and is used to assess whether your child is fully vaccinated for their age.

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 grace 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
- Nillumbik and Banyule Council 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 an AIR Immunisation History Statement. The new application would be considered in line with Yarra Warra Preschool's *Enrolment and Orientation Free Kinder policy*.



Yours sincerely

[Insert name]

[Insert title]

Yarra Warra Preschool

Example of an immunisation history statement


 Australian Government
 Department of Human Services


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 4. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

Cancellation of Enrolment

Families MUST notify Yarra Warra Preschool in writing of their intention to cancel their child's enrolment. Funding will still be continued to be claimed for the child until Yarra Warra Preschool and Nillumbik Council have been notified of a child's withdrawal. This may restrict access to funding at other preschool services.

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 travelling or on extended holidays

- Families are required to notify Yarra Warra Preschool prior to extended periods of travel, and ensure any outstanding fees are paid if they wish to return to the service.

Non-contactable Families

- After two/three weeks of a child not attending the service without notification of absence, the Director will call the family. If there is no response, this attempt will be logged and placed in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, Director to contact the family via phone/text and/or email. If there is no response, Director to log this attempt and place in the child's file.
- Director 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 5. ENROLMENT IN EXTENDED CARE PROGRAM

Yarra Warra Preschool & Bush Kinder offers an extended after kindergarten care to meet the needs of the busy families in our community. Our Extended Care program offers additional hours of care, after the regular 6 hour kinder sessions.

BENEFITS OF OUR EXTENDED CARE PROGRAM

The program is run by a fully qualified early childhood educator and encompasses all five areas of the Education Departments Early Years Learning Framework.

The benefit of our Extended Care program is that your child will be provided with quality childcare by our excellent teachers, while still experiencing the benefits of socialising in a smaller group environment with other kids from your community. The aftercare is based on an enrichment program that extends on the kinder’s creative philosophy. Our educators will also ensure that the children receive some downtime after a busy kinder session.

TIMETABLE

Our timetable has been designed so that children can move seamlessly into Extended Care following their normal kinder sessions [insert days]. The children will be transitioned with help from our kinder educators, without the need for parents/guardians. Timetables are subject to change by the Committee of Management and will be assessed annually for viability.

Fees are set to offset the cost of the program, as we are a not for profit organisation. These costs will vary from year to year and are dependent upon the number of children enrolled and the qualifications and pay rates of the employed educators in the program.

[insert days]	[insert times]
[insert days]	[insert times]

As we have staggered start times at the beginning of the year, Extended Care will not commence until Week 3 of Term 1.

ALLOCATION OF PLACES AVAILABLE

Expressions of interest for the Extended Care program are distributed to parents in September with Program Preference Forms. Spaces available in the Extended Care program are set by the Committee of Management. Parents may access one or two days of the program. Permanent term places are allocated on a 'first in, first served' basis on the lodgement of the enrolment form and receipt of the deposit. If there are more applications received than spaces available, a waiting list will be created and monitored by the Director. Places will be allocated from the list as they become available.

Provision is made for families wishing to access casual places, however these are subject to vacancies being available on the day/s and are not always possible to accommodate. Full term enrolments are prioritised over casual bookings when filling vacancies in the program.

Parents wishing to change days or remove their child from the program are asked to contact the Director via email.

For information relating to fees, deposits and refunds, refer to the *Fees Policy for Extended Care and Free Kindergarten*



EXTENDED CARE ENROLMENT FORM

Please only complete this form if you are intending on enrolling your child in Extended Care.

Enrolment Details

The information held on your child's Confidential Enrolment Form will be the primary record used for all contact details, medical, health, immunisation and child collection information. This form is to confirm enrolment into the Extended Care program only.

Child's Full Name: _____ Child's DOB: _____

My child is currently enrolled in the following group.

- Possum
- Wallaby
- Kanga
- Koala

I would like to enrol my child in the following Extended Care sessions. Please tick both if you would like your child to be enrolled in both sessions.

- Monday [insert times]
- Friday [insert times]
- Tuesday [insert times]
- Thursday [insert times]

Acknowledgment

I understand that;

- The Extended Care program is a costed program requiring payment of fees at the start of each term
- A [insert amount] REFUNDABLE deposit is required. The deposit will be deducted from my fees or refunded at the end of the child's last term in Extended Care.
- I am bound by the same kindergarten policies, procedures, code of conduct and the authorisations I provided within my child's kindergarten enrolment documentation.
- In the event that my child is collected late from Extended Care session a late fee will apply. (Children are available for collection prior to the session end).

[insert bank details]

[insert account number] Please use your child's surname in the reference box.

Parent name: _____

Signed: _____

Date: _____

Office use only

Received by: _____

Date & Time: _____