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ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

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

POLICY STATEMENT

VALUES

Bonbeach Pre-School is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Bonbeach Pre-School.

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)).

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

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

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

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

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

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

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

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

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

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

SOURCES AND RELATED POLICIES

Sources

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

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Bonbeach Pre-School, based on funding requirements and the service's philosophy (refer also to Eligibility and priority of access criteria in Attachments 1 and 2 – General enrolment procedures)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachments 1 and 2 – General enrolment procedures)
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who meet the immunisation documentation requirements have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 5 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met and take in to account 'remote orientation' when necessary
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)

- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - stay with their child as long as required during the settling in period
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
 - providing information for their child's eligibility/access to Bonbeach Primary School.
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: General enrolment procedures – 3-year-old program
- Attachment 2: General enrolment procedures – 4-year-old funded program
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider and Nominated Supervisor of Bonbeach Pre-School on 16/09/2021 after being reviewed by the school council.

REVIEW DATE: 14/09/2022

ATTACHMENT 1

General enrolment procedures – 3 year old funded program

Eligibility and access criteria for the 3-year-old pre-school program

Children are eligible for attendance in the three-year-old program provided they have turned three prior to 30th April in the year of enrolment.

Children turning 3 during the year of enrolment

Children can only commence the program when they have turned three. Families who choose to reserve a place in the 3 year old program until they turn three are required to make full payment for term 1 in order for this place to be reserved.

1. Kingston City Council's Central Enrolment Scheme

Bonbeach Pre-School's 3 year old pre-school program enrolment applications are managed through the Kindergarten Central Enrolment Scheme, administered by the City of Kingston. Children can apply for three year old pre-school from 1st May in the year prior to the child attending kindergarten, or as advertised by the City of Kingston.

- 3year old forms are completed online via the City of Kingston Website at www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool or by contacting the council for a printable form.
- Three Year Old Sessional Kindergarten Applications are prioritised based on the child's residential proximity and prior connection to the service of their first preference. Visit the City of Kingston website for information on their allocation process and enrolment policy at www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool .
- The City of Kingston has introduced an Interim Policy agreement with Bonbeach Primary school and Pre-School where families who meet the conditions below are allocated in their criteria level 1 in the 3-year-old and 4 – year – old allocations. The conditions are:
 - Kingston residents who have an older sibling who is attending the co-located school in the same year that a funded kindergarten place is being applied for.
 - Families are encouraged to familiarise themselves with the Department of Education school zone. Whilst the school aim to accommodate students as per the Bonbeach Primary School enrolment policy, the school are required to adhere to the states zoning requirements.

Families that meet this condition need to specify the attendance of a sibling at the Bonbeach Primary School on their 3-year-old City of Kingston application.

- Parents/guardians will receive an allocated place from the City of Kingston and must complete and provide their acceptance to Bonbeach Pre-School within the required timeline set by the City of Kingston.
- Allocations made by the City of Kingston are not confirmed until enrolment and immunisation documentation has been received, assessed and found acceptable by Bonbeach Pre-School.

2. Acceptance of offer and enrolment

- Families accepting the City of Kingston allocation for a funded position at Bonbeach Pre-School will be provided with an Application form together with information about the application fee, requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the Enrolment procedures from the *Enrolment and Orientation Policy*
- Parents/guardians will need to complete and upload/return the 3-year-old Application Form, pay the application fee and provide a copy of the child's birth certificate, proof of address and Immunisation History Statement.
- The completed Application Form and documents should be uploaded, together with an application fee equivalent to the maintenance levy amount. The application fee must be paid within 4 weeks of the offer by cash, electronic funds transfer or EFTPOS to hold the place for the following year. This fee is not refundable. However if your child commences at the pre-school this application fee will be converted to a maintenance levy which is refundable if you participate in the required number of activities (refer to *Fees Policy*).

- Bonbeach Pre-School requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment no later than two months prior to the child first attending the service.
- Offers made for a place at the service are tentative and are not confirmed until all enrolment and immunisation documentation has been received, assessed and found acceptable by Bonbeach Pre-School. (refer *Section 7* below)
- The Enrolment Officer advises the parent/guardian in writing whether a place is confirmed and the enrolment can proceed.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A separate 3 year old application form must be completed for each child, and for each proposed year of attendance at the service.
- Relevant enrolment information will be provided by Bonbeach Pre-School to the parent/guardian after a confirmed place has been accepted and the fee has been paid.
- Access to completed application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

3. Assessment of immunisation documentation

- Immunisation documentation is assessed by Bonbeach Pre-School 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 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 acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Bonbeach Pre-School as being eligible for a 16 week grace period
- Parents/guardians who do not have acceptable immunisation documentation cannot have their offer of a place confirmed and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 6 – Letter for parents/guardians who do not have acceptable immunisation documentation).

4. Allocation within groups

Where the service provides more than one 3-year-old program, places within the programs will be allocated by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes, including existing commitments, work or volunteer hours and relationships with other families/friends.

5. Orientation (Subject to ongoing/current public health restrictions)

There are generally two orientation sessions provided for children and parent/guardians to attend. The sessions are scheduled for approximately one hour and are usually held in November and December. Families are asked to attend these orientation sessions as they are important in helping the pre-school staff get to know each child and their family. They are also important in providing each child and their family with an experience of the kinder and the range of activities that are offered.

Families will be advised of orientation session times in their enrolment and orientation information. Families that cannot attend the allocated orientation times should contact the pre-school as soon as possible to arrange an alternate time.

6. Parent Information Night (Subject to ongoing/current public health restrictions)

A Parent Information night is held every year for parents/guardians of children attending the following year. Families receive the Bonbeach Pre-School parent information handbook via email and have previously filled in all enrolment forms prior to this session. Families attend a presentation about the pre-school and have an opportunity to meet with teachers, peruse the pre – school environment and ask any questions that they may have.

ATTACHMENT 2

General enrolment procedures – 4 year old funded program

1. Kingston City Council's Central Enrolment Scheme

Bonbeach Pre-School's 4 year old pre-school program enrolment applications are managed through the Four Year Old Sessional Kindergarten Central Enrolment Scheme, administered by the City of Kingston. Children can apply for four year old pre-school from 1st May in the year prior to the child attending kindergarten, or as advertised by the City of Kingston.

- 4 year old forms are completed online via the City of Kingston Website at www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool or by contacting the council for a printable form.
- Four Year Old Sessional Kindergarten Applications are prioritised based on the child's residential proximity and prior connection to the service of their first preference. Visit the City of Kingston website for information on their allocation process and enrolment policy at www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool .
- The City of Kingston has introduced an Interim Policy agreement with Bonbeach Primary school and Pre-School where families who meet the conditions below are allocated in their criteria level 1 in the 4-year-old allocations. The conditions are:
 - Kingston residents who have an older sibling who is attending the co-located school in the same year that a funded kindergarten place is being applied for.
 - Families are encouraged to familiarise themselves with the Department of Education school zone. Whilst the school aim to accommodate students as per the Bonbeach Primary School enrolment policy, the school are required to adhere to the states zoning requirements.

Families that meet this condition need to specify the attendance of a sibling at the Bonbeach Primary School on their 4-year-old City of Kingston application.

- Parents/guardians will receive an allocated place from the City of Kingston and must complete and provide their acceptance to Bonbeach Pre-School within the required timeline set by the City of Kingston.
- Allocations made by the City of Kingston are not confirmed until enrolment and immunisation documentation has been received, assessed and found acceptable by Bonbeach Pre-School.

3. Acceptance of offer and enrolment

- Families accepting the City of Kingston allocation for a funded position at Bonbeach Pre-School will be provided with an Application form together with information about the application fee, requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the Enrolment procedures from the *Enrolment and Orientation Policy*
- Parents/guardians will need to complete and return the 4-year-old Application Form, pay the application fee and provide a copy of the child's birth certificate, proof of address and Immunisation History Statement.
- The completed Application Form and documents should be uploaded, together with an application fee equivalent to the maintenance levy amount. The application fee must be paid within 4 weeks of the offer by cash, electronic funds transfer or EFTPOS to hold the place for the following year. This fee is not refundable. However if your child commences at the pre-school this application fee will be converted to a maintenance levy which is refundable if you participate in the required number of activities (refer to *Fees Policy*).
- Bonbeach Pre-School requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment no later than two months prior to the child first attending the service.
- Offers made for a place at the service are tentative and are not confirmed until all enrolment and immunisation documentation has been received, assessed and found acceptable by Bonbeach Pre-School. (refer *Section 7* below)
- The Enrolment Officer advises the parent/guardian in writing whether a place is confirmed and the enrolment can proceed.

- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A separate 4 year old application form must be completed for each child, and for each proposed year of attendance at the service.
- Relevant enrolment information will be provided by Bonbeach Pre-School to the parent/guardian after a confirmed place has been accepted and the fee has been paid.
- Access to completed application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

2. Assessment of immunisation documentation

- Immunisation documentation is assessed by Bonbeach Pre-School 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 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 acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Bonbeach Pre-School as being eligible for a 16 week grace period
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 6 – Letter for parents/guardians who do not have acceptable immunisation documentation).

3. Allocation within groups

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

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes, including existing commitments, work or volunteer hours and relationships with other families/friends.

4. Orientation (Subject to ongoing/current public health restrictions)

There are generally two orientation sessions provided for children and parent/guardians to attend. The sessions are scheduled for approximately one hour and are usually held in November and December. Families are asked to attend these orientation sessions as they are important in helping the pre-school staff get to know each child and their family. They are also important in providing each child and their family with an experience of the kinder and the range of activities that are offered.

Families will be advised of orientation session times in their enrolment information. Families that cannot attend the allocated orientation times should contact the pre-school as soon as possible to arrange an alternate time.

5. Parent Information Night (Subject to ongoing/current public health restrictions)

A Parent Information night is held every year for parents/guardians of children attending the following year. Families receive the Bonbeach Pre-School parent information handbook via email and other enrolment forms prior to this session. Families attend a presentation about the pre-school and have an opportunity to meet with teachers, peruse the pre – school environment and ask any questions that they may have.

ATTACHMENT 3

Letter for parents/guardians without acceptable immunisation documentation

Bonbeach Pre-School

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Bonbeach Pre-School for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Bonbeach Pre-School in the [insert 3 year old or 4 year old program] in [insert year].

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

Acceptable immunisation documentation includes evidence that your child:

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

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, 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
- City of Kingston immunisation service Tel. 1300 653 356
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

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 acceptable immunisation documentation. The new application would be considered in line with Bonbeach Pre-School's Enrolment and Orientation Policy.

Yours sincerely

[Insert name]

[Insert title]

Bonbeach Pre-School