

KINDERGARTEN CENTRAL REGISTRATION & ENROLMENT SCHEME (CRES)

QUALITY AREA 6 | VERSION 2.0

Adopted by Approved Provider of Golden Plains Shire Council Children's Services		Month/Year
Date revised		June 2023
Next revision due		June 2025



PURPOSE

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

- enrolling a child at a Golden Plains Shire Council CRES Kindergarten
- the orientation of new families and children into Golden Plains Shire Council CRES Kindergarten
- Criteria by which places within the CRES will be allocated
- 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
- 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 the DE's priority of access requirements for both three and four-year-old children.



POLICY STATEMENT

Golden Plains Shire Council CRES Kindergarten 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 the full 15 hours of a 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 a Golden Plains Shire Council CRES Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES

	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing a funded 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 funded kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering between 5 to 15 hours a week or 200 to 600 a 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 a Golden Plains Shire Council CRES Kindergarten, as described in the Department of Education's [DE] The Kindergarten Funding Guide (refer to Attachment 1)	R	√	√		
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	√	√	√		
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> Kindergarten Fee Subsidy (refer to Definitions) Early Start Kindergarten (refer to Definitions) Early Start Kindergarten extension grants (refer to Definitions) 	R	√	√		

<ul style="list-style-type: none"> Access to Early Learning (<i>refer to Definitions</i>) 					
Second year of funded four-year-old kindergarten (<i>refer to Definitions</i>)					
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 child's family or carer 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: <ul style="list-style-type: none"> <i>Parent handbook</i> <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i> <i>Fees Policy</i> <i>Privacy Statement</i> <i>Code of Conduct Policy</i> <i>Acceptance and Refusal of Authorisations</i> <i>Dealing With Medical Conditions</i> <i>Incident, Injury, Trauma and Illness</i> <i>Delivery and Collection of Children</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 vulnerable children 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	√	√
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				√	
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (<i>refer to Sources</i>) 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 (<i>refer to Definitions</i>)	R	√	√		
Ensuring that only children whose AIR Immunisation History Statements (<i>refer to Definitions</i>) have been assessed as being acceptable or who are eligible for the grace period (<i>refer to Definitions</i>) have confirmed places in the program	R	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Attachment 4</i>)	R	√	√		
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 AIR Immunisation History Statement (<i>refer to Definitions</i>) 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 (<i>refer to Definitions</i>) to the service				√	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement (<i>refer to Definitions</i>) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (<i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i>)	R	√	√		

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 (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	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	√	√		
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	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (<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	√	√	√
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 5</i>)	√	√	√		
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 settling in 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	√	√	√	√	
Reading and complying with this <i>Enrolment and Orientation Policy</i>	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health Care Card; if the child or family becomes known to Child Protection				√	
Notifying Golden Plains Shire Council CRES Kindergarten in writing if they wish to cancel their enrolment.				√	

PROCEDURES

GENERAL ORIENTATION PROCEDURES

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

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

- send an email during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the information and Communication Technology Policy*).
- Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
- asking the family how they have settled in and if they have any questions or concerns.
- Refer to *Attachment 2* for the general kindergarten registration and enrolment procedures
- Refer to *Attachment 5* for cancellation of enrolment and non-attendance procedures.

CONSULTATION – PROGRAMS AND FEES

After consultation with current and future users of the CRES, the committees of management will:

- Determine the programs and hours of attendance to be offered at their kindergarten, based on applications received and the financial viability of the programs to be offered.
- Kindertgartens must advise the CRES Officers by mid-April of any program changes for the following year so that parents have the opportunity to change their preferences before the close of enrolments on the last day of Term 2.
- A Kindergarten may change it's program after the last day of Term 2. Costs and notification of any program changes are the responsibility of the Kindergarten. Any changes to programs or fees will be advertised on the Golden Plains Shire website.

APPEALS PROCESS

Applicants dissatisfied with the place offered will have 14 days after the closing date for acceptance of offers to lodge an appeal in writing. The appeal process will not displace another eligible child who has already been allocated a kindergarten place.

The following process will apply:

- All Appeals will be reviewed by the Team Leader Children's Services Administration in consultation with the Manager Children's Services.
- On consideration of the information presented by the appellant the following actions may be taken:
 - The Appeal may be dismissed
 - The child may be offered a place at a kindergarten service other to that one which the appeal has been lodged (only where there is a place vacant)
 - Place the child's name on a waiting list at a kindergarten other than the centre offered to the appellant, without the child forfeiting the original placement offered.
- The decision will be final, and the applicant will receive written notification of the outcome of the appeal within 14 days of receipt of the appeal.

NON-RESIDENTS

- Kindergarten registrations from non-residents will be assessed on a case-by-case basis. Refer to Attachment 1: Eligibility and Priority of Access.
- Families are considered non-resident if they move outside of the municipality prior to the commencement of the kindergarten year.

CANCELLATION OF ENROLMENT/REGISTRATION

Families must advise the CRES of their intention to cancel their child's enrolment or registration.



BACKGROUND AND LEGISLATION

BACKGROUND

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

All eligible Victorian children (*refer to Definitions*) will have access to two years of kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DE's Priority of Access criteria (*refer to Definitions and Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in DE's Kindergarten Funding Guide (*refer to Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

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

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*).

LEGISLATION AND STANDARDS

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 PolicyWorks catalogue.

Advisory Group: The CRES Advisory Group comprises one representative from each Kindergarten, a CRES Kindergarten Central Enrolment Officer and the Coordinator Kindergartens.

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.

Applicant: A child whose parent/guardian has lodged a complete Enrolment Application Form accompanied by a non-refundable Enrolment Application Fee (where in use).

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.

Ballot: Random computer allocation of applicants where applicants have equal 'weighting'.

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.

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

Closest Proximity: The distance to the kindergarten from the applicant's residential address (as the crow flies)

Committees: CRES Advisory Group and CRES Kindergarten Committees of Management.

Date received: The date of receipt of the completed Enrolment Application by the CRES Kindergarten Central Enrolment Officer.

Declaration of eligibility of a second year of funded kindergarten:

DET: Department of Education and Training

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.

Early Start Kindergarten extension grants: provides eligible children with 15 hours of free or low cost kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- A child is not required to access ESK in the previous year to access the ESK extension grant.

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 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 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.

Fees: Payments for a place within a program at a CRES Kindergarten. These include: Term Fees Payable to the kindergarten; A refundable/non-refundable enrolment security fee required by some kindergartens payable to secure a kindergarten place; a non-refundable enrolment application fee payable to CRES when lodging an Enrolment Application Form.

Kindergarten registration fee: a payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable.

Kindergarten registration form: The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES/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](#))

CRES: Golden Plains Kindergarten Central Registration & Enrolment Scheme.

CRESK: Golden Plains Kindergarten Central Registration & Enrolment Scheme Kindergarten.

CRES Enrolment Officer: The person who processes CRES Enrolment Application Forms and responds to general enquiries regarding the content and implementation of this policy.

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.

Grievances: Grievances and Appeals (as distinct from Special Consideration) in relation to the application for enrolment process or procedures are directed through the CRES offers or Coordinator Kindergartens.

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.

Residential Address: Refers to the location where a person stays for living presently or permanently.

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 4 (the year before the child is to attend school) when a second year is being considered.

Selection Criteria: The criteria for enrolment and allocation of places within a kindergarten program at a CRES Kindergarten.

Sibling: A sister or brother by birth, adoption, step or foster arrangement.

Vacancy: A place in a program that becomes vacant as a result of a child leaving a CRES Kindergarten or is available due to not all places being filled.



SOURCES AND RELATED POLICIES

SOURCES

- Australian Childhood Immunisation Register: www.servicesaustralia.gov.au
- Australian Government Department of Health and Aged Care, National Immunisation Program Schedule: www.health.gov.au
- 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
- Priority of Access Guidelines for child care service: www.education.gov.au
- The Kindergarten Funding Guide (Victorian Department of Education): www.education.vic.gov.au

RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Code of Conduct Policy
- Compliments and Complaints
- Dealing with Infectious Disease

- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality



EVALUATION

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

- 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: General kindergarten registration and enrolment procedures
- Attachment 3: Sample CRES Registration Form
- Attachment 4: Sample Kindergarten Enrolment Form
- Attachment 5: Sample Kindergarten Offer
- Attachment 6: Sample Letter to families without appropriate Immunisation Status



AUTHORISATION

This policy was adopted by the approved provider of Golden Plains Shire Council CRES Kindergarten on 06/07/2023.

REVIEW DATE: June 2025

ATTACHMENT 1. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

FOR A FUNDED KINDERGARTEN THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM

The approved provider will 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 (DET) criteria listed in the table below
- apply the local community context as listed in the table below
- each application will be weighted based on the above criteria
- where two or more children have the same points value (weighting), a ballot using a random computer allocation will be undertaken noting that children meeting DET PoA will always supersede the local area context.
- work with other local kindergarten services and the regional DE office to ensure all eligible children have access to a kindergarten place.

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

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

DET Priority of Access criteria

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none">• eligible for ESK or AEL, and/or• family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or• referred by one of the following:<ul style="list-style-type: none">• Child Protection• Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)• Maternal and Child Health nurse• out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information in KIMS
Asylum seeker and refugee children	Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker and/or Referred as a refugee or asylum seeker by a CALD outreach worker.
Children eligible for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
Children with additional needs, defined as children who:	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

<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 	<ul style="list-style-type: none"> • has been referred by: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • Preschool Field Officer • Maternal and Child Health nurse, or • is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.
--	--

Second priority

- children who turn four years of age by 30 April in the year they will attend kindergarten; or
- children who turn three years of age* by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET

Third priority

- home address falls within the same suburb as the kindergarten
- Parent/Guardian/sibling works, studies or attends childcare for two or more days in the same suburb as the kindergarten
- Sibling attends the local primary school located in the same suburb as the kindergarten
- service for transient families e.g. RAAF, seasonal workers and tourism workers
- date of application

Note: DE's PoA guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, PoA guideline will equally prioritise three and four-year-old children that are considered high priority. Where programs for three- and four-year old children are provided separately, the PoA criteria will be applied separately for each age cohort.

* Early Start Kindergarten and Three-Year-Old Kindergarten

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) (*refer to Definitions*) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

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

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

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

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

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

- are Aboriginal and/or Torres Strait Islander
- have had contact with Child Protection

- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and office.

Refer to the Department of Education's website for up-to-date information: www.education.vic.gov.au

ATTACHMENT 2. GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

KINDERGARTEN REGISTRATION PROCESS

Stage	CRES Role	Family Role	Kindergarten Role
1. Proactive engagement and awareness	Ensures families are aware of the importance of ECEC, the CRES and available assistance to help them engage with the CRES.	Searches for information about ECEC and CRES. Receives information from a service provider, MCH staff or support service they have contact with.	Communicates information about ECEC and CRES to families Obtains consent for family contact details to be shared with the CRES.
2. Registration	Obtains information about children to initiate the process of allocating places.	Completes a registration form.	Supports families to complete registration forms if they find it difficult, or refers them directly to the CRES.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.	Receives an update on the progress of their registration.	
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 CRES.	Begins to engage with the service provider to start the enrolment process.	Supports families to enrol and begin kindergarten. Provides feedback to the CRES about your experience so they can improve it for the coming year.

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

Kindergarten registration dates

If families miss the registration close deadline, they can still register although they will be placed into a pool for second-round (or even later rounds) of allocation and are less likely to get their top preference. After second round offers have been confirmed, the CRES 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 March	Registrations open
30 May	Registrations close*
Beginning of August	First round offers
Mid-August	Acceptance of first round offers due
Beginning of September	Second round offers
Mid-September	Acceptance of second round offers due
Weekly or when vacancies become available	Subsequent offers on an individual basis

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

Registration

The quickest way to complete a registration form is online at <https://www.goldenplains.vic.gov.au/resident/child-and-family/kindergarten-and-limited-hours-care-waitlist>

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

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

To fill out the registration form, families will need to provide information about themselves and their child. At this stage they do not need to attach any supporting documentation. They will need a credit card (to pay the registration fee). The fee can also be paid in person at the Golden Plains Shire Council, 2 Pope Street, Bannockburn 3331. This fee is waived for all families and carers eligible for Priority of Access allocation.

The registration form asks families for:

- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Contact details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
 - Is Aboriginal or Torres Strait Islander
 - Is from a multiple birth (triplet or greater)
 - Is known to 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.
- Parent/Guardian/Sibling works, studies or attends childcare for two or more days in the same suburb as the kindergarten
- Sibling attends the local primary school located in the same suburb as the kindergarten

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

Enrolment

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

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

- Proof of identity: child's birth certificate, birth notice or passport
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week '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.

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

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

Enrolment Records

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

Cancellations

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

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 4-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
 - Children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early.
 - To start school early the child must possess suitable academic ability as evidenced by a formal cognitive assessment, and be considered at risk of long-term educational disadvantage if early entry to school.

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

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 that occurs in, or early March each year.
- If a withdrawal occurs later in the year, the government funding will not be available in the next year.
- When a withdrawal occurs, a fee adjustment will be made of either correct invoicing or fee reimbursement.

Adapted from the Kindergarten Funding Guide, 2023

ATTACHMENT 3: CRES REGISTRATION FORM



Golden Plains Shire Council provides a Kindergarten Central Registration Scheme on behalf of 5 participating kindergartens. The Central Registration Scheme provides a single point for families to apply for multiple kindergarten services within a local government area, helping them to secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

Eligibility for Funded Kindergarten

The eligibility criteria to register for a funded kindergarten place include:

Age of the child

- **Funded 3-year-old:** a child must be aged three (3) by 30 April in the year that they attend kindergarten to be enrolled in a funded 3-year-old kindergarten program or commence [Early Start Kindergarten](#). Although the child can be enrolled from the commencement of the kindergarten year, they are unable to physically attend until they have turned 3 years of age and this must be by 30 April in that year.

If your child turns three years of age between the months of January and April, you have a choice as to when to send your child to 3-year-old kindergarten. These children can start in the same year they turn three (3) or in the year they turn four (4).

The preference for Teachers and Educators is that parents wait until the child is older. However, we do understand families make these decisions for many reasons.

- **Funded 4-year-old:** a child must be aged four (4) by 30 April in the year that they attend kindergarten to be enrolled in a funded 4-year-old kindergarten program.

One Funded Kindergarten Place

- A child can only be funded for a kindergarten program at **one service at any one time** and only for one year in a 3-year-old kindergarten program and one year in a 4-year-old kindergarten (unless the child is assessed as being eligible for a second year of 4-year-old kindergarten by the child's kindergarten teacher). A second year of 3-year-old kindergarten is not available.

Immunisation History

- Any child that is enrolled in an Early Childhood Education and Care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or qualifies for the 16-week support period. For more information on the No Jab No play legislation please click [here](#).

Completion of this form does not guarantee a place at your preferred kindergarten/s. For further information on the registration and allocation process for kindergarten please visit our website: [Child and Family | Golden Plains Shire Council](#). Other services that also offer a funded kindergarten program, but are not part of Council's Central Registration Scheme, are listed on our website.

REGISTRATION DETAILS

I would like to register my child for:

Preferred Kindergarten:

Second Preference:

Year of attendance:

1. CHILD'S DETAILS

Given Name/s (as per birth certificate):

Family Name:

Gender:

Date of Birth (dd/MM/yyyy):

Country of birth:

What is the main language spoken at home?

Are there any Court Orders/Parenting Orders in place relating to this child?

2. PARENT/GUARDIAN DETAILS

Parent/Guardian 1 (Point of contact for enrolment)

Given Name:

Family Name:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Contact Number:

Email address:

Country of Birth:

What is your first language?

Do you require an Interpreter?

3. PARENT/GUARDIAN DETAILS

Parent/Guardian 2

Given Name:

Family Name:

Relationship to child:

Residential Address:

Suburb:

Postcode:

Contact Number:

Email address:

Country of Birth:

What is your first language?

Do you require an Interpreter?

000017/01/2018 10:58:00

4. PRIORITY OF ACCESS

Has the child received or is receiving support from **Child Protection**?

Is this child in **out-of-home** care?

Has the child received or is receiving support from **Child and Family Services** (family services referral and support team, CHILD First, integrated family services or a Services Connect case worker)

Has your child previously attended a kindergarten program through **Early Start** Kindergarten (ESK) funding?

Do you, the parent/guardian or your child hold one of the listed subsidy cards?

Is this child of Aboriginal and/or Torres Strait Islander descent?

Is this child or a parent/legal guardian a Refugee or Asylum Seeker? i.e. holds one of the following visas: (200,201,202,203,204,449,785,786,790 or 866 or hold a Bridging Visa)

Can this child be identified on their birth certificate as one of a set of triplets, quadruplets or more?

The child has been assessed by their current kindergarten teacher as having delays in 2 or more areas and has been declared eligible for a second year of funded 4-year-old kindergarten?

Has the child been previously approved for a Kindergarten Inclusion Support Program (KISP)?

5. COMMUNITY CONTEXT (connection to your preferred kindergarten)

Child/family reside in the township where the preferred kindergarten is located?

The preferred kindergarten is the closest in proximity to the applicant's residential address?

Child/family are in the process of relocating to a residential address that is within proximity to the preferred kindergarten?

Is your child attending formal or informal childcare for 2 or more days per week in the community where the preferred kindergarten is located?

I/we work or study for 2 or more days per week in the community where the kindergarten is located?

Child is currently attending an educational program at your preferred kindergarten?

Has your child's sibling attended your preferred kindergarten in the 2 years prior to this child's year of attendance?

A sibling of this child is currently attending a local primary school that is within proximity to the preferred kindergarten?



6. CHILD INFORMATION

Please note: To assist us in understanding your child's individual needs, an Early Years team member may call you to discuss your child's medical condition(s) or development need(s) in further detail.

Does your child have any of the following medical conditions?

Asthma

Epilepsy

Diabetes

Anaphylaxis

Other (please specify):

Does your child have a diagnosed disability/disorder/medical conditions? (Including intellectual, sensory or a physical limitation that requires additional support)

If yes, please provide details:

Are there any specialists or agencies involved with your child?

e.g., OT, speech, physiotherapy, allied health, paediatrician, Preschool Field Officer, Early Childhood Intervention Service or NDIS

If yes, please provide details:

Do you hold any concerns about your child's development?

If yes, please provide details:

What is your child's immunisation status?



7. PRIVACY STATEMENT

Golden Plains Shire Council is strongly committed to protecting your privacy. All personal information collected on this form shall only be used by Council's Early Years Services in the planning and provision of appropriate services to your child(ren). Personal information collected, including payment details, will only be disclosed to persons in connection with early years' services and will not be disclosed to any external party without your consent, unless required to do so by law. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact Council's Early Years Team on 03 5220 7230.

Council will comply with the Privacy Policy and the Information Privacy Principles as set out in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing at enquiries@gplains.vic.gov.au or by mail: PO Box 111, Bannockburn 3331.

8. DECLARATION

I declare that the information provided in this application is true and correct to the best of my knowledge.

I understand that this form is a legal document and penalties exist for providing false or misleading information.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:



ATTACHMENT 4: EXAMPLE ENROLMENT FORM



Enrolment Form

Let's get started.

A few questions about your child will help us make your first day a breeze.

This enrolment form is in accordance with the Education and Care Services National Regulations.

Child Details

**** Please do NOT use autofill to complete this document. ****

1. Child's First Name*

2. Middle Name

3. Child's Surname*

4. Child's Preferred Name

5. Date of Birth*

6. Gender at Birth*

7. Gender Identity

8. Pronouns

9. Child CRN (not required for kindergarten)

10. Child's Home Address (Street No. Street Name, Suburb, Postcode)*

12. Court Orders

☐ Are there any court appointed orders relating to this enrolment?

13. Parenting Orders

☐ Are there any parenting orders relating to this enrolment?

14. Additional Comments

Cultural Background

15. Country of Birth*

16. Is your child of Aboriginal or Torres Strait Islander descent?*

17. What language is spoken at home?*

18. Tell us more about your child's cultural background?

19. Cultural Requirements

☐ Does your child have any cultural requirements?

Booking Details

20. Intended Start Date*

21. Please select Funded Kindergarten Program:*

- ☐ 3-year-old Funded Kindergarten
- ☐ 4-year-old Funded Kindergarten

Health Information

22. Child's Medicare
Number / Reference
No.*

23. Child's Medicare Expiry
Date*

24. Ambulance Cover
Number

25. Maternal & Child
Health Centre

26. Medical Practitioner
Name*

27. Medical Practitioner
Phone Number*

28. Medical Practitioner Address*

29. Immunisation*

☐ Has your child been immunised?

30. Medication

☐ Is your child receiving regular prescribed medicine?

31. Allergies

☐ Does your child have any medical allergies?

32. Additional Information on allergies

☐ Do you want to add additional allergy information?

33. Anaphylaxis

☐ Has your child been diagnosed or at risk of anaphylaxis?

34. Anaphylaxis Prescription

☐ Does your child have an epipen or anipen?

35. Other Health Conditions

☐ Does your child have any other health conditions?

36. Dietary Requirements

☐ Does your child have any dietary requirements?

37. Asthma

☐ Does your child have asthma?

Primary Parent/Guardian Details

38. Parent/Guardian First Name*

39. Middle Name

40. Parent/Guardian Surname*

41. Parent's Preferred Name

42. Date of Birth*

43. Gender at Birth*

44. Pronouns

45. Primary Carer CRN (not required for kindergarten)

46. Relationship to child*

47. Country of Birth?*

48. If not born in Australia please indicate year of arrival?

49. Are you of Aboriginal or Torres Strait Islander descent?*

50. What language do you speak at home?*

51. Tell us more about your cultural background?

☐ Address is the same as Child's Home Address

52. Address [please include street number, street name, suburb and postcode]*

53. Phone Number*

54. Email Address

Work Details [Primary Parent/Guardian]

If parent/guardian is not currently employed please use residential address

55. Work Address*

56. Occupation*

57. Work Phone Number*

58. Work Email Address

Parental Education and Occupation Details [Primary Parent/Guardian]

This information is being collected on behalf of the Department of Education for assessment and reporting purposes.

59. What is the highest year of primary or secondary school parent/guardian completed?*

60. What is the level of the highest qualification the parent/guardian has completed?*

61. Occupation Group (please choose closest to your occupation)*

Authorisations [Primary Parent/Guardian]

62. Consent*

- ☐ I consent to be an emergency contact.
- ☐ I consent to be an authorised nominee to collect this child.
- ☐ I consent to be an authorised nominee to make medical decisions on behalf of this child.
- ☐ I consent to be an authorised nominee for this child's incursions and excursions.
- ☐ I consent to be an authorised nominee to authorise the child being transported by the service or on transportation arranged by the service.

Secondary Parent/Guardian Details

63. Parent/Guardian First Name*

64. Middle Name

65. Parent/Guardian Surname*

66. Parent/Guardian Preferred Name

67. Date of Birth*

68. Gender at Birth*

69. Pronouns

70. Additional Carer CRN

71. Relationship to child*

72. Country of Birth?*

73. If not born in Australia please indicate year of arrival?

74. Are you of Aboriginal or Torres Strait Islander descent?*

75. What language do you speak at home?*

76. Tell us more about your cultural background?

77. Address [please include street number, street name, suburb and postcode] *

78. Phone Number*

79. Email Address

Work Details [Secondary Parent/Guardian]

If parent/guardian is not currently employed please use residential address

80. Work Address*

81. Occupation*

82. Work Phone Number*

83. Work Email Address

Parental Education and Occupation Details [Secondary Parent/Guardian]

This information is being collected on behalf of the Department of Education for assessment and reporting purposes.

84. What is the highest year of primary or secondary school parent/guardian completed?*

85. What is the level of the highest qualification the parent/guardian has completed?*

86. Occupation Group (please choose closest to your occupation)*

Authorisations [Secondary Parent/Guardian]

87. Consent*

☐

I consent to be an emergency contact.

☐

I consent to be an authorised nominee to collect this child.

☐

I consent to be an authorised nominee to make medical decisions on behalf of this child.

☐

I consent to be an authorised nominee for this child's incursions and excursions.

☐

I consent to be an authorised nominee to authorise the child being transported by the service or on transportation arranged by the service.

Emergency Contact 1 (must not be parent/guardian as listed prior)

88. First Name

89. Middle Name

90. Last Name

91. Phone Number

92. Email Address

93. Relationship to child*

94. Address [please include street number, street name, suburb and postcode]

95. Authorisation*

- ☐ This person is authorised to be an emergency contact.
- ☐ This person is authorised to collect this child. This will give them access to the Hub to allow them to sign a child in and out.
- ☐ This person is authorised to give permission for the administration of medication on behalf of this child.
- ☐ This person is authorised to give permission for an educator to take the child outside the education and care services premises.
- ☐ This person is authorised to give permission for the child to be transported by the service or on transportation arranged by the service.

Emergency Contact 2 (must not be parent/guardian as listed prior)

96. First Name

97. Middle Name

98. Last Name

99. Phone Number

100. Email Address

101. Relationship to child*

102. Address [please include street number, street name, suburb and postcode]

103. Authorisation*

☐

This person is authorised to be an emergency contact.

☐

This person is authorised to collect this child. This will give them access to the Hub to allow them to sign a child in and out.

☐

This person is authorised to give permission for the administration of medication on behalf of this child.

☐

This person is authorised to give permission for an educator to take the child outside the education and care services premises.

☐

This person is authorised to give permission for the child to be transported by the service or on transportation arranged by the service.

104. Medical Consents*

	Yes	No
I give consent for the service to seek medical treatment for my child from a medical practitioner, hospital or ambulance in the event I cannot be contacted?	<input type="radio"/>	<input type="radio"/>
I give consent for my child to be transported by an ambulance service?	<input type="radio"/>	<input type="radio"/>
I give permission for educators with current first aid to administer paracetamol in an emergency in the correct dosage for the age of my child. Administration of this medication will only be given in the event of a parent being un-contactable in consultation with the director or nominated supervisor?	<input type="radio"/>	<input type="radio"/>
I agree to collect or make arrangement for the collection of my child if they become unwell at the service?	<input type="radio"/>	<input type="radio"/>
I agree to keep my child away from the service if they display symptoms that could be considered contagious?	<input type="radio"/>	<input type="radio"/>

105. Photographic Consents*

	Yes	No
I consent for the service to take photographs and videos of my child (individually or in a group) during normal activities and excursions as a record of their experience at the service?	<input type="radio"/>	<input type="radio"/>
I consent to my child participating in the Annual Photography session where group photo's will be available for purchase by families and staff at the service?	<input type="radio"/>	<input type="radio"/>
I consent to my child's photo displayed at the service?	<input type="radio"/>	<input type="radio"/>

106. General Consents*

	Yes	No
I give consent for the service to apply sunscreen to my child before outdoor activities and excursions?	<input type="radio"/>	<input type="radio"/>
I agree to provide my child with a sun safe hat for outdoor activities?	<input type="radio"/>	<input type="radio"/>
I agree to accurately record the time of arrival and departure of my child from the service in accordance with the service requirements?	<input type="radio"/>	<input type="radio"/>
I agree to notify the service when my child is to be collected by any person other than those listed on this enrolment form in accordance with the services policies and procedures?	<input type="radio"/>	<input type="radio"/>
I give consent for my child to participate in regular evacuation drills or an actual evacuation when necessary. I understand that my child will be relocated from the service under the supervision of their educator and service team member to a safety zone for evacuation purposes.	<input type="radio"/>	<input type="radio"/>

107. Xplor Consent*

	Agree	Disagree
Do you consent for the service to take photographs and videos of your child during normal activities and excursions for the purposes of recording their learning journey via the Xplor platform?	<input type="radio"/>	<input type="radio"/>

108. Storypark Consent*

GPSC Kindergarten services use Storypark an easy-to-use private online service that helps teachers, parents and families work together to record, share and extend children's learning. Please indicate your level of consent for the use of Storypark:

I DO NOT consent to my child having a Storypark account.

109. Declarations*

I have read and understood the services policies and procedures and agree to follow these as a condition of enrolment (available by visiting the GPSC webpage).

☐

I am aware that I am required to pay my service fees in accordance with their policies and non-payment could result in cancellation of my child's enrolment and recovery action may be undertaken at my expense.

☐

I understand that Xplor has provided a general enrolment form. Any difference or ambiguity between Xplor's enrolment form and the service's terms and conditions will be governed by the service's terms and conditions.

☐

I declare that I am the applicant named in the form and that all information and documents provided as part of my application are true and correct.

☐

I acknowledge that I am responsible for being sensitive and respectful to other parent/guardians who do not want their child to be photographed or videoed.

☐

I acknowledge that I am responsible for being sensitive and respectful of the privacy of other children and families in photographs/videos when using and disposing of these photographs/videos.

☐

Acknowledgement of Country

Golden Plains Shire spans the Traditional lands of the Wadawurrung and Eastern Maar Peoples. Council acknowledges them as the Traditional Owners and Custodians and pays it's respects to both Wadawurrung and Eastern Maar Elders past, present, and emerging. Council extends that respect to all Aboriginal and Torres Strait Islander People who are part of the Golden Plains Shire.

Gender Equity

Golden Plains Shire Council is committed to ensuring that everyone in the Golden Plains Shire municipality, regardless of their gender identity, have access to equal power, resources and opportunities and are treated with dignity, respect and fairness.

Privacy Statement

Golden Plains Shire Council is strongly committed to protecting your privacy. All personal information collected on this form shall only be used by Council's Early Years Services in the planning and provision of appropriate services to your child(ren). Personal information collected, including payment details, will only be disclosed to persons in connection with early years' services and will not be disclosed to any external party without your consent, unless required to do so by law. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact Council's Early Years Team on 03 5220 7230.

Council will comply with the Privacy Policy and the Information Privacy Principles as set out in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing at enquiries@gplains.vic.gov.au or by mail: PO Box 111, Bannockburn 3331.

ATTACHMENT 5: SAMPLE KINDERGARTEN OFFER



2024 KINDERGARTEN OFFER

Dear [Parent/Guardian]

The Golden Plains Kindergarten Central Enrolment Scheme would like to formally offer your child a position at one of our participating services in 2024 for Funded Sessional Kindergarten.

Please find below the details of your offer:

Offer Details		
Child's Name:	[Child's Full Name]	
Service Name:	[Participating Kindergarten]	
Funded Kindergarten Type:	[Indicate: 3yo or 4yo Sessional Funded Kindergarten]	
Session Details:	[Indicate: 3yo/4yo, Group Name, Group Days, Group Times]	
Offer Expiry:	DD/MM/YYYY	

Important Note:

A child can only be funded for a kindergarten program place at one service at any one time and only for one year in a Three-year-old kindergarten program and one year in a Four-year-old kindergarten program (unless your child is assessed as being eligible for a second year of Four-year-old kindergarten by the child's kindergarten teacher).

Should you accept this offer, and your child will be attending another service that offers a Victorian Government funded kindergarten program, including at a long day care service, you must advise that service that you are receiving a funded kindergarten place at our service.

Should you have any concerns regarding your offer please ensure you contact the Early Years team on 03 5220 7230 or by email earlyyears@GPLAINS.vic.gov.au before the offer expiry date.

☐ Accept Offer

☐ Decline Offer

Once offers have closed families who have accepted their offer will be sent a link from MyXplor to complete their child's enrolment form. This link will expire 7 days from the date of activation therefore it is important for families to complete the enrolment form as soon as possible.

SEND

11/8/23

5220 7111

PO Box 111, Bannockburn VIC 3331

goldenplains.vic.gov.au

enquiries@GPLAINS.vic.gov.au

ATTACHMENT 6. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Golden Plains Shire Council CRES Kindergarten

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Golden Plains Shire Council CRES Kindergarten for [insert year]

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

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether you 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
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register: www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register
- Better Health Channel website: www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

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


Yours sincerely

[Insert name]

[Insert title]

Golden Plains Shire Council CRES Kindergarten

Example of an immunisation history statement


 Australian Government
 Department of Human Services
medicare

Immunisation history statement

As at: 01 June 2019

For: ARMANDO D BOWERS

Date of birth: 01 Nov 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP

Next immunisation/s due Diphtheria Tetanus Pertussis Poliomyelitis	Date due 01 Nov 2020
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