CHILDREN’S SERVICES – ENROLMENT AND ORIENTATION POLICY

STANDARD OPERATING PROCEDURE

<table>
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<tr>
<th>Adopted by Approved Provider of Golden Plains Shire Council Children’s Services</th>
<th>Day Month Year</th>
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<tbody>
<tr>
<td>Date revised</td>
<td>20 February 2018</td>
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<tr>
<td>Next revision due</td>
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1. PURPOSE

This policy outlines:

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

2. SCOPE

2.1. Values

Golden Plains Shire Council Children's Service 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.

2.2. 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 Golden Plains Shire Council Children’s Service.
2.3. 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).

3. REFERENCES

3.1. 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
- Standard 6.1: Respectful and supportive relationships with families are developed and maintained and families are supported in their parenting role
- Element 6.1.1: Families are supported from enrolment to be involved in the service and contribute to service decisions.
- 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:

3.2. Sources


3.3. 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

4. DEFINITIONS AND ABBREVIATIONS

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.

<p>| 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: <a href="http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/">www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/</a> |
| 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. |</p>
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<tr>
<th><strong>CHILDREN’S SERVICES – ENROLMENT AND ORIENTATION POLICY</strong></th>
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5. CONSULTATION

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.

6. PROCEDURES

6.1. The Approved Provider and Persons with Management or Control are responsible for:

6.1.1. Determining the criteria for priority of access to programs at Golden Plains Shire Council Children’s Service, based on funding requirements and the service’s philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)

6.1.2. 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

6.1.3. Complying with the Inclusion and Equity Policy

6.1.4. Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)

6.1.5. Providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program

6.1.6. 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

6.1.7. Ensuring parents/guardians are only offered a tentative place until the child’s immunisation documentation is assessed as being acceptable

6.1.8. 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

6.1.9. Ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program

6.1.10. Advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)

6.1.11. 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).

6.1.12. 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
6.1.13. 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)

6.1.14. Ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria

6.1.15. Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met

6.1.16. 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).

6.2. **The Nominated Supervisor and Persons in Day-to-Day Charge and early childhood teachers are responsible for:**

6.2.1. Reviewing enrolment applications to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy)

6.2.2. Responding to parent/guardian enquiries regarding their child’s readiness for the program that they are considering enrolling their child in

6.2.3. Discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the program

6.2.4. Encouraging parents/guardians to:

6.2.5. Stay with their child as long as required during the settling in period

6.2.6. Make contact with educators and carers at the service, when required

6.2.7. Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child

6.2.8. Sharing information with parents/guardians regarding their child’s progress with regard to settling in to the service

6.2.9. Discussing support services for children with parents/guardians, where required.

6.3. **All educators are responsible for:**

6.3.1. Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required

6.3.2. 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

6.3.3. Developing strategies to assist new families to:

6.3.4. Feel welcomed into the service

6.3.5. Become familiar with service policies and procedures

6.3.6. Share information about their family beliefs, values and culture

6.3.7. Share their understanding of their child’s strengths, interests, abilities and needs

6.3.8. Discuss the values and expectations they hold in relation to their child’s learning

6.3.9. Providing comfort and reassurance to children who are showing signs of distress when separating from family members

6.3.10. Complying with the service’s Privacy and Confidentiality Policy in relation to the collection and management of a child’s enrolment information.

6.4. **Parents/guardians are responsible for:**

6.4.1. Reading and complying with this Enrolment and Orientation Policy
6.4.2. Completing the enrolment form prior to their child’s commencement at the service and providing acceptable immunisation documentation of their child’s immunisation status

6.4.3. 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

6.4.4. Ensuring that all other required information is provided to the service

6.4.5. Updating information by notifying the service via MFL or Coordination Units for FDC of any changes as they occur. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

6.5. Attachments

Attachment 1: Eligibility and priority of access criteria

Attachment 2: Enrolment Procedures Bannockburn Children’s Service

Attachment 3: Enrolment Procedures Golden Plains Family Day Care

Attachment 4: Enrolment Procedures Sessional Kindergarten Services (Rokewood, Meredith, Inverleigh and Teesdale).

Attachment 5: Enrolment Procedures Associated Service (Inverleigh) Occasional Care.

Attachment 6: Letter for parents/guardians without acceptable immunisation documentation

7. POLICY AND PROCEDURE RESPONSIBILITIES

As identified in the procedures and attachments responsibilities are set out as follows:

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<tr>
<td>ACTION RESPONSIBILITY</td>
<td>Approved Provider, Nominated Supervisor, Person in day to day charge, early childhood teachers, educators, Parents/Guardians, Volunteers and Students</td>
</tr>
<tr>
<td>PROCESS RESPONSIBILITY</td>
<td>Approved Provider and Person with Management or Control, Nominated Supervisor, Person in day to day charge and early childhood teachers</td>
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<tr>
<td>REVIEW RESPONSIBILITY</td>
<td>Approved Provider</td>
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ADOPTED BY APPROVED PROVIDER 20 FEBRUARY 2018
ATTACHMENT 1

8. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

8.1. Eligibility and priority of access criteria for the Childcare incl. Bannockburn Children’s Service, Family day Care and Occasional Care programs.

It is a condition of approval and continued approval for Child Care Benefit (CCB) purposes that services must comply with family assistance law. The Priority of Access Guidelines are set out in the Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000.

The Guidelines apply to Long Day Care, Family Day Care, Outside School Hours Care and In-Home Care services. Failure to meet these Guidelines is a breach of the conditions of continued approval and may result in a service being sanctioned under the A New Tax System (Family Assistance) (Administration) Act 1999.

Priorities for filling vacant places The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $43,727 for 2015-2016 or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

Note: Where a service is funded by an employer to provide child care solely or primarily for the children of the employer’s employees, the service may give priority to those children.

Requiring a child to vacate a place

Under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- the person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy, and
- the service gives the person at least 14 days’ notice of the requirement for the child to vacate the place.

Outside School Hours Care

Outside School Hours Care is primarily for school children. Where an Outside School Hours Care Service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service in order to provide a place for a school child.

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

The following children are eligible for attendance in the funded kindergarten program: Bannockburn Children’s Service, Teesdale Kindergarten, Inverleigh Kindergarten, Rokewood Kindergarten, Meredith Kindergarten.
• children who have been granted approval to receive funding for a second year of kindergarten in accordance with The Kindergarten Guide available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
• children who were eligible to attend in the previous year, but:
  ▪ deferred
  ▪ withdrew from the service prior to the April data collection
• children who turn four 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 (refer to The Kindergarten Guide, available at: http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx
• children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET for having recognised developmental needs
• three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx

When demand exceeds availability, the Approved Provider will refer to the service’s values, philosophy and Inclusion and Equity Policy to determine the priority of access. This will include:
• children who have received funding for a second year of kindergarten
• children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.

Golden Plains Shire Council funded Kindergarten Priority of access determinations:
• Children who have a sibling currently enrolled at this service
• Children from families who have an existing/recent relationship with the service (recent includes within 5 years). eg sibling attended the service, parent involved as a Volunteer Parent Committee member.
• Children residing in a GPSC community other than that where this service operates which does not offer a Funded Kindergarten program Council operated or other.

8.3. Eligibility and access criteria for the three-year-old kindergarten program
Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement.

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

The Approved Provider must determine eligibility and access criteria applicable to the service. Consideration include:
• children recommended by an educator for an additional year in the three-year-old program (current 3 yo or returning).
CHILDREN’S SERVICES – ENROLMENT AND ORIENTATION POLICY

- Children who have a sibling currently enrolled at this service
- Children from families who have an existing/recent relationship with the service (recent includes within 5 years). eg sibling attended the service, parent involved as a Volunteer Parent Committee member.
- Children residing in a GPSC community other than that where this service operates which does not offer a Funded Kindergarten program Council operated or other.

8.4. Allocation within groups

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

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes
9. ENROLMENT PROCEDURES BANNOCKBURN CHILDREN’S SERVICE

9.1. Enrolment

9.1.1. Families are welcome to arrange a visit to the Bannockburn Children’s Service (BCS) at any time by contacting the service direct.

9.1.2. Registrations for the BCS wait list will be accepted at any time.

9.1.3. Families must register for a place at BCS using the online QikKids (QK) My Family Lounge or by contacting the Bannockburn Family Services Centre.

9.1.4. When completing the online registration it is important that families indicate the service they intend to attend through the ‘Make a booking enquiry’ link. Failure to do so will result in an incomplete application that does not progress through to the waitlist.

9.1.5. When a place becomes available families will be contacted to discuss the place, based on the registered requests on the waiting list and the Department of Human Services (DHS) Priority of Access Guidelines.

9.1.5.1. An offer will be created in QK My Family Lounge which will need to be accepted prior to the expiry date on the offer. Failure to accept the place by this date will result in the offer being made to the next family waiting. You will remain on the waiting list, but it is important to update your preferences if they change. It is also important to respond to an offer as soon as possible or contact the service to discuss the offer further.

9.1.5.2. When a family accepts an offer, the following documents will be emailed to the family:

9.1.5.2.1. Instructions on how to accept the offer on QK My Family Lounge and how to enter child details on the enrolment record. NB: Please ensure your child’s additional needs or medical conditions are noted and the appropriate documentation is provided to us.

9.1.5.2.2. The Parent Participation Agreement which includes the placement start date

9.1.5.2.3. A Child Development Record

9.1.5.2.4. Information on Child Care Subsidy and login instructions for myGov website

9.1.5.2.5. Immunisation requirements

9.1.5.3. Please note: Should you not accept an offer of a place, you must amend your required start date on QK My Family Lounge.

9.1.5.4. Families will be contacted by a BCS team member and an enrolment meeting date arranged. This enrolment meeting will included a service ‘show through’ (if required) and is an opportunity for families to meet staff and discuss an orientation program for your child. Start dates and information about child’s needs including medical conditions and other requirements will also be discussed at this time.

9.1.5.5. Please note: If your child has asthma or an allergy requiring administration of an Epipen, a medical management plan will be required prior to your child commencing at our Service. This needs to be completed and signed by your medical practitioner. We suggest families arrange this well before the enrolment meeting to avoid delays in start dates.

9.1.6. The child’s enrolment is not confirmed until all required information is received by BCS and fees have been paid two (2) weeks in advance.
9.1.7. Please note: Places will not be allocated to children until any outstanding fees owed to a Golden Plains Shire (GPS) Council operated Early Years’ Service by the family are paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

9.1.8. The following year re-enrolment

9.1.8.1. In October of each year, letters will be sent to current enrolled families asking for confirmation of booked days and requests for changes or additional days for the following year.

9.1.8.2. From this information room models will be developed.

9.1.8.3. Letters confirming your child’s room for the following year will be sent in November.

9.1.8.4. Vacancies will be filled from the waiting list after current families have confirmed their requirements.

9.2. Bannockburn Children’s Services four year old kindergarten program

9.2.1. In May an email will be sent to all families eligible for four year old kindergarten asking them to check their details and service preferences for the following year.

9.2.2. In June/July each year, service models and programs will be developed based on the current registrations.

9.2.3. Families will be sent a request to identify their session preference if applicable. If the request exceeds the number of available places, families will be contacted to discuss the possibility of changing the sessions. If this is unsuccessful a ballot system will apply.

9.2.4. In August, families will be sent a letter of offer of a place which must be responded to within the time frame identified. Failure to do so will result in the place being offered to another family.

9.2.5. An offer will be created in QK Family Lounge which will need to be accepted by the date advised.

9.2.6. Families will be posted the following documents:

9.2.6.1. Instructions on how to accept the offer on QK My Family Lounge and how to enter child details on the enrolment record. NB: Please ensure your child’s additional needs or medical conditions are noted and the appropriate documentation is provided to us.

9.2.6.2. The Parent Participation Agreement which includes the placement start date

9.2.6.3. A Child Development Record

9.2.6.4. Information on Child Care Subsidy and login instructions for the myGov website

9.2.6.5. Immunisation requirements

9.2.7. Families will return these forms to the service at an information evening to be held in November, where additional information will be provided to families about their child’s kindergarten year including orientation.

9.2.7.1. Forms not returned by this date or without alternative arrangements made, may relinquish their place which will then be offered to another family from the waitlist.

9.2.7.2. Enrolment in the four year old program will not be considered complete until all documents are returned by the required date. Failure to do so will result in the child’s place being forfeited.

9.2.8. Please note: Places will not be allocated to children until any outstanding fees owed to a Golden Plains Shire (GPS) Council operated Early Years’ Service by the family are paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).
9.3. **No jab no play legislation**

Golden Plains Shire Council Children's Services requires parents/guardians who have been offered a place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that an enrolment can be confirmed.

- The documentation is assessed as outlined in the Immunisation enrolment toolkit for early childhood education and care services. Further information and resources can be accessed from https://www2.health.vic.gov.au

Parents/guardians who do not have acceptable immunisation documentation.

- In this instance families must show evidence of an effort to or intention to fully immunise their child or enrolment cannot be confirmed.

9.4. **Priority of Access**

The Australian Government Department of Education and Training requires approved Education and Care Services to comply with the set priority of access guidelines.

- **Priority 1:** A child at risk of serious abuse or neglect
- **Priority 2:** A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- **Priority 3:** Any other child

Within these main Priority categories, priority is also given to children in:

- Aboriginal or Torres Strait Islander families
- Families which include a person with a disability.

Please note: A priority 3 classified family may be asked to alter days to provide a place for a higher priority child.

9.5. **Orientation procedures**

As each child’s and family’s needs are different an orientation program for individual children will be discussed at the enrolment meeting. However, it is important families bring their child in for a least one visit prior to the commencement of the booked days.

This will allow families and children to meet the educators and spend some time observing the program in action.

Educators will discuss your child’s routine and any additional needs.

More visits may be required until the family and child are comfortable and shorter days may be necessary in some cases when the booking commences.

During these orientation visits parents/carers must remain with the child.

9.6. **Four year old kindergarten orientation**

Children entering the service for the first time for four year old kindergarten will be offered an orientation visit in December. Details will be provided to families at the time of booking confirmation each year.
ATTACHMENT 3

10. ENROLMENT PROCEDURES GOLDEN PLAINS FAMILY DAY CARE
ATTACHMENT 4

11. ENROLMENT PROCEDURES SESSIONAL KINDERGARTEN SERVICES (ROKEWOOD, MEREDITH, INVERLEIGH AND TEESDALE)
ATTACHMENT 5

12. ENROLMENT PROCEDURES ASSOCIATED SERVICE (INVERLEIGH) OCCASIONAL CARE
ATTACHMENT 6

13. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Golden Plains Shire Council Children's Service

Dear [insert name]

Re: Enrolment at Golden Plains Shire Council Children's Service for [insert year]

I am contacting you regarding your tentative place for [insert child’s name] at Golden Plains Shire Council Children’s Service in the [insert service/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
• [insert details of local government immunisation service]
• National Immunisation Information Line Tel. 1800 671 811
• Australian Childhood Immunisation Register Tel 1800 653 809

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 [Service Name]’s Enrolment and Orientation policy.

Yours sincerely

[Insert name]
[Insert title]
Golden Plains Shire Council Children's Service