

## DEPARTMENTAL POLICY



<b>TITLE:</b>	ENROLMENT AND ORIENTATION FUNDED KINDERGARTEN
<b>ID NUMBER:</b>	DPO-COM-CHI-007 DocSetID: 3017966
<b>DEPARTMENT:</b>	Community Services
<b>UNIT:</b>	Children's Services
<b>RESPONSIBLE OFFICER:</b>	Team Leader Education and Care

<b>ADOPTED DATE AND BY WHOM:</b>	Children's Services Manager 12 September 2023
<b>EXPIRY DATE:</b>	September 2023
<b>REVIEW DATE:</b>	March 2023 <i>This policy will be reviewed annually or as required by any legislative or council changes.</i>

<b>AVAILABILITY:</b>	Staff - Unit Staff - Department	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Email designated Groups & Staff (Responsible Officer to prepare)	

## 1. References

- Acceptance and Refusal of Authorisations Policy DPO-COM-CHI-035 DocSetID: 2147175
- Dealing with Infectious Disease Policy – DPO-COM -CHI-010 DocSetID: 1853728
- Children’s Services Fees and Charges Policy – DPO-COM-CHI-044 DocSetID: 2641606
- Kindergarten Enrolment Administration Fee Policy - DPR-COM -CHI-107 DocSetID: 2193391
- Complaints Handling- Children’s Services Policy DPR-COM-CHI-119 DocSetID: 2564791
- Inclusion and Equity Policy DPO-COM-CHI-024 DocSetID: 2156161
- Privacy Policy CPO-CORPS-GE-006 DocSetID: 643084
- Appendix - Guidance for developing a CRES Policy  
[https://www.vic.gov.au/sites/default/files/2023-04/Appendix I CRES policy guidance.pdf](https://www.vic.gov.au/sites/default/files/2023-04/Appendix_I_CRES_policy_guidance.pdf)
- Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 DocSetID: 1933907

## 2. Purpose

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

- Enrolling a child at Glenelg Shire Council’s Children’s Services education and care services.
- The orientation of new families and children into Glenelg Shire Council’s Children’s Services education and care services.
- 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 DE’s Priority of Access requirements for both three and four-year-old children.

### 3. Values

Glenelg Shire Council Children's Services is committed to:

- Families feeling respected, safe and supported during the enrolment process.
- Ensuring families who may experience barriers to accessing kindergarten are proactively engaged.
- Being flexible and catering for unique family circumstances and needs.
- Being transparent in the process and allocation of places through consistent communication and information sharing.
- Ensuring the registration, allocation and enrolment process is simple to understand, follow and implement.
- Maintaining confidentiality in relation to all information provided for enrolment.
- Promoting fair and equitable access to kindergarten programs, including those who face barriers to participation.
- Enrolling Early Start Kindergarten (*refer to definitions*) eligible children into full 15 hours of Kindergarten program where possible at a Glenelg Shire Council Kindergartens (Jaycee Kindergarten, Kalbarri Kindergarten, Portland Child and Family Complex, Heywood Kindergarten, Dartmoor Childrens Centre, or Kathleen Millikan Centre).

### 3. Scope

This policy applies to the approved provider, persons with management or control, nominated supervisors, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Glenelg Shire Council Children's Services.

### 4. Departmental Policy

#### Background

The *Education and Care Services National Regulation 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 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 available spaces. 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 services philosophy, values and beliefs, and the provision 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.

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. In 2020 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.

Glenelg Shire Council delivers Central Registration and Enrolment Scheme (CRES) for six services in the Glenelg Shire Council.

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

## Definitions

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

- Access to Early Learning (AEL)

- Australian Immunisation Register (AIR) Immunisation History Statement
- Authorised Nominee
- Children/families experiencing vulnerability and/or disadvantage (in relation to this policy)
- Children with additional needs
- Central Registration and Enrolment Scheme (CRES)
- Deferral
- Early Start Kindergarten (ESK)
- Early Start Kindergarten extension grants
- Eligible Child
- Enrolment deposit
- Enrolment record
- Kindergarten Registration fee
- Kindergarten Registration form
- Grace period
- Local Government Area (LGA)
- Kindergarten Fee Subsidy (KFS)
- Priority of Access
- Registration
- School Readiness Funding
- Second year of funded four-year-old kindergarten

## Sources

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: [www.health.vic.gov.au](http://www.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](http://www.acecqa.gov.au)
- Guide to the National Quality Standard: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Priority of Access Guidelines for childcare service: [www.dese.gov.au](http://www.dese.gov.au)
- The Kindergarten Funding Guide (Victorian Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)

## Service Policies

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

## Table of Responsibilities:

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>• Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will be attending, that is delivered by a qualified early childhood teacher, and offering at least: - 15 hours per week for 40 weeks of the year, or – 600 hours per year. Program models which include days and times will be provided to families in their Confirmation of Kindergarten Placement letter.</li> </ul>	✓				

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will be attending, that is delivered by a qualified early childhood teacher and offering a minimum of 5 hours per week. Program models which include days and times will be provided to families in their Confirmation of Kindergarten Placement letter</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Council will report on the completion of transition learning and development statements from the previous year through the annual kindergarten data collection</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>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.</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Following the Priority of Access criteria for funded programs at all Glenelg Shire Council children's services, as described in Department of Education (DE) <i>The Kindergarten Funding Guide (refer to attachment 1)</i>.</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April.</li> </ul>	✓	✓	✓		

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Supporting inclusion and access through specific funding stream (for eligible families):               <ul style="list-style-type: none"> <li>Early Start Kindergarten (<i>refer to definitions</i>)</li> <li>Early Start Kindergarten extension grants (<i>refer to definitions</i>)</li> <li>Access To Early Learning (<i>refer to definitions</i>)</li> <li>Second year of funded four-year-old kindergarten (<i>refer to definitions</i>)</li> </ul> </li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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>)</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Providing communication to families explaining how they can only access one funded kindergarten program per child, per year. Parent's/guardians confirm that their child is only attending one funded kindergarten place by completed the parent/guardian enrolment declaration on enrolment.</li> </ul>	✓	✓		✓	
<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Complying with the <i>Inclusion and Equity Policy</i></li> </ul>	✓	✓		✓	
<ul style="list-style-type: none"> <li>Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation or services and to meet School Readiness Funding requirements.</li> </ul>	✓	✓			



Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Ensuring families have access to: <ul style="list-style-type: none"> <li>– Parent Information Handbook</li> <li>– Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</li> <li>– Fees policy</li> <li>– Privacy Statement</li> <li>– Code of Conduct Policy</li> </ul> </li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (<i>refer to attachment 1 and 2</i>)</li> </ul>	✓				
<ul style="list-style-type: none"> <li>Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required.</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>(<i>Where applicable</i>) Considering access inclusion for vulnerable children in the allocation of places at the service. (<i>refer to attachment 1 and 2</i>)</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Ensuring that the inability for parents/guardians to produce a birth certificate for a child is not a barrier to enrolling in a funded kindergarten program and work with families to obtain an alternate form of identification if birth certificate or other official documentation is not available</li> </ul>	✓	✓			

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Providing parents/guardians with alternative documentation to supply requests in the event a birth certificate cannot be produced when enrolling their child in a funded kindergarten program. Appropriate documentation to request includes: <ul style="list-style-type: none"> <li>Statement from the Australian Immunisation Register</li> <li>Medicare card</li> <li>Letter from the Doctor or Midwife who attended the birth</li> <li>Doctors note attesting to the child's age</li> <li>Passport</li> <li>Citizenship documents,</li> <li>Australian Visa documents</li> <li>Immicard</li> </ul> </li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Where applicable, providing families with consistent and transparent communication on waitlist management process (<i>refer to attachment 2</i>)</li> </ul>	✓	✓			
<ul style="list-style-type: none"> <li>Complying with the services <i>Privacy and Confidentiality Policy</i> in relation to the collection and delivery of a child's enrolment information</li> </ul>	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Providing opportunities for interested families to attend open days to observe the program and become familiar with the service prior to their child commencing in the program</li> </ul>	✓	✓	✓		

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement (<i>refer to definitions</i>) and accessing immunisation services</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement (<i>refer to definitions</i>) has been assessed as being acceptable or the child has been assessed as eligible for the grace period.</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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>)</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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>)</li> </ul>	✓	✓	✓		

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>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</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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 (<b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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</li> </ul>				✓	
<ul style="list-style-type: none"> <li>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</li> </ul>				✓	

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>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>)</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>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>)</li> </ul>	✓	✓		✓	
<ul style="list-style-type: none"> <li>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</li> </ul>	✓	✓	✓		
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	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>Ensuring that enrolment records (<i>refer to Definitions</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>)</li> </ul>	✓	✓	✓		

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met</li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>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></li> </ul>	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment (<i>refer to Attachment 5</i>)</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Reviewing enrolment applications to identify children with additional needs (<i>refer to Definitions and the Inclusion and Equity Policy</i>)</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Encouraging parents/guardians to               <ul style="list-style-type: none"> <li>stay with their child as long as required during the settling in period</li> </ul> </li> </ul>	✓	✓	✓	✓	

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Encouraging parents/guardians to make contact with educators at the service, when required</li> </ul>	✓	✓	✓		
<ul style="list-style-type: none"> <li>Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child</li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>Sharing information with parents/guardians concerning their child's progress regarding settling into the service</li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services</li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>Developing strategies to assist new families to:               <ul style="list-style-type: none"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> <li>share their understanding of their child's strengths, interests, abilities and needs</li> <li>value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>discuss the values and expectations they hold in relation to their child's learning</li> </ul> </li> </ul>	✓	✓	✓	✓	
<ul style="list-style-type: none"> <li>providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>		✓	✓		✓
<ul style="list-style-type: none"> <li>Reading and complying with this <i>Enrolment and Orientation Policy</i></li> </ul>	✓	✓	✓	✓	

Procedures / Guidelines	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	Contactors, volunteers and students
<ul style="list-style-type: none"> <li>Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection</li> </ul>				✓	
<ul style="list-style-type: none"> <li>Notifying Glenelg Shire Council in writing if they wish to cancel their enrolment.</li> </ul>				✓	
<ul style="list-style-type: none"> <li>Providing Glenelg Shire Council with other acceptable evidence, that includes the child's full name &amp; date of birth in the absence of a birth certificate at the time of enrolment. Acceptable documents include: <ul style="list-style-type: none"> <li>Statement from the Australian Immunisation Register</li> <li>Medicare card</li> <li>Letter from the Doctor or Midwife who attended the birth</li> <li>Doctors note attesting to the child's age</li> <li>Passport</li> <li>Citizenship documents,</li> <li>Australian Visa documents</li> <li>Immicard</li> </ul> </li> </ul>				✓	

## 5. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Information and Data Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).



## 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 4* for cancellation of enrolment and non-attendance procedures.

## Evaluation

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

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice

- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- 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: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Cancellation of enrolment and non-attendance
- Attachment 5: Kindergarten Fact Sheet for local support services and agencies

## 7. Victorian State Legislation Copyright Acknowledgement

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## ATTACHMENT 1 ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

### Glenelg Shire Council Children's Services

#### Guidelines for Managing access to Kindergarten Places.

*For a funded three and four-year-old kindergarten program*

Information extracted and sources from The Kindergarten Guide 2023 (Department of Education)

Give your Child the best start - <https://www.vic.gov.au/sending-child-kinder>

#### Managing access to kindergarten places

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

Multiple rounds of kindergarten enrolments will be offered by Glenelg Shire Council

- The first Round is for existing families over a two-week period.
- The second Round is for all families in the community.
- The third Round remains open until the start of the Kindergarten year.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the Department of Education (DE) criteria listed in the table below (<https://www.vic.gov.au/priority-access-criteria>)
- work with other local kindergarten services and the Department's regional office to ensure all eligible children have access to a kindergarten place.

This criterion 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.

Glenelg Shire Council Childrens Services participates in a central registration and enrolment scheme, as a CRES provider places are allocated in accordance with DE's PoA criteria, and then the local criteria.

All information relating to PoA criteria should be respectfully collected from families upon enrolment, recorded in the child's confidential enrolment record and entered into the Kindergarten Information Management (KIM) system, where applicable.

**DE's Priority of Access criteria:**

High priority children	Criteria & processes for verifying need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> <li>• eligible for ESK or AEL</li> <li>• family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care</li> </ul> <p>referred by one of the following:</p> <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Child and family services (family services referral and support team, Child FIRST /integrated family services/Service Connect case worker,)</li> <li>• Maternal and Child Health nurse, or</li> <li>• Out-of-Home Care provider</li> </ul>
High priority children	As part of the enrolment process, service providers must respectfully ask families "is your child
Aboriginal or Torres Strait Islander children	Aboriginal and/or Torres Strait Islander?" and record this information in KIMS
Asylum seeker and refugee children	<p>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</p> <p>Referred as a refugee or asylum seeker by a CALD outreach worker.</p>
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> <li>• A child or parents holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or</li> <li>• The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.</li> </ul>
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> <li>• require additional assistance in order to fully participate in the kindergarten program</li> <li>• require a combination of services which are individually planned</li> <li>• have an identified specific disability or developmental delay</li> </ul>	<p>The child :</p> <ul style="list-style-type: none"> <li>• holds a Child Disability Health Care Card</li> <li>• has previously been approved for Kindergarten Inclusion Support Program (KIS), and/or has been referred by: <ul style="list-style-type: none"> <li>➢ the National Disability Insurance Scheme</li> <li>➢ Early Childhood Intervention Service</li> <li>➢ Preschool Field Officer, or</li> <li>➢ Maternal and Child Health nurse or</li> <li>➢ is assessed as having delays in 2 or more areas and is declared eligible for a second year of</li> </ul> </li> </ul>


After the Priority of Access guidelines have been assessed and there are more eligible children seeking a place at a kindergarten service than there are places available, children will be prioritised based on the following Glenelg Shire Council's additional local criteria:

1. Demonstrable link to the service
  - a. The child is currently attending the service
  - b. A sibling currently attends the service or has within the past five years
2. Working families
3. Residential proximity to the service (using Google maps)

**Note:** DE's PoA guidelines 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
- are known to 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](http://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.
2. Enrolment Process	Obtains information about children to initiate the process of allocating places.	Completes an enrolment form.	Supports families to complete enrolment forms if they find it difficult or refers them directly to the CRES Provider.
3. Allocation	Equitably allocates kindergarten places and optimise the supply and demand of places.		
4. Confirmation and communication	Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list.	Reject the offer if no longer required.	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 Glenelg Shire Council about your experience so they can improve it for the coming year.

\* If the kindergarten believes a family will need additional support completing an enrolment form or are likely to miss the first round enrolment date, refer them to the Glenelg Shire Children's Services Administration team with the attached referral form. Glenelg Shire Children's Services Administration team will follow up with this family or carer to offer support in getting their children into kindergarten.

## Kindergarten enrolment dates

If families miss the enrolment period deadline, they can complete the enrolment form although they will be either placed into a waiting list or be allocated in subsequent rounds, they are less likely to get their top preference. After second round offers have been confirmed, Glenelg Shire Council will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw, or if kindergartens increase capacity.

### Timelines for the kindergarten enrolment

Date	Activity
15 April	Enrolments open for existing families
3 May	Enrolment period closes*
6 May	2 <sup>nd</sup> enrolment period open for new families
31 May	2 <sup>nd</sup> Enrolment period closes for new families
August/September	First & second round offers send via letters
	Second round offers send via letters
Weekly or when vacancies become available	Subsequent offers

Enrolments will still be accepted after 31 May, but enrolment forms received prior will be allocated first. Children eligible for Priority of Access will be prioritised regardless of when enrolment is received when there are vacancies.

### Enrolment

The quickest way to complete an enrolment form is online at [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au). Families can complete a paper form if required. A separate enrolment form must be completed for each child.

Families cannot enrol directly with the kindergarten that are part of the CRES, they must go through the centralised registration process. Kindergarten's can direct families to enrol through the Glenelg Shire Council website and assist them to complete the enrolment. To fill out the enrolment form, families will need to provide information about themselves and their child.

The enrolment form asks families for:

- Information about the child including name, date of birth, language spoken at home, and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Documents detailing any medical conditions or requirements the child has.
- 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> )
- 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.
- 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.
  - 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).

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

### Enrolment Records

Enrolment records (*refer to Definitions*) form part of the enrolment procedure and are completed by families before a place is allocated, and before commencing attendance.

### Cancellations

Families to notify Glenelg Shire Council in writing of their intention to leave the service providing 2 weeks' notice of their last booked kindergarten session.

### 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 enrolment form for a second year.
- It will be allocated according to the POA.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.

### Early entry to kindergarten

- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria.
- It is the responsibility of the parent, carer or legal guardian to obtain all relevant cognitive assessment/s and/or other reports and evidence to support their child's application, including written advice from a professional confirming the child is at risk of long-term educational disadvantage if early entry to school is not approved.

Should parents, carers or legal guardians decide to request early entry to Four-Year-old Kindergarten for their child, the following requirements must be met:

- the child must be at least 3 years and 6 months on or before 30 April in the year they attend the funded kindergarten program parents, carers or legal guardians must make a

written request for early entry to school to their local Area Executive Director or directly to the principal of a non-government school dependent on whether the child is intending to attend a government or non-government school.

- parents, carers or legal guardians must provide the kindergarten service provider with a written response from the department or the nongovernment school acknowledging the family has requested early entry to school.
- the kindergarten service provider must keep a copy of the written response from the department or non-government school with the child's kindergarten enrolment records.

### **Children Older than the Eligible Preschool Age**

- Children who will turn six during the preschool 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 six.
- 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 six 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.

Adapted from the Kindergarten Funding Guide, 2023

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

Glenelg Shire Council  
[Address]  
[Insert date]

Dear [insert name]

Re: Enrolment at Glenelg Shire Council 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 your child is fully vaccinated for their age.



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

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- Portland District Health - mch. [pdh@swarh.vic.gov.au](mailto:pdh@swarh.vic.gov.au) & (03) 55210504]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:  
[www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
- Better Health Channel website: [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://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 Glenelg Shire Council's *Enrolment and Orientation policy*.

Yours sincerely  
[Insert name]  
[Insert title]  
Glenelg Shire Council

  
 Australian Government  
 Department of Human Services  


### Immunisation history statement

**As at:** 01 June 2019

**For:** ARMANDO D BOWERS

**Date of birth:** 01 Nov 2017

**Immunisation status:** up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Jan 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
4 months	Diphtheria Tetanus Pertussis Hepatitis B	01 Mar 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
6 months	Diphtheria Tetanus Pertussis Hepatitis B	01 May 2018	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		RotaTeq	
	Rotavirus			
12 months	Measles Mumps Rubella	01 Nov 2018	MMR II	GP
	Meningococcal C Hib		Menitorix	
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
<b>Next immunisation/s due</b>				<b>Date due</b>
Diphtheria Tetanus Pertussis Poliomyelitis				01 Nov 2020

## ATTACHMENT 4. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE FOR FUNDED KINDERGARTEN

### Cancellation of Enrolment

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

**Note:** This process does not apply to vulnerable children (*refer to Definitions*). Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; early childhood teacher or educator will need to inform their Case Officer.

### Non-attendance

#### Term One

##### Families Traveling Overseas

- Families are required to notify Glenelg Shire Council prior to extended periods of travel, and ensure any applicable fees are paid if they wish to return to the service.

##### Non-contactable Families

- After one week of a child not attending the service, early childhood teacher or educator to call the family. If there is no response, educator to log this attempt and place in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, early childhood teacher or educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
- After third week of non-attendance, early childhood teacher or educator to inform nominated supervisor and cross check families contact details.
- Administration Officer or approved provider to email family, ensuring a response date is documented in the email.
- If the family have made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.

## **ATTACHMENT 5– Fact Sheet for local support services and agencies**



**This fact sheet and referral form is designed to assist all agencies to more consistently and easily support families to enrol in our three and four year old kindergarten programs across the Shire**

### **How does kindergarten work in Victoria?**

In Victoria, most children start kindergarten or preschool in the year before school, usually when they are four years old. This is sometimes called a "15-hour program" or "funded kindergarten".

Commencing in 2021, Glenelg Shire Council was pleased to be one of the first twenty-one municipalities in Victoria to also introduce state subsidised three-year-old kindergarten as part of a ten year roll out across the state.

The government helps the kindergarten with the cost of a child attending for 15 hours each week, which helps keep kindergarten fees low.

Funded kindergarten can be provided in:

- Standalone sessional kindergarten services or;
- Long day care services

Kindergarten programs can be delivered in a variety of ways in either sessional or integrated delivery models and may be delivered in a 'mixed' kindergarten program i.e., a combined three and four-year-old program or rotational models.

### **Why is kindergarten important for children?**

Kindergarten is important for child development and the Department of Education and Training (DET) strongly recommends all children go to kindergarten.

Evidence shows that quality play-based early learning has a profound positive effect on children's learning and development. Young children learn about the world through play. It gives children the opportunity to use their imagination and learn and practice important skills, such as problem solving. It also helps their social and emotional development, and wellbeing.

In a kindergarten program, children use play to build their language skills and learn about numbers and patterns. They also learn how to get along with others, share, listen, and manage their emotions. Teachers and educators help children become curious, creative and confident about learning.

Kindergartens provide a strong foundation for a child's learning and development, setting up children for a smooth entry to school. Children experiencing disadvantage and vulnerability benefit the most from what kindergarten offers

Kindergarten programs are delivered by a qualified early childhood teacher. They are designed to improve a child's development in:

- Social skills, like how to play with other children in a calm, sharing and rewarding way;
- Self-awareness and respect for others;
- Emotional skills, for example understanding their feelings;
- Language, literacy and numeracy skills, such as reading stories and counting objects;
- A joy for learning and group activities, such as talking, drawing and making things together with other children their own age or of similar age;
- Ability to make new friends; and
- Exposure to new ideas and concepts.

Kindergarten also gives families:

- Opportunities to meet other families and make community connections;
- Access to support for children with additional needs; and
- Access to other community services.

### **When is a child eligible for kindergarten?**

A child is eligible for Four-Year-Old Kindergarten if they turn four by 30 April of the year they are attending. Eligible children can attend a funded program for up to 15 hours per week (or 600 hours per year).

Similarly, a child is eligible for Three-Year-Old Kindergarten if they turn three by 30 April of the year they are attending. However, the child can only start attending the kindergarten when they are three years old. For example, a child who turns three on 15 April will be able to enrol in the kindergarten the year prior but can only start attending as of the 15 April.



## Session Times and Fees

The Victorian government subsidises kindergarten fees to keep costs low. This funding is paid directly to the kindergarten to allow all children to access up to 15 hours per week of subsidised kindergarten. Kindergartens charge an additional fee to cover their costs.



For more information about our session times and fees, please download the Council Kindergarten Fees and Charges Fact Sheet for details. Fees are reviewed annually, in accordance with the Council's Fees and Charges Policy. [Click here](#) to view the factsheet.

### What assistance is available to families and carers to help cover fees?

Some families and carers facing vulnerability are eligible for free or low-cost kindergarten.

This funding is distributed through the Early Start Kindergarten (ESK) and Kindergarten Fee Subsidy (KFS) funding grants to kindergartens.

ESK allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher for free or at low cost, two years prior to commencing school.

A child is eligible for ESK if they are three years old by 30 April in the year they are attending and:

- Be from a refugee or asylum seeker background or;
- Identify as Aboriginal and/or Torres Strait Islander or; and
- Their family has had contact with Child Protection.

The KFS allows eligible children to attend a funded kindergarten program for 15 hours for free or at low cost.

A child is eligible for KFS if they are three or four years old by 30 April in the year they attend and:

- is identified as Aboriginal and/or Torres Strait Islander;
- their family has had contact with Child Protection;
- be from a refugee or asylum seeker background;
- is identified on their birth certificate as being a multiple birth child (triplets or more); and



- or if the child holds, or has a parent or guardian that holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veterans Affairs Card, or Humanitarian or Refugee Visa.

Note: A child enrolled in a long day care service is not eligible for KFS, if a Commonwealth Child Care subsidy covers the time, they spend in kindergarten programs at that service. Currently children enrolled in our Kindergarten programs in Long Day Care services can access KFS if eligible.

### **Can a family or carer delay or defer a child's start in a funded kindergarten program?**

Children are expected to complete a full year of kindergarten in the year they enrol, or in the case of Three-Year-Old Kindergarten, complete the year after their third birthday. If a child has commenced kindergarten, and the teacher and family or carer decides that enrolment should be deferred to the following year, they must withdraw during the early stages of Term 1 to be eligible for DE funding the following year.



Families and carers need to make an informed choice about which year they would like their child to commence school and therefore which two years their child will attend the funded kindergarten program. In particular, families and carers with children born between 1 January and 30 April should be advised to think carefully about when they would like their child to attend kindergarten and school.

### **How do families and carers need to prepare for kindergarten?**

Once a child is enrolled in a Council kindergarten program, families will be provided with information and support so that they and their child is well prepared for their kindergarten years. Council has a Kindergarten Handbook available for download [click here](#).

OUR SERVICES
<b>Dartmoor Children's Centre*</b> Lang Street, Dartmoor Ph: 1300 453 635
<b>Heywood Kindergarten</b> 24 Hunter Street, Heywood Ph: 1300 453 635
<b>Kalbarri Kindergarten</b> 11 Mitchell Cres, Portland Ph: 1300 453 635
<b>Karreeta Peeneeyt Mara - Portland Child and Family Complex*</b> 94 Julia Street, Portland Ph: 1300 453 635
<b>Jaycee Kindergarten</b> 68 Wellington Road, Portland Ph: 1300 453 635
<b>Kathleen Millikan Centre*</b> Casterton Kindergarten 1-7 Jackson Street, Casterton, Ph: 1300 453 635
*These services provide long day care as well as kindergarten - providing extended hours to provide support to families. It provides a safe environment where children are able to grow, play, learn and develop in their early years of life. Children are able to attend the service full time, part time or casually, depending on the needs of the family, the service hours of operations the availability of places.

### **We want to make it easy for families to enrol!**

1. Information on how to enrol can be found [here](#) and you can assist the families to enrol. Applications are to be e-mailed to [enrolment@glenelg.vic.gov.au](mailto:enrolment@glenelg.vic.gov.au);
2. Refer families to us – a simple referral form is on the next page; and
3. Council Children's Services staff will follow up with the family within a week of receiving the referral and support the family to enrol.

### **Kindergarten Programs: Central Registration and enrolment REFERRAL**

#### **FORM: GLENELG SHIRE COUNCIL**

#### **What is this referral form?**

This form should be used to collect the information from families and carers that you believe may find it difficult to complete kindergarten registration for their child.

This form is used by Maternal and Child Health, Child Protection, Child FIRST, Orange Door, LOOKOUT and other child and family support services staff to obtain

consent from families and carers to have their contact information shared with Glenelg Shire Council for kindergarten registration and enrolment.

The contact information collected allows Glenelg Shire Council to initiate contact with the family or carer and provide support throughout the registration process.

### How to use this form

If you assess that a family you are supporting will have difficulties completing the registration process alone, explain and complete this form with the family.

1. Explain that you and Glenelg Shire Council can help them to enrol;
2. Explain that any information collected is only for the purposes of supporting them to register their children for kindergarten, and the information will not be shared with any other organisation for any other purpose;
3. Request that they sign this form to indicate they consent to you / your organisation sharing their details with Glenelg Shire Council;
4. Note any need for an interpreter on the form; and
5. Return the form to the Glenelg Shire Council at [enrolment@glenelg.vic.gov.au](mailto:enrolment@glenelg.vic.gov.au)

If they are unable to give written consent or if it is impractical for them to do so, you may use the right column for verbal consent procedures.

The referral form can be used to refer multiple children if the same family or carer is their legal guardian. Simply include each name in the *Child's name* field in the form below.

### Referral from local support services to the Glenelg Shire Council's Kindergarten Central Registration and Enrolment Scheme

The information you are providing here will be sent to the Glenelg Shire Council so they can contact you to discuss enrolling your child in kindergarten. This information will not be shared with anyone else.

*The Glenelg Shire Council is committed to protecting individual's right to privacy and the responsible and fair handling of personal and health information, consistent with the Privacy and Data Protection Act 2014 and the Health Records Act 2001. Accordingly, Council will adhere to the Information Privacy and Health Privacy Principles when undertaking its statutory functions and activities, so that the privacy of individuals can be protected.*

*For the referrer: Please read out the above statement if you are seeking verbal consent from the family or carer.*

Details	
Child's name	
Parent / Authorised rep name	
Parent / Authorised rep contact number	
Parent / Authorised rep email address	
Do you require an interpreter?	<input type="checkbox"/> No <input type="checkbox"/> Yes Language required _____
Work / Practitioner organisation	
Worker / Practitioner name	
Worker / Practitioner position	
Worker / Practitioner contact details	Phone – Email –
Worker / Practitioner Signature	
Date	____/____/____

Written consent	Verbal consent (this option should only be used where it is not practical to obtain written consent)
<p>I agree to _____</p> <p>(insert agency name) contacting Glenelg Shire Council Central Registration and Enrolment Scheme team and giving them this information so they can help get my child into kindergarten.</p>	<p>I have discussed the content of this consent form with the parent / authorised representative and they have agreed to _____ (insert agency name) contacting Glenelg Shire Council Central Registration and Enrolment Scheme team and giving them this information so they can help get my child into kindergarten.</p>
<p>Parent / Authorised rep signature:</p> <p>_____</p>	<p>Worker / Practitioner Signature</p> <p>_____</p>

Do you, as the Parent/Authorised Representative, consent for *(Insert agency name)* to share your contact details with Glenelg Shire Council Children's Services to discuss Kindergarten and long day care enrolments, including Early Start Kindergarten?

☐ YES

☐ NO