

# MANCHESTER PRESCHOOL ENROLMENT AND ORIENTATION POLICY

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Mandatory – Quality Area 6

## PURPOSE

This policy outlines:

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

## POLICY STATEMENT

### 1. VALUES

Manchester Preschool 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. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Manchester Preschool.

### 3. BACKGROUND AND LEGISLATION

#### Background

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

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) policy in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Guide* (refer to *Sources*), the 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. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

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

## Legislation and standards

Relevant legislation and standards include but are not limited to:

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

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

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

## 4. DEFINITIONS

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

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

**Approved child care:** Approved child care services are services that have Australian Government approved to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents. Approved child care includes centre based day care, including long day care and occasional care, family day care, outside school hours care and in home care.

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

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

**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>

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

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

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

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

**Enrolment application form:** A form to apply for a place at the service (see *Attachment 3: Sample Enrolment Application Form*)

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

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

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

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *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/)
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

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

## PROCEDURES

**The Approved Provider or Persons with Management and Control is responsible for:**

- determining the criteria for priority of access to programs at Manchester Preschool, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)

- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation as defined by the *Immunisation Enrolment Toolkit 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
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- 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, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

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

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

**All educators are responsible for:**

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

**Parents/guardians are responsible for:**

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

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

**EVALUATION**

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

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

**ATTACHMENTS**

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: General enrolment procedures
- Attachment 3: Enrolment Application Form
- Attachment 4: Letter for parents/guardians – Application Received
- Attachment 5: Letter for parents/guardians – Incomplete Application
- Attachment 6: Letter for parents/guardians – Offer of Enrolment
- Attachment 7: Letter for parents/guardians – Waiting List

**AUTHORISATION AND REVIEW**

This policy was adopted by the Approved Provider of Manchester Preschool on 28/04/2020 and is reviewed annually. Please refer to Policy Review Table for review dates and amendments.

## ATTACHMENT 1

### Eligibility and priority of access criteria

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

The following children are eligible for attendance in the funded kindergarten program:

- 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](http://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. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible 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/childhood/providers/funding/Pages/kinderfundingcriteria](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria).

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.
- priority of access criteria as outlined in *The Kindergarten Guide* available at:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved child 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*).

#### 2. 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. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement

- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

### **3. 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.

## ATTACHMENT 2

### General enrolment procedures

#### 1. Application for a place

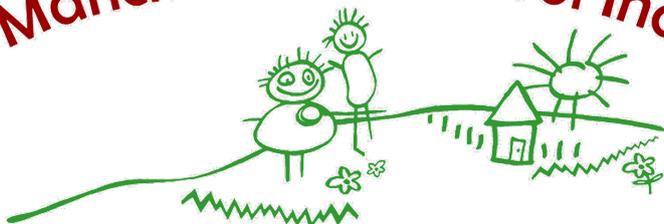
- Enrolment applications will be accepted any time after the child's birth.
- Enrolment application forms are available from the service and on Manchester Preschool's website, and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and access to the *Enrolment and Orientation Policy*.
- Parents/Guardians are encouraged to submit enrolment applications before 31<sup>st</sup> May prior to the year of commencement.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.
- A copy of the child's birth certificate, Immunisation History Statement (or relevant acceptable documentation) and proof of address must be submitted with all applications.
- Completed enrolment application forms and accompanying documentation are to be forwarded to [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au) or by mail/in person to:
  - Enrolment Officer
  - Manchester Preschool
  - 132 Manchester Road
  - Mooroolbark 3138
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Manchester Preschool will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Manchester Preschool.

#### 2. Offer of places

- Parents/guardians will be notified in writing that their enrolment application has been received. If applicable, supporting documentation will be requested. Enrolment applications are deemed incomplete until immunisation documentation has been received, assessed and found acceptable.
- Tentative places will be recorded on the Enrolment Spreadsheet, in accordance with the eligibility and priority of access criteria of the service.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
  - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
  - The Key Dates work form (search 'Key Dates work form')
  - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:

- That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
- That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
- That the child has a medical reason not to be vaccinated, or,
- That the child has been assessed by Manchester Preschool as being eligible for a 16 week grace period
- The Enrolment Officer advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- A fee of \$100 must be paid in accordance with the Manchester Preschool's Fees Policy within two weeks of the offer of enrolment, by direct deposit/cash/cheque to hold the place for the following year. This deposit includes \$25 non-refundable administration fee, \$75 Participation Levy. The Participation Levy (\$25 per term 1, 2 and 3) is refundable in Term 4 if participation requirements have been met.
- An enrolment form and other relevant information will be provided by Manchester Preschool to the parent/guardian after a confirmed place has been accepted and the fee has been paid. The Enrolment Pack is generally made available at the AGM and Information Night in November, in the year prior to commencement.

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



## ATTACHMENT 3

### ENROLMENT APPLICATION FORM

Please indicate whether this application is for the 3-year-old or 4-year-old program

3-YEAR-OLD KINDERGARTEN	4-YEAR-OLD KINDERGARTEN
Year: _____ Month: _____	Year: _____
<i>Which session/s you would like your child to attend?</i>	<i>Is this application for a 2<sup>nd</sup> year of funded kindergarten?</i>
<input type="checkbox"/> Tuesday (9:30am – 12:30pm)	<input type="checkbox"/> Yes
<input type="checkbox"/> Friday (9:30am – 12:30pm)	<input type="checkbox"/> No

Child's family name:	
Child's given names:	
Date of birth:	<input type="checkbox"/> Female <input type="checkbox"/> Male

Parents'/Guardians' names:	
Address:	
	Postcode:
Phone 1:	Phone 2:
Email:	
Language/s spoken at home:	

Does your child have additional needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.	
Is your child registered with a support service or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of support service/agency:	
<i>You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.</i>	

How did you hear about us?
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Signature of person submitting form:	Date:
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**Office use only:**

- Copy of child's birth certificate or other suitable evidence
- Copy of Immunisation History Statement

Date Application Received: \_\_\_\_\_

- 'Application Received' letter sent
- 'Offer of Enrolment' letter sent

- \$100.00 deposit received

Application Number: \_\_\_\_\_

#### **4-YEAR-OLD KINDERGARTEN ONLY - Kindergarten Fee Subsidy**

DET provides a fee subsidy for eligible families. Supporting documentation (eg: a copy) will need to be provided upon commencement. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

<input type="checkbox"/> Aboriginal or Torres Strait Islander	<input type="checkbox"/> Global Special Humanitarian visa (subclass 202)
<input type="checkbox"/> Multiple birth child (triplets or more)	<input type="checkbox"/> Temporary Humanitarian Concern visa (subclass 786)
<input type="checkbox"/> Commonwealth Health Care Card	<input type="checkbox"/> Protection visa (subclass 866)
<input type="checkbox"/> Commonwealth Pensioner Concession Card	<input type="checkbox"/> Emergency Rescue visa (subclass 203)
<input type="checkbox"/> Department of Veterans' Affairs Gold Card or White Card	<input type="checkbox"/> Woman at risk visa (subclass 204)
<input type="checkbox"/> Refugee visa (subclass 200)	<input type="checkbox"/> Bridging visas A-E
<input type="checkbox"/> In-country Special Humanitarian visa (subclass 201)	<b>Expiry date of Visa/Concession:</b> _____

#### **Copies of the following items must be attached to process your child's application:**

##### **Birth certificate or other suitable evidence of your child's date of birth**

*3-year-old Program: Your child MUST be 3 years old before commencing. Enrolments for children who have not turned 3 by the beginning of first term will be accepted, but they are UNABLE to attend until after their 3<sup>rd</sup> birthday. If the group you have enrolled in is full, you will be required to pay the term's fees to hold the place for your child.*

*4-year-old Program: Your child MUST turn 4 years old by 30<sup>th</sup> April in the year they commence. Please consider the age your child will be when starting school, as 4-year-old kindergarten is only funded for one year.*

##### **Immunisation History Statement**

The Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence. Immunisation verification is required under the "No Jab, No Play" legislation, which means that prior to confirming a child's enrolment, the kindergarten must first be provided with evidence that the child is:

1. Fully immunised for their age, OR
2. On a vaccination catch-up program, OR
3. Unable to be fully immunised for medical reasons.

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Completed applications and copies of supporting documentation can be submitted to Manchester Preschool either in person, by mail, or via email. For any questions or to notify us of further information please call 9726 9204 or email [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)

You will be sent notification within 2 weeks that your application has been received. Offers of Enrolment will be sent from June and the enrolment deposit of \$100 will then be collected in order to secure your child's place in the program.

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**ATTACHMENT 4**  
**Letter for parents/guardians – Application Received**

Date

**RE: APPLICATION RECEIVED**

Dear «PARENT\_1» and «PARENT\_2»,

Thank you for submitting the Enrolment Application Form for «FIRST\_NAME» for our 4-year-old program in 2021. We have received all of the documentation and information required for now.

Offers of enrolment will be sent out in June, upon which you will be required to pay an enrolment deposit to secure your child's place in the program. Offers will be allocated in order of the dates the applications were received. Once the group lists are full, we will place children on a waiting list and places will be allocated in accordance with the eligibility and priority of access criteria of our service. You will be notified in the event that your child is on the waiting list.

If you have any further queries or you want to withdraw your child's application, please contact Manchester Preschool on 9726 9204 or email [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au).

Kind Regards,

Enrolment Officer

## ATTACHMENT 5

### Letter for parents/guardians – Incomplete Application

Date

#### RE: INCOMPLETE APPLICATION

Dear «PARENT\_1» and «PARENT\_2»,

Thank you for submitting an Enrolment Application for «FIRST\_NAME» for our 4-year-old program in YEAR. Unfortunately, your application is currently incomplete as we require the following documentation:

- **Birth certificate (or other suitable evidence of your child's date of birth)**
- **Current Immunisation History Statement**

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

The Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence. This is available through Medicare or your MyGov account. Further information about immunisations for your child is available from:

- your doctor
- Yarra Ranges Council Tel: 1300 368 333  
<https://www.yarraranges.vic.gov.au/Community/Family/Immunisation>
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Please forward this information to the Kindergarten as soon as possible, so that we can complete the application process.

If you have any further queries or you do not wish to proceed with your child's application, please contact me as soon as possible.

Kind Regards,

Enrolment Officer  
[enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)

## ATTACHMENT 6

### Letter for parents/guardians – Offer of Enrolment

Date

#### RE: ENROLMENT OFFER

Dear «PARENT\_1» and «PARENT\_2»,

We are pleased to offer CHILD a place in the 4-year-old program at Manchester Preschool, commencing in YEAR. In order to confirm their place, we require the Enrolment Deposit of \$100 to be paid by DATE. This deposit comprises of the \$25 administration levy (non-refundable) and \$75 participation levy (refundable). Manchester Preschool does not intend for the deposit to be a barrier for your child's enrolment, and we are happy to arrange flexible payment options for this if needed (see details below).

Payment options include:

Direct Deposit (preferred):	Cash or Cheques:
Bendigo Bank <b>Name: Manchester Preschool Inc</b> <b>BSB: 633 000</b> <b>Account: 128 928 207</b> Please use your child's name and group (3yo or 4yo) as reference.	Please make cheques payable to "Manchester Preschool Inc." Place in the Fee Box in an envelope with the child's name and group, or mail to:  Manchester Preschool Attn: Enrolment Officer 132 Manchester Road Mooroolbark VIC 3138
Payment Plan	
Please contact the Treasurer via email to set up a payment plan or discuss alternative payment arrangements: <a href="mailto:treasurer.manchester@kindergarten.vic.gov.au">treasurer.manchester@kindergarten.vic.gov.au</a>	

You are welcome to arrange a time for you and to visit the kindergarten in order to become familiar and comfortable with our preschool setting. Our Parent Information Evening and AGM will be held at Preschool in November, where you will receive your enrolment pack and other important information. Further details will be sent to you prior to the date.

If you have any further queries or you do not wish to confirm your child's enrolment, please call 9726 9204 or email [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au).

We look forward to welcoming your family to the Manchester Preschool community.

Kind Regards,

Enrolment Officer

**ATTACHMENT 7**  
**Letter for parents/guardians – Waiting List**

Date

**RE: WAITING LIST**

Dear «PARENT\_1» and «PARENT\_2»,

Thank you for applying for a place in the 4-year-old program at Manchester Preschool in YEAR.

«FIRST\_NAME» has been placed on our waiting list, as our groups are currently full. We will contact you if a place becomes available.

If you have any further queries or you decide to withdraw your child's enrolment application, please contact me as soon as possible.

Kind Regards,

Enrolment Officer  
[enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)