ENROLMENT AND ORIENTATION POLICY

1. AUTHORISATION
Originally Adopted: October 1999
Most Recent Amendment: March 2016

2. REVIEW DATE
Review annually
Next review: March 2017

3. SCOPE
Estrella Preschool Incorporated is a member of the Boroondara Kindergarten Central Enrolment Scheme (BKCES). All enrolments for the preschool are managed by BKCES. Information kits and enrolment forms are available from the preschool or by visiting www.boroondara.vic.gov.au.

The Boroondara Kindergarten Central Enrolment Scheme (BKCES) Enrolment Policy is also available from the Boroondara website and details:

- The criteria for enrolment at a BKCES Member Kindergarten
- The process to be followed when enrolling a child at a BKCES Member Kindergarten
- The criteria by which places within the kindergarten and their programs will be allocated

This policy applies to all children wishing to be enrolled at this preschool and should be read in conjunction with the BKCES Enrolment Policy and The Kindergarten Guide 2015.

4. DEFINITIONS
The following are words that are special to the policy or procedure that might be unfamiliar or misinterpreted:

Selection criteria: The factors that are used by BKCES and the preschool to decide who shall attend.

Additional Needs/Special 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 officially withdraws from a service prior to the end of Term 1. 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 who meets the criteria outlined in the Victorian kindergarten policy, procedures and funding criteria.

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

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child’s enrolment record (see below) and is kept confidential by the service.

Enrolment record: Contains information on each child, as required under the National Regulations, including contact details, names of authorised nominees, names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc. (Regulations 160, 161, 162). This information is kept confidential by the service.

5. POLICY

Values
This preschool is committed to equal access for all children other than where selection criteria, determined from time to time by the committee of management, gives priority of access.

Purpose
To inform parents of enrolment related information.
To set out the process that must be followed by all parents, following acceptance of an offer through BKCES, to ensure the enrolment of their child at Estrella Preschool Inc.
To set out the process for withdrawal of enrolment.
To set out the process for filling casual vacancies.

Four-year-old groups
• The number of 4 year-old places is 44 from 2016. (Two groups of 22 children).
• The hours of attendance are:

<table>
<thead>
<tr>
<th>BLUE GROUP</th>
<th>YELLOW GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Monday</strong></td>
</tr>
<tr>
<td>1:00 – 4:30</td>
<td>8:30 – 12:00</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>8:30 – 4:00</td>
<td>12:30 – 4:30</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>8:30 – 12:30</td>
<td>8:30 – 4:00</td>
</tr>
</tbody>
</table>

• All children must have attained the age of 4 years by 30th April in the year of attendance.
• All places in four-year-old preschool are offered subject to State Government funding. For these places the Committee of Management is bound by the Children’s Services in Victoria Policy & Procedures- Preschool Program Supplement. Should the funding be substantially altered (either increased or decreased) the committee of management reserves the right to alter the number of places offered correspondingly. Should actual enrolment numbers exceed or fall short of the quota for either program, the committee will re-evaluate the services offered and may change the hours or increase or decrease the number of groups.
Three-year-old groups

- The number of 3 year old places is 22 from 2016 (one group of 22 children)
- The hours of attendance are:

<table>
<thead>
<tr>
<th>RED GROUP</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>8:30 – 11:45</td>
</tr>
<tr>
<td>Thursday</td>
<td>1:15 – 4:30</td>
</tr>
</tbody>
</table>

- Children must turn three by 30th April in the year of preschool commencement. Three year old preschool does not receive any Government funding.
- Children turning three between the commencement of Term 1 and 30th April will be able to reserve a place in the three year old program. However, although their place will be reserved, they cannot start attending the three year old program until their third birthday. In this situation the first term fees must be paid in full even though the child cannot start attending until their third birthday. It is recommended that parents of these children consult with the three year old teacher/Director, upon application for enrolment, to determine their child’s readiness for three year old Preschool.

Additional Needs/Special Needs

Estrella is committed to providing all eligible children with the opportunity to experience a preschool program regardless of their special needs. Parents of children with special needs must notify the enrolment officer of these needs at the time of application. The enrolment of a child with special needs will be done in consultation with staff, the child’s parents and appropriate support services. (See Inclusion and Equity Policy.)

‘No Jab No Play’ Legislation

Under this legislation all children are required to be fully vaccinated for their age in order to attend kindergarten in Victoria. Before Estrella can confirm the enrolment of a child, the parent/carer must provide an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR) that shows their child:
- is up to date with vaccinations for their age OR
- is on a vaccine catch up schedule OR
- has a medical condition preventing them from being fully vaccinated.

In the event that a child cannot attend Estrella because these requirements are not met, any fees that have been paid are non-refundable.

Fees

Please refer to Fee Policy.

6. PROCEDURES

Procedure for Applying for Enrolment.

BKCES Enrolment application forms and information kits are available from the Estrella Preschool or by visiting www.boroondara.vic.gov.au. All applications are made to BKCES and places are allocated by BKCES.

Upon completion of the BKCES offers process Estrella Preschool will directly contact those parents who have accepted an Estrella position through BKCES. This correspondence will include a range
of information. Specifically it will detail, as a final confirmation of enrolment, the required payment of a $150 non-refundable security deposit. This fee is deducted from first term fees. Failure to act upon this correspondence, including the payment of the security deposit by the date indicated will result in the kindergarten place being withdrawn and referred back to BKCES in order that they may offer it to another child on the waiting list. No follow up reminders will be given following receipt of the original correspondence from Estrella.

**Committee Loyalty**
Estrella operates a Committee Loyalty as part of the selection criteria. This means that Estrella adheres to the BKCES selection criteria, however, when all other criteria are equal (eg. 3 to 4 continuity, siblings, proximity) the child of the committee member will be allocated before the child of the non-committee member.

Parents who have served a full year on the Estrella Committee, or a Sub-Committee, within the last five years (or are a current Committee Member) are eligible for this Committee Loyalty. In the case where more than one parent has served, or a parent has served for more than one year, the Committee Loyalty is the same as that for one parent who has served for one year (ie no additional loyalty for more than one parent or length of service). Parents who qualify for Committee Loyalty should complete the relevant section on the BKCES Application Form to indicate that they are eligible for it.

The Estrella Enrolment Officer will provide BKCES with a full list of eligible Committee and Sub Committee Members who have served over the past 5 years.

**Procedure for Withdrawal of Enrolment**
Withdrawal of enrolment by the parent must be made in writing at least two weeks before departure. Term Fees that have already been paid will not be refunded (see Fee Policy).

The Committee of Management reserves the right to withdraw the child/children from the program if all fees are not paid or alternative arrangements made by the due date (see Fee Policy).

**Procedure for filling Vacancies**
In the event of a vacancy occurring during the year the Enrolment Officer will liaise with BKCES in order to fill the position.

**The Committee of Management is responsible for:**
- determining the criteria for priority of access to programs at Estrella Preschool, based on funding requirements and the service’s philosophy
- developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- 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
- 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
- ensuring that enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
• reviewing the enrolment form to determine its effectiveness in meeting the regulatory and 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 that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Enrolment Officer is accountable for the following:

• providing access to BKCES enrolment application forms at the preschool.

• liaising with BKCES, who are responsible for allocating places, to maintain up to date enrolment records and ensure relevant paperwork is provided to new families

• providing BKCES with the names of parents who have served on Estrella Committee and Sub-Committee within the last five years so that BKCES can apply the Committee Loyalty.

• collecting, receipting and banking security fee deposits

• requesting a copy of the Immunisation Statement from ACIR for each child and checking that the immunisations are “up to date” prior to commencing attendance. In the event that immunisations are not up to date the EO will advise NS who will follow up with the family.

• providing a monthly report to the Committee of management regarding the status of enrolments and any difficulties encountered

• storing completed enrolment application forms and immunisation statements in a method which complies with procedures outlined in the Privacy and Confidentiality Policy as soon as is practicable

• complying with the Privacy and Confidentiality Policy of the service

The Nominated Supervisor, Certified Supervisor and other 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

• reviewing enrolment applications to identify children with additional needs (refer to 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

• ensuring that enrolment forms are completed prior to the child’s commencement at the service

• in the event that a child is not up to date with their immunisations: liaise with parents/carers, the EO and BKCES to support families to endeavour to have their child vaccinated if required, and/or obtain the necessary immunisation documentation and provide it to the service, within the 16 week grace period.
• ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)

• 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

• 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

• providing comfort and reassurance to children who are showing signs of distress when separating from family members

• sharing information with parents/guardians regarding their child’s progress with regard to settling in to the service

• discussing support services for children with parents/guardians, where required

• 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 enrolment forms prior to their child’s commencement at the service

• ensuring that their child is up to date with immunisations for their age

• ensuring that all 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.**

### 7. Implementation resources

**Related Documents at the preschool**

• Fee policy.

• Complaints policy.

• Inclusion and Equity Policy.

• BKCES Enrolment Policy and Information Kit

• The Kindergarten Guide 2015
8. CIRCULATION PLAN
This policy will be available in the preschool policy book found in the foyer and will be available on
the Preschool’s website: www.estrella.vic.gov.au
A copy/extract will be made available to all inquiring parents or visitors to the preschool.

Policy considered and accepted by the Management Committee ________________

Date: __________________________

Policy considered and accepted by Staff ____________________________

Date: __________________________