

# Enrolment and Orientation Policy

## Policy Statement

Uniting Early Learning is committed to:

- working in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.
- equal access for all children;
- meeting the needs of the local community;
- maintaining confidentiality in relation to all information provided on enrolment forms;
- ensuring all families are welcomed and receive an effective orientation into the service;
- providing children with high quality early childhood transitional experiences;
- ensuring communication strategies support families who have specific or diverse communication needs;
- complying with funding requirements relating to the enrolment of children in government funded kindergarten places and in relation to the administration of Child Care Subsidy across all service types.

## Executive Summary

Uniting Early Learning recognises that the positive transition of children into an early childhood service requires the development of robust partnerships with families. Collaborative relationships will ensure information sharing to ensure children's individual education and care requirements are met.

Consistent and equitable procedures that meet legislative requirements and reflect the diversity of families will support positive outcomes for children. Transparent criteria for access to a service will be provided and supported by clear processes and procedures that inform families to meaningfully engage upon first contact.

An online or hard copy enrolment form (*Form 8.2*) **must** be completed before a child commences in any program at Uniting Early Learning.

Parents must also provide proof of the child's age (e.g. a copy of the child's birth certificate) and an immunisation status certificate (refer to *Glossary*) indicating the child is age appropriately immunised before enrolment can be confirmed. Check legislation

## Current Environmental Context

### Kindergarten services (Victoria)- 4 year old program

It is intended that all eligible children (refer to *Glossary*) will have access to one year of kindergarten before commencing school in Victoria. However, a shortage of places in some areas can limit choices for parents. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places.

The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Funding Guide* (refer to *Glossary*).

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### Kindergarten services (Victoria)-3 year old program

The Victorian government is rolling out subsidised kindergarten for all three-year-old children. Kindergarten programs will be run in sessional kindergartens and long day care centres. They will be available in certain areas from 2020, and across the state from 2022.

### Early Start Kindergarten (Victoria)

Early Start Kindergarten provides free kindergarten to eligible three year old vulnerable or Aboriginal and Torres Strait Islander and/or child protection children where programs are offered by a qualified teacher. Where a three year old kindergarten program is not available, some services will be able to offer a place in a four year old program, or a mixed age group.

### Other service types

Childcare services providing approved child care (refer to Glossary) 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 Glossary](#)).

Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

### No Jab, No Play

The 'No Jab, No Play' legislation requires early childhood education and care services which are regulated under the Education and Care Services National Law Act 2010 and 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 Glossary). (*Evidence to be provided to service 8 weeks prior to commencing at the service*).

**Attachment 8a:** Responsibilities relating to the Enrolment and Orientation policy

**Attachment 8b:** Priority of Access (*all services*)

**Attachment 8c:** Kindergarten Enrolment Procedure (*sessional/stand-alone service*)

**Attachment 8d:** Family Day Care Enrolment Procedure (*managed by Uniting*)

**Attachment 8e:** Childcare Enrolment Procedure (*managed by Uniting*)

**Attachment 8f:** Family Orientation Program Guidelines (*all services*)

**Attachment 8g:** Family Orientation Checklist (*all services*)

**Attachment 8h:** Enrolment Management by Locations

**Attachment 8i:** Enrolment Management by Local Government

**Attachment 8j:** Letter for parents/guardians without acceptable immunisation documentation

**Attachment 8k:** Mid Year – second review for updated immunisation

### All forms are available on the Intranet

- Form 8.1:** Expression of Interest form
- Form 8.2:** Enrolment form
- Form 8.3:** Parent Education-Occupation details (Funded Kindergarten Only)
- Form 8.4:** Grace period Eligibility Assessment Form
- Form 8.5:** Booking modification form
- Form 8.6:** Code of conduct for parents/Guardians

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## Reference/Sources

This policy should be read in conjunction with:

Uniting Child Safety Policy – Uniting adopts the Uniting Church Australia National Child Safety Policy Framework, 2019 and the principles of this Policy Framework

- Acceptance and Refusal of Authorisations Policy
- Complaints and Grievances Policy/Procedure-L3
- Fee Policy
- Inclusion Diversity & Equity Policy
- Privacy Policy
- Dealing with Hygiene and Infectious Disease Policy
- Privacy Policy
- 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)
- Australian Government Department of Education and Training. Commonwealth guidelines:  
<https://www.education.gov.au/>
- A New Tax System (Family Assistance) Act 1999
- 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>
- Children’s Services Amendment Act 2019 [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- Children’s Services Regulations 2020:
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 177, 183
- 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>
- The Kindergarten Guide (Department of Education and Training)  
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015 (Vic)
- Tasmanian Licensing Standards for Centre Based Child Care, Class 5 October 2014. Standard 15.4
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

## Authorisation

This policy was adopted by Uniting Early Learning on: 20/11/2020

## Review

This policy to be reviewed by: 24/09/2021

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## Attachment 8a: - Responsibilities relating to the Enrolment and Orientation Policy

### Approved Provider

- Determine criteria for priority of access to programs at the service based on funding requirements See attachment 8b-Priority of Access
- Develop procedures that ensure all eligible families are aware of, and able to access an early childhood program, including addressing any barriers
- Comply with all relevant Acts, Regulations, policies and funding agreements
- Enable interested parents to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing
- Ensure the enrolment form (refer to *Form 8.2*) complies with legislative requirements and is reviewed regularly to meet the service's regulatory and management requirements
- Ensure that the child does not commence at the service until the parent has provided a current immunisation status certificate. This can be provided by the parent within 8 weeks prior to commencement at the service. (refer to glossary)
- Assess the child's immunisation documentation within 8 weeks of commencing at the service to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 weeks grace period
- Ensure that only children who have acceptable immunisation documentation attend the program
- Ensure that where applied, hard copy enrolment records (refer to Glossary) 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
- Ensure that the orientation program and plans meet the individual needs of children and families
- Review the orientation processes for new families and children to ensure the objectives of this policy are met
- Ensure that parents of a child at the service can enter the premises at any time the child is attending, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Responsible person or educators under the Law.

### Responsible Person

- Provide parents with access to the online portal or where required hard copy enrolment application forms (*Form 8.2*)
- Maintain a waiting list of families applying for a place
- Work with parents, where required, to ensure that enrolment information is completed correctly
- Comply with the *Privacy Policy*, in relation to the collection and management of a child's enrolment information, including storing completed forms in a lockable filing cabinet as soon as practicable
- process, receipt and bank all fees where required
- Respond to enrolment enquiries on a day-to-day basis and refer (where appropriate) queries to the central enrolment schemes
- Review enrolment applications to identify children with additional needs in line with the *Inclusion and Diversity and Equity Policy*
- Respond to parent enquiries regarding their child's readiness for the program in which they are considering enrolling their child
- Ensure that enrolment information is completed in the online portal or where required, enrolment forms are completed prior to the child's commencement at the service
- Ensure that the child does not commence at the service until the parent has provided a current immunisation status certificate. This can be provided by the parent within 8 weeks prior to commencement at the service (refer to *Glossary*)
- Where a child is on an immunisation catch-up schedule, ensure that the child's immunisations are updated in line with the schedule and provide acceptable immunisation

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- Ensure that a child’s enrolment at the service is **not** confirmed, unless a parent has provided a current immunisation status certificate within 8 weeks prior to commencement (refer to *Glossary*) indicating that the child is age appropriately immunized
- Develop 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

### Educators

- Read, understand and comply with this Enrolment and Orientation policy
- Work with parents, where required, to ensure that enrolment information is completed correctly
- Support the collection and assessment of the child’s immunisation documentation to determine if the child’s vaccination status complies with Legislation
- Discuss the individual child’s needs with parents and develop an individual orientation program to assist them to settle into the program (Refer to Attachment 8e)
- Encourage parents to stay with their child if required during the settling in period and to contact educators at the service when required
- Assist parents to develop and maintain a routine for saying goodbye to their child; provide comfort and reassurance to children who are showing signs of distress when separating from family members
- Share information with parents regarding their child’s progress in settling into the service
- Discuss support services for children with parents, where required

### Parents

- Complete enrolment forms in the online platform or where required on the hard copy prior to child’s commencement at the service and share information with educators to support their child’s inclusion in the program
- Ensure that all required information is provided to the service including proof of age, e.g. a copy of the child’s birth certificate and immunisation status certificate within 8 weeks prior to commencement at the service (refer to *Glossary*)
- Notify the service if your child is no longer eligible for concession subsidy or provide the service with the updated replacement card
- Update information in the online portal and by notifying the service of any changes as they occur

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

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## Attachment 8b: Priority of Access

### Priority of Access

For Uniting services where enrolment and allocation of places are managed by Uniting

In accordance with The Kindergarten Funding Guide, the Department of Education and Training's (DET) Priority of Access guidelines, Uniting has developed a priority of access that:

- Promotes fair and equitable access to our early learning programs;
- Supports all eligible children to access our programs, including those who face barriers to participation;
- Does not inadvertently present barriers to participation.
- Allocation of places are based on the following criteria:
  - **Children at risk** -
    - the family is known to Child Protection and / or Child FIRST
  - Children in out of home care; the child is currently in out of home care including kinship care. **Aboriginal and / or Torres Strait Islander** - The child is identified by a parent or guardian as being of Aboriginal and / or Torres Strait Islander descent
  - **Child or family with complex additional needs or complex medical needs**
  - **Eligible Card Holder** - Child or parent holds one of the following:
    - Health Care Card;
    - Pensioner / Concession Card;
    - A temporary protection / humanitarian / refugee visa
  - **Sibling attending in same year** – Multiple births or three (3) year old and four (4) year old siblings enrolled in the same year
  - **a child of a single parent** who satisfies, or of parents who both satisfy, the work, training, study test
  - **Families from non-English speaking backgrounds**
  - **2nd year Kindergarten** - Child is eligible for a second year of four (4) year old funded Kindergarten (Vic Only) as defined by funding guidelines
  - **Three (3) year old funded Kindergarten Program** - Attendance in a funded three (3) year old program at the service
  - **Proximity to Service** – Preferred program is the closest to the family's primary residence
  - Priority for filling child care places

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## Attachment 8c

### Kindergarten Enrolment Procedure

#### Sessional/Stand Alone Services

Kindergarten enrolments are managed by two defined procedures:

- a) services where enrolments and allocation of places are managed by Uniting and,
- b) services operating under a local government Central Enrolment Scheme.

**A full list of these can be viewed in Attachment 8h & 8i.**

#### Eligibility Criteria

##### Funded four year old kindergarten

As per the Kindergarten Guide 2016 (KG), one year of four (4) year old funded kindergarten is available to all children who

- turn four years of age on or before 30 April of the year of kindergarten attendance. Children are eligible for a minimum of 15 hours per week, 600 hours per year, delivered by an early childhood teacher who holds an approved (Listed on the NQF approved qualification list) ACECQA website.
- These children will not have attended a four (4) year old kindergarten program previously unless approved by DET

##### Funded Three year old kindergarten

The Victorian government is rolling out subsidised kindergarten for all three-year-old's Kindergarten programs will be run in sessional kindergartens and long day care centres. They will be available in

- certain areas from 2020, and across the state from 2022
- To attend a Three (3) year old kindergarten program, children must turn 3 before 30 April. If a child turns three after the program commences, their place will be held subject to full payment of fees.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances. Parents of children born in the months of January to April, have the choice of which year to enrol their child

##### Unfunded Three year old kindergarten and Activity groups

To attend a Three (3) year old kindergarten program, children must turn 3 before 30 April. If a child turns three after the program commences, their place will be held for them subject to full payment of fees

Please refer to our Fee policy regarding payment models available

Parents of children born in the months of January to April, have the choice of which year to enrol their child

##### Three year old kindergarten -Early Start kindergarten

The DET funded Early Start Kindergarten (ESK) program is available to eligible children (Aboriginal or Torres Strait Islander and or Child Protection children) who turn three years of age on or before 30 April of the year of kindergarten attendance

#### Procedures

##### Uniting Managed Enrolments

- 1 Parent completes an Expression of Interest/Enquiry form and submits to Uniting. Uniting will acknowledge receipt of information.
- 2 An Enrolment form or letter of offer is sent either via an online link to the Enrolment form or hardcopy version via email.
- 3 Parent completes the Enrolment form and signs the Consent and permissions and indicates their group preferences (if applicable).  
The completed enrolment form is returned and the following documents to be returned; where required:
  - The child's enrolment with a signed consent and permissions page.
  - Copy of the child's birth certificate (if not already provided)
  - Code of Conduct form

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	<ul style="list-style-type: none"> <li>The child's immunisation evidence - History Statement from your MyGov account (parents are responsible to provide updated details as required at least 8 weeks prior to commencement)</li> <li>Court Order (if relevant)</li> <li>Copy of current concession card (if relevant)</li> <li>The Complying Written Arrangement (CWA), any applicable funding acknowledgments, Direct Debit Authorisation Form etc (as applicable)</li> <li>The child's medical management action plan (if required) with a recent colour photograph             <ul style="list-style-type: none"> <li>Develop a 'Medical Risk Minimisation and Communication Plan' in this instance will be completed by educator and family prior to care commencing</li> </ul> </li> <li>Head Lice consent form</li> <li>Parental Occupation &amp; Education details form (funded kindergarten only)</li> </ul>
4	Letter of offer of place and acceptance form emailed to families
5	Information/Orientation Session invitations are sent to parents
6	The child commences at service
7	Fee payment: Invoices will be sent to families via email and can be viewed in Uniting Early Learning Online ( <i>supported by KidsXap</i> ) in the second week of each term

### Local Government Central Enrolment Schemes

Some Uniting kindergartens partner with a local government to manage kindergarten access and enrolments. Kindergarten places are managed centrally by the local government and services will be required to abide by the policies and procedures of the local central enrolment scheme. *Please refer to the relevant local council for application timelines*

1	Each service receives a list of allocated places from the local government central enrolment scheme
2	An Enrolment form is sent either via an online link to the Enrolment form or hardcopy version via email.
3	<p>Parent completes the Enrolment form and signs the Consent and permissions page to accept the place and indicate their group preferences (if applicable). The completed enrolment form is returned and the following documents to be returned, where required:</p> <ul style="list-style-type: none"> <li>The child's enrolment with a signed consent and permissions page.</li> <li>Code of Conduct form</li> <li>The child's immunisation evidence - History Statement from your MyGov account (parents are responsible to provide updated details as required at least 8 weeks prior to commencement)</li> <li>Court Order (if relevant)</li> <li>Copy of current concession card</li> <li>The Complying Written Arrangement (CWA), any applicable funding acknowledgments, Direct Debit Authorisation Form etc (as applicable)</li> <li>The child's medical management action plan (if required) with a recent colour photograph             <ul style="list-style-type: none"> <li>Develop a 'Medical Risk Minimisation and Communication Plan' in this instance will be completed by educator and family prior to care commencing</li> </ul> </li> <li>Head Lice consent form</li> <li>Parental Occupation &amp; Education details form (funded kindergarten only)</li> </ul>
4	Information/Orientation Session invitations are sent to parents
5	The child commences at service
7	Fee payment: Invoices will be sent to families via email and can be viewed in Uniting Early Learning Online ( <i>supported by KidsXap</i> ) in the second week of each term

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## Attachment 8d:

### Family Day Care Enrolment Procedure

This procedure is applicable to *Family Day Care* programs where Uniting manages the enrolment process.

#### For booking a place and enrolling a child at a Family Day Care service

##### Bookings

1	Parent/s contact ( <b>or an agency on behalf of the parent/s</b> ) contact the Family Day Care Coordination Unit to enquire if there are any places available for their child/ren Available places are not confirmed until the completion of enrolment process
2	A Family enrolment package is sent out Family to phone the office to arrange an enrolment meeting, time is made with the family to come to the office or a phone meeting is arranged Completed documents are provided at enrolment meeting or prior if enrolment meeting is via phone
3	FDC coordination unit assesses the application and collaborates with the preferred FDC educator. If the requested days/hours are <b>available, the educators phone number will be given to the family for them to arrange a meeting with educator (Family is under no obligation to commence care with the educator)</b> .
4	If the requested days/hours are <b>unavailable</b> the child will be placed on a waiting list
5	Once placement is confirmed by educator /family and prior to commencement, the following items from the enrolment pack must be completed and returned: <ul style="list-style-type: none"> <li>• The child's enrolment form</li> <li>• Code of Conduct</li> <li>• Child's immunisation History Statement from your MyGov account (<i>parents are responsible to provide updated details as required</i>)</li> <li>• Additional forms within the pack including the, Direct Debit Authorisation Form, etc (as applicable)</li> <li>• A copy of the child's medical management action plan (if required) with a recent colour photograph</li> <li>• Develop a 'Medical Risk Minimisation and Communication Plan' in this instance will be completed by educator and family prior to care commencing</li> <li>• A copy of Court order (if applicable) (a Risk Management Plan for Court order will be completed by educator and family prior to care commencing)</li> <li>• The child's health record book must be sighted</li> </ul> <p><b>Please note:</b> <i>The child is unable to commence care until all completed forms have been received, all sections to be completed and the enrolment meeting has been conducted</i></p> <p><b>Casual Booking</b> may be available, contact the Family Day Care Coordination Unit for further information</p>

##### Enrolment Meeting and Placement

1	Meeting takes place and the family brings in all required documents. If a phone meeting has been arranged all documents need to be given to the Family Day Care Coordination unit prior. Family Day Care Coordination unit complete the Enrolment meeting check list to ensure all information is provided
2	Family Day Care Coordination unit contact FDC Educator and discuss placement details and availability
3	Family is contacted and provided with the Family Day Care Educator name and contact details to arrange a meeting with educator
3	Placement going ahead a copy of child's enrolment form, IHS ,Code of Conduct & Medical Action Plan /Court Order(if applicable)will be given to educator
4	Parent will complete a booking/Modification form with educator, parent will expect booking (CWA) via email from Family Day Care Administration & confirm enrolment via their MYGov account which they will need to accept booking

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### Changing a booking

- 1 Parents that wish to change their booked days/hours must consult with educator and complete a **Bookings/Modification form**
- 2 Educator assesses the request for change of bookings against the availability and advised the FDC Coordination Unit
- 3 Parent is notified if their change of bookings request can be fulfilled and the commencement date of the new booking.  
Parent will accept booking change (CWA Comply Written Arrangement) via Harmony email

### Cancelling a booking

- 1 All services require 'one weeks' written notice on the **Bookings/Modification form** prior to a child's care being cancelled  
**Please Note:** If the child does not attend during this two week period and ends care on an absence, the parent is not eligible for *Child Care Subsidy (Refer to CCS guidelines)*
- 2 If a child does not attend the service for two consecutive weeks without notification from parent regarding their absence, the child's place may be automatically cancelled, and a fee may be charged

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## Attachment 8e:

### Childcare Enrolment Procedure *Managed by Uniting*

This procedure is applicable to *Long Day Care, Occasional Care, Out of School Hours Care and Vacation Care* programs where Uniting manages the enrolment process.

#### For booking a place and enrolling a child at a service

##### Permanent Booking

1	Parent contacts the service to enquire if there are any places available for their child (the service may ask family to complete an Expression of interest form).
2	If the requested days/hours are <b>available</b> they will be confirmed and a commencement date and enrolment orientation will be organised
3	If the requested days/hours are <b>unavailable</b> the child will be placed on a waiting list
4	<p>If the child has secured a place the parent will be requested to complete enrolment details in the on-line portal, or where required hard copy will be provided with an enrolment pack. The following must be completed and where required returned:</p> <ul style="list-style-type: none"> <li>• The child's enrolment form</li> <li>• Code of Conduct form</li> <li>• The child's immunisation evidence - History Statement from your MyGov account (parents are responsible to provide updated details as required at least 8 weeks prior to commencement)</li> <li>• The Complying Written Arrangement (CWA), any applicable funding acknowledgments, Direct Debit Authorisation Form etc (as applicable) <ul style="list-style-type: none"> <li>• The child's medical management action plan (if required) with a recent colour photograph</li> <li>• Develop a Medical Conditions – Risk minimisation plan and communication plan in consultation with the child's family</li> <li>• Head Lice Inspection consent form</li> </ul> </li> </ul> <p><b>Please note:</b> <i>The child is unable to commence care until all completed forms have been received, have all sections complete and the enrolment meeting has been conducted</i></p>

##### Casual Booking

1	Parent contacts the service to enquire if there are any places available for their child on a day/hours that they do not have a permanent booking
2	If the requested day/hours are <b>available</b> , the booking will be confirmed
3	If the requested day/hours are <b>unavailable</b> the parent will be notified

##### Please Note:

Accounts will be charged for casual booking once confirmed. There is no waiver of payment for any casual bookings that are then cancelled.

Casual care may not always be available and is offered at the discretion of Uniting

When a casual care booking is accepted by a service, the service must be available to provide care at the agreed time. Families are responsible for payment of this care when absent as per the Family Assistance Office guidelines

##### Changing a booking

1	Parents that wish to change their booked days/hours must complete a <b>Bookings/Modification form</b> and submit to the service or via email
2	Uniting assesses the request for change of bookings against the availability
3	Parent is notified if their change of bookings request is able to be fulfilled and the commencement date of the new booking. A new Complying Written Arrangement (CWA) is completed and signed

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- 4 Parents that require their care plans to change must negotiate this with their educator/service and both parties must agree before changes can be made

### Cancelling a booking

- 1 All services require two weeks' written notice on the **Bookings/Modification form** prior to a child's care being cancelled  
**Please Note:** If the child does not attend during this two week period and ends care on an absence, the parent is not eligible for *Child Care Subsidy* and will be charged the full daily fee
- 2 If a child does not attend the service for two consecutive weeks without notification from parent regarding their absence, the child's place may be automatically cancelled, and a fee may be charged

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## Attachment 8f

### Family Orientation Program Guidelines *(All Services)*

Uniting Early Learning provides a welcoming environment where the diversity of families and the local communities are respected. Communication, collaboration and consultation are the key elements when developing appropriate orientation procedures at the service level.

#### **Families and children are to feel comfortable and welcome, with local orientation procedures to be:**

- Discussed
- Planned
- Individualised and based upon the child's requirements
- Family friendly and flexible, with options provided
- Organised to minimise separation anxiety
- An opportunity to share information

#### **The orientation program is an opportunity for families to:**

- Learn about and clarify education and care practices, daily routines, and administrative requirements
- Share their understanding of their child's strengths, interests, abilities and needs
- Communicate their family aspirations and expectations that they hold in relation to their child's learning
- Gain further information about service expectations, policies and procedures

#### **The orientation procedure will be developed at a local service level where families are:**

- Invited and encouraged to visit and become familiar with the service before their child starts
- Stay with their child for as long as needed during the settling-in period
- Provided with a service handbook
- Where appropriate, provided with an interpreter to facilitate communication and understanding
- Encouraged to share information about other child-related services accessed by the family
- Maintain contact with their child's primary educator during the day if required
- Provided access to read relevant policies

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## Attachment 8g:

### Family Orientation Checklist (All Services)

All families are to be provided with orientation into a Uniting Early Learning service. This is an opportunity for us to welcome them, introduce ourselves and ensure they are aware of key policies, procedures and processes to ensure their time with Uniting is enjoyable.

Orientation can occur in a variety of ways and it is important that we select a model that will suit our families best and cater for their individual circumstances. In some instances, you will share this information in a one on one meeting, in other circumstances you will complete it with a large group of people at once or maybe two or three families together.

***Family orientation should be completed prior to the child commencing where possible.***

#### Checklist for Family Orientation

<input type="checkbox"/>	Ensure the parents are familiar with where they drop their child off and where they pick up from (for services that have family grouping/after Kindergarten programs)
<input type="checkbox"/>	Introduce the parents to the educators in their room or from other programs where applicable
<input type="checkbox"/>	Show parents where and how to sign their child in and out
<input type="checkbox"/>	Highlight service specific information, such as operating hours, service closures (including Professional Development days and Christmas/January closures), staffing, children's program
<input type="checkbox"/>	Discuss Emergency Management procedures reflecting the service Emergency Management plan and where relevant, closure of the service on days of extreme weather conditions such as Code Red alert days, floods etc
<input type="checkbox"/>	Discuss what the child may need each day (food, drink bottle, bottles, spare clothes, nappies)
<input type="checkbox"/>	Discuss invoicing and government entitlements (where applicable)
<input type="checkbox"/>	Discuss medication forms and procedures (where applicable)
<input type="checkbox"/>	Discuss holidays and procedures (where applicable)
<input type="checkbox"/>	Ensure enrolment form is completed online or where required hard copy, with all required attachments, including the Immunisation Status Certificate and the Complying Written Arrangement (CWA) (where applicable)
<input type="checkbox"/>	Discuss any questions families may have
<input type="checkbox"/>	Ensure all documents have been signed and/or sighted and returned to the service including the Parent Code of Conduct form

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## Attachment 8h

### Enrolment Management by Location

#### Uniting Managed Enrolments

Service Name	
Alexander Thomson Preschool	Pascoe Vale South Uniting Church Kindergarten <b>Three Year Old</b>
Bairnsdale Early Learning Centre	Paynesville Kindergarten
Balmoral Child Care	Pilgrim Occasional Care Centre
Briagolong Kindergarten & Occasional Care Centre	Poowong Kindergarten <b>Three Year Old funded program</b>
Bruthen Boorai Children's Centre	Rupert Street Child Care & Kindergarten
Bruthen Kindergarten	Scots Early Learning Centre - Melville St
Buchan Early Childhood Development Centre	Scots Early Learning Centre- Mt Stuart
Cann Valley Community Kindergarten	Scots Early Learning Centre Kempton
Cooke Court Child Care Centre	Scots Early Learning Centre-Campbell St-CamKindy
East Sale Kindergarten	Scots Early Learning Centre-Campbell St-OSHC
Glassford Kindergarten	Scots Early Learning Centre-Collinsvale
Gormandale Kindergarten	Serrell Street Kindergarten
Heyfield Kindergarten	St Andrews Sunbury Kindergarten <b>Three Year Old</b>
High Country Early Learning Centre	St Columba's Community Kindergarten
Hopetoun Child Care Service	St Luke's Highton Preschool
Horsham Community Child Care Centre	Stratford Kindergarten
Horsham Occasional Care-Uniting Church Creche (Not operating in 2018/2019)	Swifts Creek Kindergarten/Early Childhood Development Centre
Ivanhoe Uniting Church Kindergarten <b>Three Year Old</b>	Uniting South Port -Port Melbourne Kindergarten
Kaniva Children's Service	Gippsland Family Day Care
Kent Road Uniting Church Kindergarten <b>Three Year Old</b>	Warracknabeal Child Care Centre
Longford Kindergarten	Warrnambool Uniting Church Occasional Care Centre
Maffra Queen Street Kindergarten & Occasional Care	Wimmera Regional Family Day Care
Melton Uniting Church Kindergarten <b>Three Year Old</b>	Yea and District Children's Centre
Orbost Early Education Centre	

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## Attachment 8i

### Enrolment Management by Local Government

#### Local Government Managed Enrolments

*For services that participate in Local Government Central Enrolment Schemes, please visit the applicable local government website for more information on the enrolment procedures or contact the service directly.*

Service Name	Program	Local Government
Alfredton Preschool	Three and Four Year Old	City of Ballarat
Bacchus Marsh Montessori Preschool	Four Year Old	Moorabool
Buninyong Preschool	Three and Four Year Old	City of Ballarat
Cardigan Village Kindergarten	Three and Four Year Old	City of Ballarat
Dala Lidj - Woolum Bellum Kindergarten	Four Year Old	Latrobe
Enid Rogers Jubilee Kindergarten	Three and Four Year Old	City of Ballarat
Glen Iris Road Uniting Church Preschool	Three and Four Year Old	Boroondara
Ivanhoe Uniting Church Kindergarten	Four Year Old	Banyule
Kent Road Uniting Church Preschool	Four Year Old	Moreland
Kookaburra Kindergarten	Four Year Old	Darebin
Melton Uniting Kindergarten	Four Year Old	Melton
Merrilands Children's Centre and Kindergarten	Four Year Old   Long Day Care	Darebin
Pascoe Vale South Uniting Church Kindergarten	Four Year Old	Moreland
Poowong Kindergarten	Three and Four Year Old	South Gippsland
Ringwood Uniting Church Preschool	Three and Four Year Old	Maroondah
Roxburgh Park Community House and Children's Centre	Four Year Old	Hume
St Andrew's Uniting Care Kindergarten (Warragul)	Three and Four Year Old	Baw Baw
St Andrews Uniting Church Kindergarten - Fairfield	Three and Four Year Old	Darebin
St Andrews Sunbury Kindergarten	Four year Old	Hume
St Luke's Uniting Kindergarten (Mount Waverley)	Three and Four Year Old	Monash
Welwyn Kindergarten	Four Year Old	Brimbank

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## Attachment 8j

### Letter for parents/guardians without acceptable immunisation documentation

Service Name:

Date

Address:

Dear [insert name]

**Re: Enrolment at [Service Name] for [insert year]**

I am contacting you regarding your enrolment 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 a child cannot commence at an early childhood education and care services until the parent/guardian has provided acceptable immunisation documentation. This documentation can be provided 8 weeks prior to commencement at the service.

Acceptable immunisation documentation is your child's current AIR Immunisation History Statement. This will provide evidence of:

- up to date vaccination
- a recognised catch-up schedule
- a medical reason not to be vaccinated

In certain circumstances, if your child's vaccinations are not up to date for their age, your child may be eligible for the 16-week grace period. This can be determined at an interview with the service. If eligible, it is the parents responsibility to provide acceptable documentation of up to date vaccinations or that their child is on a catch up schedule.

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

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Please provide acceptable immunisation evidence or arrange a meeting with the service to discuss your options and to obtain support.

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name], [Insert title], [Service Name],

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## Attachment 8k

### Mid Year – second review for updated immunisation

#### Date

Dear Parents,

In Victoria, the law requires early childhood services to keep evidence showing that enrolled children are up to date with their immunisations and that we have their latest Immunisation History Statement.

If the Immunisation History Statement we have on file for your child is current, and no vaccines have since become **due**, you do **not** need to give us another copy of the statement.

If not, please provide us with an updated copy of your child's Immunisation History Statement from the Australian Immunisation Register by **[date minimum two weeks from today]**.

#### How to get an updated Immunisation History Statement

You can get an updated statement from the Australian Immunisation Register:

- online – through [MyGov](https://my.gov.au/LoginServices/main/login?execution=e1s1) <<https://my.gov.au/LoginServices/main/login?execution=e1s1>> once an account has been created
- [Medicare Express Plus App](https://www.humanservices.gov.au/customer/services/express-plus-mobile-apps) <<https://www.humanservices.gov.au/customer/services/express-plus-mobile-apps>> once a [MyGov](https://my.gov.au) account has been created
- over the counter – at a [Medicare Service Centre](http://findus.humanservices.gov.au) <<http://findus.humanservices.gov.au>>
- by phone – call the Australian Immunisation Register on 1800 653 809
- by asking your GP/immunisation nurse if they can print the statement (note, not all immunisation providers can do this)

#### How to tell if your child is up to date

The 'next vaccine due' date on your current Immunisation History Statement from the Australian Immunisation Register needs to show a date in the future or say 'No vaccines due'.

Vaccines are due at 2, 4, 6, 12 and 18 months of age and at 4 years of age on the National Immunisation Program Schedule or at a time advised by your immunisation provider, if your child is on a vaccine catch-up program.

Thank you in advance for your co-operation and if you have any questions or require any assistance please let us know.

Yours sincerely,

**Nominated Supervisor,**

**Title,**

**Service Name,**

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