

# ENROLMENT AND ORIENTATION

## FREE KINDER

QUALITY AREA 6 | ANMK VERSION 1.0



### PURPOSE

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

- enrolling a child at Alfred Nuttall Memorial Kindergarten
- the orientation of new families and children into Alfred Nuttall Memorial Kindergarten
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and Department of Education [DE] Kindergarten Funding Guide.
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment.
- adhering to DE's priority of access requirements for both three and four-year-old children



### POLICY STATEMENT

#### VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten (*refer to Definitions*) eligible children into full 15 hours of kindergarten program

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, including during offsite excursions and activities.

| <b>RESPONSIBILITIES</b><br><br>R indicates legislation requirements  | Approved provider and persons with management or control | Nominated supervisor and persons in day-to-day charge | Early childhood teacher, educators and all other staff | Parents/guardians | Contractors, volunteers and students |
|--|--|---|--|-------------------|--------------------------------------|
| Providing a free kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher, and offering at least: <ul style="list-style-type: none"> <li>• 15 hours per week for 40 weeks of the year, or</li> <li>• 600 hours per year</li> </ul>  | R  |   |  |                   |                                      |
| Providing a free kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering between 15 hours a week or 600 a year   | R  |   |  |                   |                                      |
| Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations   | R  |   |  |                   |                                      |
| Applying the Priority of Access criteria to funded programs at Alfred Nuttall Memorial Kindergarten, as described in the Department of Education's [DE] <i>The Kindergarten Funding Guide (refer to Attachment 2)</i>  | R  | √   | √  |                   |                                      |
| Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April  | √  | √   | √  |                   | √                                    |
| Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> <li>• Early Start Kindergarten <i>(refer to Definitions)</i></li> <li>• Early Start Kindergarten extension grants <i>(refer to Definitions)</i></li> <li>• Access to Early Learning <i>(refer to Definitions)</i></li> <li>• Second year of funded four-year-old kindergarten <i>(refer to Definitions)</i></li> </ul> | R  | √   | √  |                   |                                      |
| Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption <i>(refer to Attachment 3)</i>   | √  | √   | √  |                   |                                      |
| Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.   | R  | √   |  |                   |                                      |
| Receiving written confirmation from families confirming they are attending one funded kindergarten program per child, per year   | R  | √   |  | √                 |                                      |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program   | R | √ | √ |   |   |
| Working with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available  | R | √ |   |   |   |
| Complying with the <i>Inclusion and Equity Policy</i>  | R | R | √ | √ | √ |
| Ensuring the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements  | R | R |   |   |   |
| Ensuring families have access to: <ul style="list-style-type: none"> <li>• <i>Parent information handbook</i></li> <li>• <i>Child Safe Environment and Wellbeing Policy and Statement of Commitment to Child Safety</i></li> <li>• <i>Fees Policy</i></li> <li>• <i>Privacy Statement</i></li> <li>• <i>Code of Conduct Policy</i></li> <li>• <i>Acceptance and Refusal of Authorisations Policy</i></li> <li>• <i>Dealing With Medical Conditions Policy</i></li> <li>• <i>Incident, Injury, Trauma and Illness Policy</i></li> </ul> | R | √ | √ |   |   |
| Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy ( <i>refer to Attachment 3</i> )  | R |   |   |   |   |
| Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required   | √ | √ | √ |   |   |
| Where applicable; considering access and inclusion for children experiencing vulnerability/disadvantage in the allocation of places at the service ( <i>refer to Attachment 2 and 3</i> )  | R | √ |   |   |   |
| Where applicable, providing families with consistent and transparent communication on waitlist management processes ( <i>refer to Attachment 3</i> )   | R | √ |   |   |   |
| Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information   | R | R | R | √ | √ |
| Providing opportunities for interested families to attend the open days to observe the program and become familiar with the service prior to their child commencing in the program   | √ | √ | √ |   |   |
| Seeking information from parents about any specific health care need, allergy or medical condition, including whether a medical practitioner has been consulted in relation to a specific health care need, allergy or relevant medical condition  | R | √ | √ | √ |   |
| Ensuring that medical management plan has been provided and that the risk minimisation plan has been developed and both documents are kept in the child's enrolment records  | R | √ | √ | √ |   |
| Providing any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner,  |   |   |   | √ |   |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| hospital or ambulance service and, if required, transportation by an ambulance service   |   |   |   |   |   |
| Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit ( <i>refer to Sources</i> ) for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period ( <i>refer to Definitions</i> ) | R | √ | √ |   |   |
| Ensuring that only children whose AIR Immunisation History Statements ( <i>refer to Definitions</i> ) have been assessed as being acceptable or who are eligible for the grace period ( <i>refer to Definitions</i> ) have confirmed places in the program   | R | √ | √ |   |   |
| Advising parents/guardians who do not have an AIR Immunisation History Statement ( <i>refer to Definitions</i> ) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services ( <i>refer to Attachment 4</i> )   | R | √ | √ |   |   |
| Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending ( <b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).           | R | √ | √ |   |   |
| Completing the enrolment record prior to their child's commencement at the service and providing all associated enrolment documents and AIR Immunisation History Statement ( <i>refer to Definitions</i> ) of their child's immunisation status  |   |   |   | √ |   |
| Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) to the service   |   |   |   | √ |   |
| Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval ( <i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i> )                           | R | √ | √ |   |   |
| Ensuring all authorised nominees ( <i>refer to Definitions</i> ) have been completed on the enrolment record ( <i>refer to Definitions</i> ) ( <i>Regulations 160 and 161</i> ) as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation   | R | √ |   | √ |   |
| Ensuring that the enrolment record ( <i>refer to Definitions</i> ) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service   | R | √ | √ |   |   |
| Ensuring that enrolment record ( <i>refer to Definitions</i> ) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances   | R | √ | √ | √ | √ |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Ensuring that enrolment records ( <i>refer to Definitions</i> ) are kept confidential ( <i>Regulations 181, 182</i> ) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service ( <i>Regulation 183 (1a) (2d)</i> )   | R | √ | √ |   |   |
| Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.   | R | √ | √ |   |   |
| Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met  | R | √ | √ | √ |   |
| Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for ( <i>Regulation 157</i> ), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>   | R | R | √ | √ | √ |
| Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment ( <i>refer to Attachment 5</i> )  | √ | √ | √ |   |   |
| Reviewing enrolment applications to identify children with additional needs ( <i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i> )   | √ | √ | √ |   |   |
| Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the orientation period</li> <li>make contact with educators at the service, when required</li> </ul>   | √ | √ | √ | √ |   |
| 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 into the service  | √ | √ | √ | √ |   |
| Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services  | √ | √ | √ | √ |   |
| Developing strategies to assist new families to: <ul style="list-style-type: none"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> <li>share their understanding of their child's strengths, interests, abilities and needs</li> <li>value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>discuss the values and expectations they hold in relation to their child's learning</li> <li>providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul> | √ | √ | √ | √ |   |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Reading and complying with this <i>Enrolment and Orientation Policy</i>  | R | R | R | √ | √ |
| Updating information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection |   |   |   | √ |   |
| Notifying Alfred Nuttall Memorial Kindergarten in writing [if possible] if they wish to cancel their enrolment.                                  |   |   |   | √ |   |



## PROCEDURES

### GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Refer to *Attachment 1* for the ANMK Procedure Specific to ANMK

### REGISTRATION PROCEDURES

Alfred Nuttall Memorial Kindergarten is part of the City of Darebin Central Enrolment Registration Scheme. Information about central enrolment policy and procedures (including accessing the online central enrolment portal) are available from the City of Darebin website:

<https://www.darebin.vic.gov.au/Community-and-pets/Children-and-families/Kindergarten/Kindergarten-registration>

- Refer to *Attachment 1* for the ANMK Procedure Specific to ANMK
- Refer to *Attachment 2* for the General Kindergarten Registration and Enrolment Procedures
- Refer to *Attachment 5* for Cancellation of Enrolment and Non-Attendance Procedures.

## 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)*).

All eligible Victorian children (*refer to Definitions*) will have access to two years of Free Kinder before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DE's Priority of Access criteria (*refer to Definitions and Attachment 2*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in DE's Kindergarten Funding Guide (*refer to Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Services participating in a central registration and enrolment scheme are required to comply with the registration and/or enrolment procedures of that scheme.

The Central Registration and Enrolment Scheme (CRES), co-designed by DE provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. Currently more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011* have legislative

responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement (*refer to Definitions*).

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the *ANMK Policy General Definitions*.

**Access to Early Learning (AEL):** is an early intervention program for a child who is at least three years old on April 30th in the year of enrolment. It aims to provide intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**Australian Immunisation Register (AIR) Immunisation History Statement:** The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

**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.

**Children/families experiencing vulnerability and/or disadvantage** (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Children with additional needs:** Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

**Central Registration and Enrolment Scheme (CRES):** CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

**Central Registration System (CRS):** Provides an equitable and transparent application and allocation process, enabling families to access local kindergarten services within a local government area.

**Darebin City Council:** Alfred Nuttall Memorial Kindergarten's local government area and administrator of the (CRES).

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- the family have had contact with child protection.

These children can also access free or low cost year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Eligible child:** as defined by the Victorian DE Kindergarten Funding Guide:

- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week
- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks grace period

**Enrolment deposit:** A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service (*Refer to Fees - Free Kinder policy*)

**Enrolment record:** the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

**Kindergarten registration 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, if applicable. (*Refer to Free Kindergarten Fees policy*)

**Kindergarten registration form:** The process of families providing initial information about their child to confirm their intention to enrol in kindergarten, administered by the CRES/CRS Provider (*refer to Definition*) or by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten (*refer to Attachment 3*)

**Grace period:** allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up to date. Services complete the grace



period eligibility form with families during enrolment and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage families to access immunisation services.

**Local Government Area (LGA):** a geographic area governed by a local council or shire.

**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 places using the criteria outlined in the DE Kindergarten Funding Guide (*refer to Attachment 2 and Sources*).

**Registration:** The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider/EYM/CRES/CRS Provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

**School Readiness Funding:** funding provided by DE for programs and supports that builds the capacity of kindergarten services, educators and families to support children's learning and development outcomes.

**Second year of funded four-year-old kindergarten:** second year eligibility may be considered when a child shows delays in key outcomes of learning and development. An assessment is carried out for each child by an early childhood teacher in Term 3 (the year before the child is to attend school) when a second year is being considered.

---

## SOURCES AND RELATED POLICIES



### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health, Immunisation enrolment toolkit for early childhood education and care service: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Guide to the National Quality Standard: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- The Kindergarten Funding Guide (Victorian Department of Education): [www.education.vic.gov.au](http://www.education.vic.gov.au)

### RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Compliments and Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Delivery and Collection of Children
- Fees
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Privacy and Confidentiality
- <https://www.enrolnow.com.au/wp-content/uploads/2023/04/EnrolNow-PrivacyPolicy.pdf>



## EVALUATION

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

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172](#)).



## ATTACHMENTS

- Attachment 1: Procedure Specific to Alfred Nuttall Memorial Kindergarten
- Attachment 2: Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Attachment 3: General kindergarten registration and enrolment procedures
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 5: Cancellation of enrolment and non-attendance



## AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 25<sup>th</sup> October 2023.

**REVIEW DATE:** October 2024

## ATTACHMENT 1. PROCEDURE SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN

With reference to City of Darebin central enrolment framework and policies, DE requirements, and local policies.

### APPLICATIONS

The City of Darebin operates a Central Enrolments Register for kindergartens in the Municipality. A family registers a child on this central list nominating, in order of preference, the four kindergartens that would suit you and your child best.

### ALLOCATION

Allocation of places is managed by the City of Darebin. Placement offers will be made in accordance with City of Darebin policy.

An exception is provided for children in the primary care of current ANMK staff. If a current member of staff wishes for their child to attend pre-kindergarten or kindergarten, and that staff member fulfils the relevant criteria outlined in the ANMK Staffing Policy, a place will be reserved prior to allocation of numbers to council.

### CENTRAL ENROLMENT

Parents apply directly to City of Darebin Central Enrolment for kindergarten at Alfred Nuttall Memorial Kindergarten. Application can be made in hard copy via registration forms downloaded from the City of Darebin website.

### ACKNOWLEDGMENT

Council will send letters confirming receipt of the registration form.

### OFFERS OF PLACES

Prior to the nominated year of attendance, council will send a letter via email (and/or via the City of Darebin Central Enrolment Portal (Portal)) advising in relation to which kindergarten the offer has been made. To confirm a placement a family must reply to the council or accept the place via the Portal. If there is no reply, the place will be offered to the next child on the waiting list.

### ALTERNATIVE RESERVATION

If a place cannot be allocated at the kindergarten of choice, efforts will be made by City of Darebin Central Enrolment to reserve a place at another local kindergarten or families can elect to stay on the waiting list.

### LATE ENROLMENTS

Vacancies and applications after the commencement of the year must be referred to the City of Darebin.

### DEPOSITS

Alfred Nuttall Memorial Kindergarten will reimburse families in full for any kindergarten fee deposit payments that have already been made upon acceptance of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

Alfred Nuttall Memorial Kindergarten is a non-profit, community-run kindergarten and any donations are directed toward improving and enhancing the learning experience for our children.

### CONFIDENTIALITY

Council enrolment lists will only be given by Council to the ANMK Director, President and Enrolment Officer. The ANMK may share this with other ANMK staff as relevant and required in order to support the process for enrolment at ANMK.

## INTERNAL KINDERGARTEN POLICY

### KINDERGARTEN INFORMATION

After the centre receives the enrolment list from the City of Darebin Central Enrolments, an email will be sent from ANMK via EnrolNow (either from the ANMK central email address, the ANMK President or the ANMK Enrolment Officer) to each family giving further information, including information regarding kindergarten group allocations.

Deposits will be required to secure the child's place. Kindergarten Fee Subsidy eligible families are not required to pay the deposit.

### GROUP ALLOCATIONS

The total number of maximum enrolments is determined on an annual basis dependent on projected enrolment numbers, licence capacity and staff to child ratios (the maximum number of four-year-old attending at any one time is 27 and the maximum number of three year old attending at any one time is 26).

As far as possible, session preference will be given based on parent's choice but this may not always be possible depending on group dynamics (such as children's needs, equality of numbers) and places available. The Director and Committee have the responsibility to allocate places so that the quality of the kindergarten programme is maintained. Families will be asked to return their child's enrolment form via EnrolNow, indicating their group preference, by a certain date/time. If at this date/time there are more applicants for a particular group than places available, then places will be allocated on a random basis.

After the commencement of Term One, changes between groups will not be permitted unless there are exceptional circumstances and there has been agreement from the Director and Committee.

### WITHDRAWAL OF ENROLMENT

Notification of withdrawal after commencement must be made by a family in writing (email is sufficient) to both ANMK and City of Darebin as soon as possible prior to the finishing date.

### ORIENTATION

Parent Information Evenings will be held in Term 4 of the preceding year.

#### 3-Year-Old Orientation

1st Session - Family/Teacher Meetings - with child in attendance.

2nd Session - Half session with a half group - each child attends for a half session - AM or PM.

3rd Session - Half session with a half group - each child attends for a half session - the alternate session to the previous week.

4th Session - Usual full session - each child can attend for a full session.

#### 4-Year-Old Orientation

1st Session - Family/Teacher Meetings - with child in attendance.

2nd Session - Half session with a half group - each child attends for a half session.

3rd Session - Usual full session - each child can attend for a full session.

This process, which is a staggered start to the year, supports transitions, children's wellbeing and ensures teachers have the opportunity to meet every child's needs.

During this process Alfred Nuttall Memorial Kindergarten will:

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines.
- Provide reassurance to the family that they may stay with their child for as long as they choose during the orientation.
- Provide specific feedback and support on managing and understanding separation anxiety.



- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child.
- Reassure the family that they can leave their child initially for a shorter day, gradually increasing the length of time.
- Reassure the family that they may call and speak to their child's early childhood teacher or educators at an agreed time - usually outside of the session time.
- Reassure the family that we will always inform them during the session if their child is distressed for a long period of time.
- The teacher may send an email or a message from the kinder phone during the day to update the family on their child - this may include a photo.
- The teacher will recommend a suitable time frame for the child to attend each day according to their observations - the teacher will also consider the needs of the family.
- Communicate weekly on appropriate changes to the time frame and transition process according to their observations and the wellbeing of the child.

Children who do not turn three until after the commencement of the kindergarten year will be able to attend two orientation sessions with a parent before turning three.

### **RECOMMENDATIONS FOR RE-ENROLLING IN THREE-YEAR-OLD KINDERGARTEN**

In some cases the teacher may strongly recommend re-enrolling the child the following year. Reasons for this may include extreme distress due to separation anxiety or developmental considerations.

In these cases, when children return the following year they get more out of their kindergarten years - this is particularly important to consider as the three year old year can not be repeated.

The early childhood teacher will only make this recommendation when it is necessary and will provide written and verbal observations, along with support on how to prepare for the following year.

The process usually happens within the first six weeks of Term 1, so families do not lose their funded kindergarten place for the following year.

### **SECOND YEAR OF 4-YEAR-OLD KINDERGARTEN**

Places will be reserved for children requiring a second year. Applications for a child to have a second year of kindergarten will be made by the parent and teacher and if possible, supported by another professional with early childhood or special needs qualifications or experience. Wherever possible, a child making an application of a second year of kindergarten should attend the same centre.

Committees of management will be notified of the number of children requiring a second year of Kindergarten. Declarations of eligibility for a second year of Kindergarten are forwarded to DE.

### **UNFUNDED VACANCIES**

There are no unfunded vacancies at Alfred Nuttall Memorial Kindergarten.

### **STAFF MEMBER'S CHILDREN ATTENDING THE KINDERGARTEN**

If staff would like their children to attend the kindergarten program, they need to apply to the committee in writing one month prior to the Centralised Waitlist cut off date. This provides the committee time to review the request and hold the requested places for staff children. To be eligible to apply, staff members must have been employed at ANMK for a minimum of 12 months and meet any other criteria as set out in the ANMK Staffing Policy. If the staff member does not apply in writing to the committee within the required timeframe noted in this policy that staff member will need to apply to the Centralised Waitlist in the same manner as all other families.

Enrolment/ Groupings - If staff member's children are attending ANMK, it is a strong preference that staff will work in an alternate group and therefore do not teach their own children. This may affect the staff member's existing work hours. Other staff members are not to be disadvantaged as a result e.g. have their employment hours altered to accommodate.



## ATTACHMENT 2. ELIGIBILITY AND PRIORITY OF ACCESS CRITERIA

### FOR A FUNDED KINDERGARTEN THREE OR FOUR-YEAR-OLD KINDERGARTEN PROGRAM

Darebin City Council will allocate places in accordance with DE's PoA criteria, and other local criteria.

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

#### DE's Priority of Access criteria

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

Darebin City Council gives subsequence priority to the following:

- Families who are Darebin residents or whose child attends unregistered verified care in Darebin
- Had a child or sibling who participated in the same kindergarten in the past 2 years
- First preference kindergarten is closest to the child's address

**Note:** DE's PoA guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education.

**\* Early Start Kindergarten and Three-Year-Old Kindergarten**

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- have had contact with Child Protection
- have a refugee or asylum seeker background\*

\*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and office.

Refer to the Department of Education's website for up-to-date information: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Refer to Darebin City Council website for information on how to enrol for ESK

<https://www.darebin.vic.gov.au/Community-and-pets/Children-and-families/Kindergarten/Early-start-kindergarten-ESK>

## ATTACHMENT 3. GENERAL KINDERGARTEN REGISTRATION AND ENROLMENT PROCEDURES

### KINDERGARTEN REGISTRATION PROCESS

Alfred Nuttall Memorial Kindergarten is part of the City of Darebin Central Enrolment Registration Scheme. Information about central enrolment policy and procedures (including accessing the online central enrolment portal) are available from the City of Darebin website:

<https://www.darebin.vic.gov.au/Community-and-pets/Children-and-families/Kindergarten/Kindergarten-registration>

| Stage   | CRES Role  | Family Role   | Kindergarten Role   |
|---|--|---|---|
| 1. Proactive engagement and awareness         | Ensures families are aware of the importance of ECEC, the CRES and available assistance to help them engage with the CRES.           | Searches for information about ECEC and CRES.<br><br>Receives information from a service provider, MCH staff or support service they have contact with. | Communicates information about ECEC and CRES to families<br><br>Obtains consent for family contact details to be shared with the [CRES Provider].                         |
| 2. Registration                               | Obtains information about children to initiate the process of allocating places.   | Completes a registration form.  | Supports families to complete registration forms if they find it difficult, or refers them directly to the CRES Provider.   |
| 3. Allocation                                 | Equitably allocates kindergarten places and optimise the supply and demand of places.  | Receives an update on the progress of their registration.   |   |
| 4. Confirmation and communication             | Clearly communicates with families and carers to confirm their allocated place and inform service providers of their enrolment list. | Accepts their offer of place or rejects the offer and goes on a waiting list.   | Supports families to understand what an offer means and what they need to do next.  |
| 5. CRES planning, maintenance and development | Plans for success every year by evaluating and improving the CRES.   | Begins to engage with the service provider to start the enrolment process.  | Supports families to enrol and begin kindergarten.<br><br>Provides feedback to the Darebin City Council about your experience so they can improve it for the coming year. |

\* If the kindergarten believes a family will need extra support completing a registration form or are likely to miss the first round registration date, refer them to the Darebin City Council with the attached referral form. [CRES Provider] will follow up with this family or carer to offer support in getting their children into kindergarten.

### Kindergarten registration dates

If families miss the registration close deadline, they can still register although they will be placed into a pool for second-round (or even later rounds) of allocation and are less likely to get their top preference. After second round offers have been confirmed, City of Darebin will continue to allocate children to kindergarten places where they are available. More places may become available as children move kindergartens or withdraw, or when kindergartens add capacity.



| Date   | Activity                                 |
|--|--|
| 1 <sup>st</sup> February                                 | Registrations open                       |
| 30 <sup>th</sup> June                                    | Registrations close*                     |
| 17 <sup>th</sup> July (4yo) & 14 <sup>th</sup> Aug (3yo) | First round offers                       |
| 20 <sup>th</sup> July *4yo) & 17 <sup>th</sup> Aug (3yo) | Acceptance of first round offers due     |
| 24 <sup>th</sup> July (4yo) & 21 <sup>st</sup> Aug (3yo) | Second round offers                      |
| 27 <sup>th</sup> July (4yo) & 24 <sup>th</sup> Aug (3yo) | Acceptance of second round offers due    |
|  | Subsequent offers on an individual basis |

\*Registrations will still be accepted after 30 June, but registrations received prior will be allocated first. Children eligible for Priority of Access will be prioritised regardless of when registration is received.

## Registration

The quickest way to complete a registration form is online at <https://www.darebin.vic.gov.au/Community-and-pets/Children-and-families/Kindergarten/Kindergarten-registration>

Families can also complete a paper form and post it to Darebin City Council. Contact the kindergarten registration team on 03 8470 8825 or email [registration.kindergartenchildcare@darebin.vic.gov.au](mailto:registration.kindergartenchildcare@darebin.vic.gov.au) if you would like a paper form.

A separate registration form must be completed for each child.

Families cannot register directly with the kindergarten that are part of the CRES, they must go through the centralised registration process. Kindergarten's can direct families to register through Darebin City Council and assist them to complete the registration.

To fill out the registration form, families will need to provide information about themselves and their child. At this stage they do not need to attach any supporting documentation. They will need a credit card (to pay the registration fee). This fee is waived for all families and carers eligible for Priority of Access allocation.

Contact the kindergarten registration team on 03 8470 8825 or email [registration.kindergartenchildcare@darebin.vic.gov.au](mailto:registration.kindergartenchildcare@darebin.vic.gov.au) if you would like help with registration.

The registration form asks families for:

- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
- Details of any additional support the child might require due to a disability including intellectual, sensory or physical impairment.
- Contact details for the family or carer and any additional adults that should be kept informed throughout the process (e.g. another family member, a case worker or other support service staff member the family or carer trusts).
- Whether the child is identified as fulfilling any of the following criteria:
  - Is Aboriginal or Torres Strait Islander
  - Is from a multiple birth (triplet or greater)
  - have had contact with Child Protection
  - Is in Out-Of-Home Care
  - Holds, or has a family member who holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran's Affairs Gold Card or White Card, or a Refugee or Asylum Seeker Visa.
- Subsidy card and immigration visas (where applicable).
- Documents from Family Support Services or a MCH nurse confirming high support needs and/or disability, or letter from a doctor for complex medical needs (where applicable).
- Credit card (to pay the registration fee). The fee can also be paid in person at their nearest council office. This fee is waived for all families and carers eligible for ESK/KFS/priority allocation.

## Enrolment

Once a kindergarten place has been accepted, the enrolment process can begin.

To enrol a child, families will need to provide copies of (if not already done so):

- Proof of identity: child's birth certificate, birth notice or passport
- Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
- Concession cards and immigration visas (where applicable).
- Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).
- Immunisation History Statement (unless experiencing vulnerability or disadvantage, at which point they can take advantage of a 16-week 'grace period'. More information is available at <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>)
- Documents detailing any medical conditions or requirements the child has.

\* Where a birth certificate cannot be produced, other acceptable evidence of a child's full name and date of birth includes:

- statement from the Australian Immunisation Register (AIR)
- Medicare card
- letter from the doctor or midwife who attended the birth
- doctor's note attesting to a child's age
- passport
- citizenship documents or Australia visa documents or Immicard.

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

## Enrolment Records

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

## Cancellations

Families to notify [Service Name] in writing of their intention to leave the service.

## Second year of funded Four-Year-Old Kindergarten

- All children in Three-Year-Old Kindergarten will be expected to transition to Four-Year-Old Kindergarten in the following year. A funded second year of kindergarten will only be available for children in the Four-Year-Old Kindergarten program who meet the criteria.
- Families of children who have been determined as eligible for a second year must complete and submit a kindergarten registration form for a second year, signed and dated by the early childhood teacher.
- It will be weighted with the relevant points and allocated accordingly.
- A Declaration of Eligibility Form for a second year of kindergarten must be completed and submitted to the relevant funding authority.

## Early entry to Four-Year-Old kindergarten

- Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement.
- Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. It is important to note that most children who enrol early in Four-Year-Old Kindergarten are not approved for early entry into school because they did not meet the eligibility criteria.
- The decision regarding early entry should be discussed with parents/guardians and consider the following:
  - Children are not guaranteed early school entry as a result of being enrolled to attend kindergarten early.
  - To start school early, the child must possess suitable academic ability as evidenced by a formal cognitive assessment, and be considered at risk of long-term educational disadvantage if they don't early entry to school.

## School Exemption

- Children who will turn six during the kindergarten year must apply for an exemption from school from the relevant their local ECIB that their child is seeking an exemption from school by submitting an Exemption from school due to attendance in kindergarten program form to the appropriate departmental regional office by 1 November in the year prior to the child turning 6.
- The kindergarten service must sight the approved exemption form from relevant education authority and note that it has been sighted on the child's enrolment record. Data on the number of children attending Kindergarten who are six years plus, and confirmation that the exemption was sighted for each child, must be provided as part of funding data collection process.
- Children who will turn 6 while attending their second year of Four-Year-Old Kindergarten can be exempted from school if a Declaration of eligibility for a second year of funded kindergarten has been completed by the child's kindergarten teacher.

## Withdrawal/Deferral

Some children who have commenced kindergarten may benefit from withdrawing from the program, in order to access kindergarten in the following year.

- A withdrawal can occur without any impact on government funding for that child's place the following year, only if it is implemented **before** the first funding data collection.

Adapted from the Kindergarten Funding Guide, 2023

## ATTACHMENT 4. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Alfred Nuttall Memorial Kindergarten

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Alfred Nuttall Memorial Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Alfred Nuttall Memorial Kindergarten the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether you child is fully vaccinated for their age.

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

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

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register: [www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
- Better Health Channel website: [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by an AIR Immunisation History Statement. The new application would be considered in line with Alfred Nuttall Memorial Kindergarten's *Enrolment and Orientation policy*.

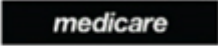
Yours sincerely

[Insert name]

[Insert title]

Alfred Nuttall Memorial Kindergarten

## Example of an immunisation history statement

  
 Australian Government  
 Department of Human Services  


**Immunisation history statement**

**As at:** 01 June 2019

**For:** ARMANDO D BOWERS

**Date of birth:** 01 Nov 2017

**Immunisation status:** up to date

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

## ATTACHMENT 5. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

### Cancellation of Enrolment

Families MUST notify Alfred Nuttall Memorial Kindergarten and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment. Fees will continue to be generated for that place until the Alfred Nuttall Memorial Kindergarten is notified.

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

### Non-attendance

#### Term One

- Families that have accepted a placement and have not completed an enrolment form and not attended the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

#### Families Traveling Overseas

- Families are required to notify Alfred Nuttall Memorial Kindergarten prior to extended periods of travel, and ensure any applicable fees are paid if they wish to return to the service.

#### Non-contactable Families

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