

Early Learning

Enrolment and Orientation Policy

Policy Statement

Uniting Early Learning is committed to:

- 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 enrolment form (*Form 8.2*) **must** be completed and returned 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.

Current Environmental Context

Kindergarten services (Victoria)

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/Licensee 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 *General References and Sources*).

Early Start Kindergarten (Victoria)

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

DOCUMENT TITLE & NUMBER	ENROLMENT AND ORIENTATION POLICY			
Content Owner	Uniting Early Learning – Head of Early Learning			Page 1 of 3
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 008
Date Published	09/10/2018	Revision Due Date	25/04/2019	

Other service types

Childcare services providing approved care (*refer to Glossary*) must abide by the *Family Assistance Legislation Amendment Act 2017* (*refer to Legislation and standards*) and the Commonwealth Government’s priority for allocating places in child care services (*refer to Reference and Sources*), effective 2 July 2018.

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*.)

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: Childcare Enrolment Procedure (*managed by Uniting*)

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

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

Attachment 8g: Enrolment Management by Locations

Attachment 8h: Enrolment Management by Local Government

All forms are available on the Intranet ([Click here](#))

Form 8.1: Expression of Interest form

Form 8.2: Enrolment form

Form 8.3: Letter for parents without acceptable immunisation documentation.

DOCUMENT TITLE & NUMBER	ENROLMENT and ORIENTATION POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning		Page 2 of 3
Document Author	EL Practice Manager	Document Version	V 4.0
Date Published	09/10/2018	Revision Due Date	25/04/2019

Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania (Approved May 2017).

- *Acceptance and Refusal of Authorisations Policy*
- *Access and Equity Policy-L2*
- *Complaints and Grievances Policy-L3*
- *Fee Policy*
- *Inclusion and Diversity Policy-L1*
- *Privacy and Confidentiality Policy-L2*
- *Dealing with Hygiene and Infectious Disease Policy*
- Australian Childhood Immunisation Register:
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/>
- *Children’s Services Act 1996*: Section: 26
- *Children’s Services Regulations 2009*: Regulations: 28, 31, 32, 33, 34, 35
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- Immunisation enrolment toolkit for early childhood education and care services:
<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit>
- *Kindergarten Funding Guide*:
<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 (0-12 years)* October 2014. Standard 15.4
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Authorisation

This policy was adopted by Uniting Early Learning on: 09/10/2018

Review

This policy to be reviewed by: 25/4/2019

DOCUMENT TITLE & NUMBER		ENROLMENT and ORIENTATION POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning			Page 3 of 3
Document Author	EL Practice Manager	Document Version	V 4.0	Policy No. 008
Date Published	09/10/2018	Revision Due Date	25/04/2019	