

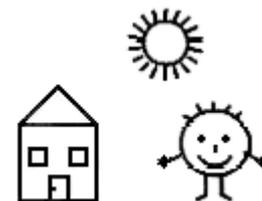
ESTRELLA

Pre-School Incorporated
32 Chamberlain Street, Ashburton 3147

(ABN 45592822309)

Phone: (03) 9885 5398

Website: www.estrella.vic.edu.au



ENROLMENT AND ORIENTATION POLICY

AUTHORISATION

Originally Adopted: October 1999

Most Recent Amendment: November 2020

REVIEW DATE

Review annually

Next review: November 2021

PURPOSE

This policy outlines:

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

POLICY STATEMENT

1. VALUES

Estrella Pre-School is committed to:

- equal access for all children, based on the criteria set out in the Boroondara Kindergarten Central Enrolment Scheme Enrolment Policy
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

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

3. BACKGROUND AND LEGISLATION

Background

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

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Funding Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Estrella Pre-School is part of the Boroondara Kindergarten Central Enrolment Scheme (BKCES) – a system for processing kindergarten enrolments. BKCES manages enrolment applications and the offer of places for both three and four year kindergarten, and the eligibility and priority of access criteria (see Attachment 1).

Estrella Pre-School has signed a Memorandum of Understanding (MOU) with the Boroondara City Council. By signing this agreement Estrella Pre-School has agreed to abide by the BKCES Enrolment policy.

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

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*

- *National Quality Standard*, Quality Area 6: Collaborative Partnerships with Families and Communities
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
Commonwealth Legislation – Federal Register of Legislation:
<https://www.legislation.gov.au/>

4. DEFINITIONS

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

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

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

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. Where a proposed Authorised Nominee is younger than 18, families must discuss this with the group teacher.

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

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

Committee Loyalty: Estrella operates a Committee Loyalty as part of the selection criteria. This means that Estrella adheres to the BKCES selection criteria, however, when all other criteria are equal (e.g. 3 to 4 continuity, siblings, proximity, etc) the child of the Committee or Subcommittee member will be allocated before the child of the non-committee member. Parents who have

served a full year on the Estrella Committee, or a Subcommittee, within the last five years (or are a current Committee or Subcommittee member) are eligible for this Committee Loyalty. In the case where more than one parent has served, or a parent has served for more than one year, the Committee Loyalty is the same as that for one parent who has served for one year (i.e. no additional loyalty for more than one parent or length of service). Parents who qualify for Committee Loyalty should complete the relevant section on the BKCES Application Form to indicate that they are eligible for it. The Estrella Enrolment Officer will provide BKCES with a full list of eligible Committee and Subcommittee Members who have served over the past 5 years.

Deferral: Deferrals must be applied for in accordance with the BKCES Enrolment Policy. Please refer to the BKCES Enrolment Policy for the current definition of deferrals.

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

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

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

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

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service subject to legal obligations to disclose it.

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

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- BKCES Enrolment Policy: see
<https://www.boroondara.vic.gov.au/community-support/children-and-families/kindergarten> for a link to the "BKCES central enrolment policy"
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au
- *Guide to the National Quality Standard*: www.acecqa.gov.au

- *Priority for allocating places in child care services:*
<http://education.gov.au/priority-allocating-places>
- *The Kindergarten Funding Guide (Department of Education and Training):*
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service:*
<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

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

PROCEDURES

The Approved Provider is responsible for:

- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program

- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and early childhood teachers are responsible for:

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

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required

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

Parents/guardians are responsible for:

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

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

EVALUATION

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

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

ATTACHMENTS

- Attachment 1: Eligibility and priority of access criteria as per BKCES Enrolment Policy as at 13 September 2018 (Please refer to current version of BKCES Enrolment Policy for latest updates on this information)
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

Policy considered and accepted by Management Committee	_____
Date:	_____
Policy considered and accepted by Staff	_____
Date:	_____

ATTACHMENT 1

**Eligibility and priority of access criteria as per BKCES Enrolment Policy as updated May 2019.
(Please refer to current version of BKCES Enrolment Policy for latest updates on this information)**

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

As Estrella Pre-School participates in a central enrolment scheme – the Boroondara Kindergarten Central Enrolment Scheme (BKCES) – the priority of access for that scheme is implemented.

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Funding Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Funding Guide*, available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in *The Kindergarten Funding Guide* available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Other considerations may include date of application, Committee Loyalty (see *Definitions* section) siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

2. Eligibility and access criteria for the three-year-old kindergarten program

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

BKCES determines eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- Committee Loyalty (see *Definitions* section)
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning.

3. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by BKCES in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

ATTACHMENT 2

General enrolment procedures

1. Application for a place (via BKCES)

- Estrella Pre-School is a participating member of the Boroondara Kindergarten Central Enrolment Scheme (BKCES).
- Please refer to the *BKCES Enrolment Policy* for information on how to apply for a kindergarten place, what fees are involved, important dates to know (including closing dates for applications), procedures for changing preferences, applying for a second year of funded kindergarten, allocation of places, offer of places, eligibility and access to the program, selection criteria, and more.

2. Offer of places (via BKCES)

- Please refer to the BKCES Enrolment Policy for information on how places are allocated, stated eligibility and priority of access criteria, how offers (including second-round and subsequent-round offers) are provided, and the process around all of this
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify BKCES.
- Deferrals must be applied for in accordance with the BKCES Enrolment Policy.
- In the event of a vacancy occurring during the year, the Enrolment Officer will liaise with BKCES in order to fill the position.

3. Finalising Enrolment at Estrella Pre-School

- A deposit fee must be paid to hold the place for the following year (see *Fees Policy*).
- For information about withdrawal of enrolment and information about what happens if fees are not paid, please see the *Fees Policy*.
- In order to be fully enrolled at Estrella Pre-School, all paperwork must be completed prior to commencement. This includes:
 - a deposit paid in accordance with the *Fees Policy*
 - acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered
 - an enrolment and information form provided by Estrella Pre-School
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to *Appendix 4 – Letter for parents/guardians who do not have acceptable immunisation documentation*).

About the immunisation documentation

- The immunisation documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
 - The *Immunisation enrolment toolkit for early childhood education and care services* (search “Immunisation enrolment toolkit”)
 - The Key Dates work form (search ‘Key Dates work form”)
 - Hard copies of the immunisation resources (search “immunisation resources order form”)
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
 - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - That the child has a medical reason not to be vaccinated, or,
 - That the child has been assessed by Estrella Pre-School as being eligible for a 16 week grace period

4. Orientation process (at Estrella Pre-School)

- Upon successful application to Estrella Pre-School, parents/guardians will be sent a Welcome email containing information about fees and enrolment with a link to an online enrolment form. The form collects all the information deemed necessary for the child’s time at Estrella and that required by the DET. They will also be asked to pay a deposit. Both the completed form and the deposit are required in order to confirm their place.
- The parents/guardians will be invited to attend the Annual General Meeting (AGM) to collect an Information Pack that contains information about Orientation sessions, interviews and a timetable for the induction period. If unable to attend the AGM, parents/guardians can arrange with the preschool to pick up the Information Pack at the preschool within a week of the AGM.
- Parents/guardians attend the orientation session with their child. This is an opportunity to discuss specific needs and the Information Pack.
 - Preschool orientation sessions occur during Term 4.
 - If families cannot attend, they are welcome to organise another time to visit.
 - Orientation sessions provide an opportunity to meet staff and other families, to get acquainted with the facilities, have some play time, and to have an introduction to Estrella Pre-School’s guidelines and procedures, including being involved in the “stay, play and help” roster.

- Staff will make a time with families who need to complete a risk minimisation plan / allergy management plan before children start at preschool if this has not been supplied with the enrolment form.
- There is an additional orientation process to ease children into their groups in Term 1 of the new year.
 - The year is started with an introduction interview day, where staff speak to half of each preschool group at a time, and parents/guardians stay. One by one, staff have a short interview with parents/guardians to talk about their child.
 - The first few sessions of Term 1 are “staggered” sessions, with session groups divided into two groups to make them smaller, and each half-group attends only a half-session. This allows children to begin forming a bond with staff and other children, to settle in smoothly, and to have a positive start to the year.

ATTACHMENT 3

Sample Enrolment Application Form

Please note: Initial applications are done via the Boroondara Kindergarten Central Enrolment Scheme (BKCES). Once a place has been allocated the details of the child are provided to Estrella Preschool who in turn will request that the parent/guardian complete an online enrolment form. A sample of the information collected in the enrolment form is below.

Estrella Pre-School

Complete this enrolment application form and:

- enclose a copy of the child's birth certificate or suitable evidence of the child's birth date
- enclose proof of address (eg copy of drivers licence, rates notice or electricity, gas or water bill)
- pay the deposit, which is not refundable but is reimbursed in term 4 of the year attending.
-
- notify the service of any changes to your address or other relevant information by contacting admin@estrella.vic.edu.au or a group teacher.

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered tentative places will be asked to provide immunisation documentation to Estrella Preschool that shows that their child's immunisations are up to date for their age or that an exemption applies.

Confirmation of places is finalised after the documentation has been assessed that the child is up to date or that the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or that the child has a medical reason not to be vaccinated or that the child has been assessed as being eligible for a 16 week grace period.

Further information on immunisation requirements for enrolment in early childhood services is available on the State Government's [Better Health Channel](https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play) at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

This application is for my child to attend Estrella Pre-School in .

This application is for a second year of funded kindergarten Yes No

If yes, please attach a copy of the relevant paperwork.

Child's family name:

Child's given names:

Date of birth: ____/____/____

Male

Female

Parents'/guardians' names:

Address: _____ Postcode: _____

Telephone number: (Home) _____ (Business) _____

(Mob) _____

Language/s spoken at home:

Kindergarten Fee Subsidy

DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

Health Care Card

Pensioner Concession Card

DVA Gold Card

Bridging Visas A–F

Temporary Protection/Humanitarian Visas 447, 451, 785 or 786

Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

Refugee and Special Humanitarian Visas 200–217

Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Estrella Preschool by the

.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at:

www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx

Children with additional needs

Does your child have additional needs?

Yes No

If yes, please specify:

You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.

Is your child registered with a specific support service/agency?

Yes No

Name of support service/agency:

Signature of parent/guardian:

Date:

ATTACHMENT 4

Sample letter for parents/guardians without acceptable immunisation documentation

Estrella Pre-School

[Address]

[Date]

Dear [Name]

Re: Enrolment at Estrella Preschool for

I am contacting you regarding your tentative place for [insert child's name] at Estrella Pre-School in the [3 year old or 4 year old program] in [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 acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [name of child] by the due date, we are unable to confirm a place at our service for 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
- [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>

Should you wish to re-apply for a place for [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 Estrella Pre-School's Enrolment and Orientation policy.

Yours sincerely

[Name]

[Title]

Estrella Pre-School