Wyndham City Early Education and Care Services

Kindergarten

2018

Four Year Old Kindergarten Enrolment Information Booklet

Make sure you also pick up a copy of the Enrolment Application Form, which includes the 2018 Timetable.

wyndhamcity
city.coast.country

www.wyndham.vic.gov.au
Acknowledgement of Country

Wyndham City Early Education and Care Services would like to acknowledge the people of the Kulin Nation as the traditional custodians of the land where we deliver Kindergarten programs and pay respect to their Elders past and present. We further recognise that Aboriginal and Torres Strait Islander people have been nurturing and teaching children on this land for many thousands of years, we honour and respect that role.
Introduction

Wyndham City provides Kindergarten programs throughout the municipality, with the number of services expanding over time to accommodate a growing population. Kindergarten programs are also provided by many Long Day Care Services in Wyndham.

In 2018, programs will operate from 26 Council-owned Kindergarten sites. This information booklet is designed to provide a handy reference guide to help you through the process of enrolling your child in one of those programs for Kindergarten in 2018. The Kindergarten enrolments team can also provide you with the contact details for other kindergarten service providers.

What is Kindergarten?

Kindergarten is a unique play based learning environment that promotes children’s learning and development through experimentation, trial and error, watching, listening and participating. It is provided as part of a sessional Kindergarten program and can also be incorporated into a Long Day Care program. Kindergarten programs are designed to improve your child’s development in the following key areas:

- Language, literacy and numeracy skills, such as reading stories and counting objects;
- Independence and self-confidence;
- Social skills, like how to play with other children in a calm, sharing and rewarding way;
- Self-awareness and respect for others;
- Emotional skills, such as understanding their own feelings and those of others;
- A joy for learning and group activities, such as talking, singing, dancing, drawing and making things together with other children their own age;
- Ability to make new friends;
- Exposure to new ideas and concepts.

When is My Child Eligible for Kindergarten?

Children are eligible for a State-funded year of Kindergarten in the year before they go to school. In Victoria, a child cannot attend more than one State Government funded Kindergarten program at the same time.

Your child must be four years of age by 30 April in the year that they are to attend Kindergarten.

<table>
<thead>
<tr>
<th>Child’s Date of Birth</th>
<th>Eligible Year</th>
</tr>
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<tbody>
<tr>
<td>01/05/2013 – 30/04/2014</td>
<td>2018</td>
</tr>
<tr>
<td>01/05/2014 – 30/04/2015</td>
<td>2019</td>
</tr>
<tr>
<td>01/05/2015 – 30/04/2016</td>
<td>2020</td>
</tr>
<tr>
<td>01/05/2016 – 30/04/2017</td>
<td>2021</td>
</tr>
</tbody>
</table>
How Do I Know if My Child is Ready for Kindergarten?

Your child does not have to attend Kindergarten as soon as they are eligible if you feel they might not be ready.

Some indicators you may wish to consider when thinking about sending your child to Kindergarten include:

- Are they able to actively join in other children’s play?
- Can they separate easily from me?
- Are they able to express their needs clearly and be understood?
- Are they able to manage the equipment and playground at Kindergarten?
- Do they have stamina to attend a full Kindergarten session?
The Kindergarten Program

Kindergarten programs are planned and implemented by a trained Early Childhood Educator, Diploma Qualified Educator and qualified co-workers in both Wyndham City Council Kindergartens and Long Day Care Centres. The Kindergarten program aims to extend the child’s development and education, using routines and play-based experiences appropriate for children’s unique and holistic development.

The curriculum content is developed using the interests and developmental needs of each child and its prime focus. The curriculum is guided by the approved Early Years Learning and Development Frameworks and the National Quality Framework to achieve the five key learning outcomes of:

- Children have a strong sense of identity;
- Children are connected with and contribute to their world (community);
- Children have a strong sense of wellbeing;
- Children are confident and involved in learns (learning);
- Children are effective communicators (communication).

The outcomes provide a shared language for all Early Childhood professionals and families to use when planning for children’s learning and development, which allows for continuity when your child transitions from Kindergarten to school.

Universal Access/Timetable Options

Universal Access to Early Childhood education ensures that a quality, Early Childhood education program is available for all children in the year before full time school. Wyndham City offers families a range of Kindergarten programs delivered by a qualified Early Childhood Educator for 15 hours per week or 600 hours a year.

The ongoing provision of 15 hours of Kindergarten per week is subject to Federal and State Government funding with a decision to be made in the middle of 2017. Depending on this decision, programs may be changed to 10 hour of Kindergarten per week, and as such a new timetable will be released.

We ask for your help to campaign to the government and ensure this essential funding reaches our children. To sign the petition, please follow this link: http://thismatters.org.au/kindercuts

Please refer to the 2018 Timetable attached to the Enrolment Application Form to determine which options best suit you.

Ratios

In 2018, groups will vary in size according to licensed capacity, up to a maximum of 33 children with a 1:11 Staff/Child ratio. Please note that some groups incorporate a team teaching model, where more than two Educators work together to deliver the Kindergarten program.
## Kindergartens

Wyndham City owns and manages the central enrolment for the following Kindergartens.

*NB: Educators at Council Kindergartens may change from year to year.*

<table>
<thead>
<tr>
<th>Centre</th>
<th>Address</th>
<th>Phone</th>
<th>Mel Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamanda*</td>
<td>21 Prudence Parade, Point Cook</td>
<td>8353 1722</td>
<td>207 H10</td>
</tr>
<tr>
<td>Arndell Park</td>
<td>29-49 Federation Boulevard, Truganina</td>
<td>8734 8900</td>
<td>203 E9</td>
</tr>
<tr>
<td>College Road</td>
<td>34 College Road, Werribee</td>
<td>9741 2128</td>
<td>206 A9</td>
</tr>
<tr>
<td>Dr Charles Prouse</td>
<td>5 Osterley Street, Werribee</td>
<td>9741 2551</td>
<td>205 J10</td>
</tr>
<tr>
<td>Featherbrook</td>
<td>33-35 Windorah Drive, Point Cook</td>
<td>8353 4050</td>
<td>207 E7</td>
</tr>
<tr>
<td>The Grange</td>
<td>260-280 Hogans Road, Hoppers Crossing</td>
<td>8742 8700</td>
<td>202 C9</td>
</tr>
<tr>
<td>Heathdale</td>
<td>55-57 Kookaburra Road, Hoppers Crossing</td>
<td>9741 6486</td>
<td>206 C4</td>
</tr>
<tr>
<td>Iramoo</td>
<td>60 Honour Avenue, Wyndham Vale</td>
<td>9741 1742</td>
<td>205 A7</td>
</tr>
<tr>
<td>Jamieson Way</td>
<td>59 Jamieson Way, Point Cook</td>
<td>9395 7922</td>
<td>207 J6</td>
</tr>
<tr>
<td>Karobran</td>
<td>64 Spring Drive, Hoppers Crossing</td>
<td>9748 7466</td>
<td>202 G12</td>
</tr>
<tr>
<td>Little River</td>
<td>22 River Street, Little River</td>
<td>5283 1222</td>
<td>200 C5</td>
</tr>
<tr>
<td>The Manor</td>
<td>186 Werribee Street North, Werribee</td>
<td>9741 4192</td>
<td>205 F6</td>
</tr>
<tr>
<td>Mossfiel</td>
<td>3A Guinane Ave, off Mossfiel Drive, Hoppers Crossing</td>
<td>9749 2997</td>
<td>206 G1</td>
</tr>
<tr>
<td>Penrose</td>
<td>83 Penrose Promenade Drive, Tarneit</td>
<td>8734 4545</td>
<td>202 C3</td>
</tr>
<tr>
<td>Point Cook CLC</td>
<td>1-21 Cheetham Street, Point Cook</td>
<td>9395 8322</td>
<td>207 F3</td>
</tr>
<tr>
<td>Riverdene</td>
<td>28 Parramatta Road, Werribee</td>
<td>9741 6844</td>
<td>205 J4</td>
</tr>
<tr>
<td>Saltwater</td>
<td>153 Saltwater Promenade Drive, Point Cook</td>
<td>8376 5522</td>
<td>208 D11</td>
</tr>
<tr>
<td>Tarneit</td>
<td>150 Sunset Views Boulevard, Tarneit</td>
<td>9748 4399</td>
<td>202 G2</td>
</tr>
<tr>
<td>Tarneit Central *</td>
<td>21-23 Brinbrook Street, Tarneit</td>
<td>8742 2372</td>
<td>202 D2</td>
</tr>
<tr>
<td>Thomas Chirnside</td>
<td>85-95 Walls Road, Werribee</td>
<td>9742 4825</td>
<td>205 D8</td>
</tr>
<tr>
<td>Truganina East ELC**</td>
<td>49 Mainview Boulevard, Truganina</td>
<td>TBA</td>
<td>203 G4</td>
</tr>
<tr>
<td>Vista Way</td>
<td>7 Vista Way, Wyndham Vale</td>
<td>9741 4029</td>
<td>204 K6</td>
</tr>
<tr>
<td>Wilmington</td>
<td>7-13 Wilmington Avenue, Hoppers Crossing</td>
<td>9748 4025</td>
<td>202 A11</td>
</tr>
<tr>
<td>Woodville Park</td>
<td>80 Woodville Park Drive, Hoppers Crossing</td>
<td>9749 3752</td>
<td>206 F3</td>
</tr>
<tr>
<td>Wyndham Vale</td>
<td>86 Manor Lakes Boulevard, Manor Lakes</td>
<td>8734 8966</td>
<td>204 G1</td>
</tr>
<tr>
<td>Yerambooe</td>
<td>55 Maple Crescent, Hoppers Crossing</td>
<td>9748 6321</td>
<td>203 A8</td>
</tr>
</tbody>
</table>

*Not-for-profit community based service provider Early Childhood Management Services (ECMS) manages and delivers the Kindergarten programs at Alamanda and Tarneit Central Kindergartens, which are co-located on school sites.*

**Not-for-profit community based service provider bestchance Child Family Care will manage and deliver the Kindergarten program at Truganina East.

If you wish to visit a Council Kindergarten, please phone the centre to arrange an appointment time. Council only accepts applications for its own Kindergartens as listed above. Funded Kindergarten places are also available in community-based Kindergartens, long day care centres and some private schools. Families who wish to enrol in any of these services can contact those centres directly and can find contact details here [https://www.mychild.gov.au](https://www.mychild.gov.au).
Fees

Application Fee
Families are required to pay a non-refundable Application Fee when submitting their enrolment application form, including applications for a second year of Kindergarten.

Where applications are submitted for twins, triplets or siblings in the same year, a single payment will be accepted, provided the application forms are submitted at the same time.

Kindergarten Term Fees
Kindergarten fees are compulsory and payment must be made by the due date. If fees are not paid by the due date, the Kindergarten place may be suspended or forfeited.

The Kindergarten fee amounts for 2018 are $425* per term.

Once your child is enrolled, you will receive an invoice for the first term. Families who are allocated a place in the first round of enrolments will receive their Term 1 invoice by the end of October.

*This fee is for Wyndham City operated programs. The fees for ECMS and bestchance Child Family Care operated programs can be found on the application form or by contacting them.

Payment Options
Term Fees can be paid in the following ways:

- **In person** - (EFTPOS, cash, credit card, cheque, money order) at;
  - Wyndham City Civic Centre
    - 45 Princes Highway, Werribee
- **By mail** - (cheque or money order made payable to Wyndham City) with a copy of the invoice addressed to:
  - Kindergarten Enrolments - Wyndham City
    - P.O. Box 197, Werribee, VIC 3030
- **Over the phone** - via credit card by calling 9742 0777;
- **Via BPAY** - Reference number for which can be found on your invoice.

Payment Plans
Kindergarten is a very important part of your child’s education. Families experiencing financial hardship can be supported where required, with a payment plan to pay off Kindergarten fees. Please call the Early Education and Care Fee Recovery Officer on 8734 5460 should you wish to discuss a payment plan option.
Kindergarten Fee Subsidy

Each year the State Government provides Council with an annual Kindergarten Fee Subsidy (subject to availability of funds) towards reducing fees for families who meet the following criteria:

The child individually holds, or has a parent or guardian who holds one of the following:
- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Department of Veterans’ Affairs Gold Card or White Card
- Refugee Visa (subclass 200)
- In-Country Special Humanitarian Visa (subclass 201)
- Global Special Humanitarian Visa (subclass 202)
- Temporary humanitarian Concern Visa (subclass 786)
- Protection Visa (subclass 866)
- Emergency Rescue Visa (subclass 203)
- Woman at Risk Visa (subclass 204)
- Bridging Visas A-E

or the child;
- Is identified on the birth certificate as being a multiple birth child (triplet or more)

or the child;
- Is identified by a parent, carer or legal guardian as being Australian Aboriginal and/or Torres Strait Islander

and the family;
- Does not have ‘approved’ Commonwealth Child Care Benefit applied to the fee paid for the time spent in the funded Kindergarten program.

The subsidy amounts offered by the State Government cover the entire cost of a 15 hour group. Therefore, eligible families will not be required to pay fees. An invoice will not be issued to families who receive the Kindergarten Fee Subsidy. Subsidy Card holders must provide a copy of their current Health Care Card, Pension Card, approved Visa or other relevant documentation with their Enrolment Application Form. Eligible families can apply for the subsidy by completing the relevant sections on the Enrolment Application Form and then are credited the subsidy amount towards terms fees. Council must have a current copy of your card to process the subsidy rebate. Please ensure you provide a copy of your new card as soon as your old one expires to ensure you are not invoiced for the full term fees. Any parent or child who becomes eligible for a Health Care Card or Pension Card at any time throughout the year should immediately provide a copy of their new card to Council to gain approval and receive the Government rebates.
Discounts for Multiple Births
Council provides a reduction in Kindergarten Fees for families enrolling more than one child in the same year. These children do not have to be twins, but can be two siblings attending in the same year.
Families with two children will be charged full fees for the first child and the fees for the second child will be halved. Where there is a third or fourth child, these children will not be charged a fee.

Non Payment of Fees
If fees are not paid by the due date, the Kindergarten place may be suspended or forfeited. Council will enforce a debt collection process to recover outstanding fees.
_N.B. Places will not be allocated to children if there is a debt outstanding for the family to Wyndham City Early Education and Care Services._

Child Care Benefit (CCB)
All Wyndham City managed Kindergartens are registered with the Family Assistance Office as a Registered Care provider. This is an Australian Government incentive to pass on a Child Care Benefit (CCB) to families as a reduction in fees. Families should check their eligibility with Centrelink (www.humanservices.gov.au/childcare or call 136 150) prior to requesting a receipt from Council, which can be issued at the end of each term or preferably at the end of the year to make the claim. Families receiving the Kindergarten Fee Subsidy are not eligible for the CCB.
The Enrolment Process

- Collect a Kindergarten Application Form from one of the following:
  - **Wyndham City**
    45 Princes Highway, Werribee
    Monday to Friday between 8.00am - 5.00pm
  - **Council’s website** [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)
    (You will require a printer to print the application form)
  - **One of the following Community Centres**:
    Monday to Friday between 8.30am - 5.00pm
    - **Tarneit Community Learning Centre**
      150 Sunset Views Boulevard, Tarneit
    - **Wyndham Vale Community Learning Centre**
      86 Manor Lakes Boulevard, Manor Lakes
      1–21 Cheetham Street, Point Cook
  - **One of Council’s Kindergartens**

- Complete all relevant personal details on the Enrolment Application Form.
  *N.B. Only parents or legal guardians can sign the Enrolment Application Form. Proof of legal guardianship must be provided with the Enrolment Application Form.*

- Choose your preferences on the sheet provided in number order. Start with number 1 for your most preferred group. You can select up to 4 preferences only. Please note that Council cannot guarantee your first preference of session or location and you should only indicate preferences you would be willing to accept.
  *N.B. Please refer to ‘Filling in your preference’ section of this booklet for an example of how to complete our preferences.*

- Sign and return your completed Enrolment Application Form with the $40 Application Fee and a copy of your child’s birth certificate, immunisation record and other supporting documentation:
  - By email to kinderenrolments@wyndham.vic.gov.au (Once Council has received this, they will contact you by phone to arrange payment of your Application Fee via credit card) In person at the Civic Centre, 45 Princes Highway, Werribee; or
  - By mail to Administration Support Officer, Wyndham City, P.O. Box 197, Werribee, VIC 3030. (Attach a cheque or money order for your Application Fee made out to Wyndham City. Do not send cash.)

  **NB: The application must be submitted by 28 April 2017 to be considered for first round offers, however, Council will continue to accept applications after this date, and you will be included in further round offer.**

- The Central Enrolment System allocates places according to Council’s priority of access criteria (see overleaf for criteria).
- First round offers will be mailed to families by the end of June. You must respond to a first round offer within 7 days to confirm whether you wish to accept the place or would rather wait for a place in another Kindergarten or group.
  *N.B. Parents or representatives must be contactable by Council at all times. Failure to respond may result in the offer being cancelled.*
- If there are no suitable vacancies, your child will remain on a waiting list until a place becomes available at one of your preferences.
- Attendance at Kindergarten in the first week confirms the uptake of your child’s place at that Kindergarten. Failure to attend Kindergarten, or to contact the Kindergarten in your child’s absence, or being un-contactable by the Kindergarten may result in your child’s place being cancelled.
Filling In Your Preferences
See below, two examples of filling in your Kindergarten group preferences.

Responding to an Offer
The Kindergarten Enrolment System allocates places according to the priority of access criteria. If you are allocated a place at one of your preferences, you will receive an email with your offer and you are required to take action by doing one of the following within 5 working days:

- **Accept** – if you are happy with the offer, simply choose to accept it
- **Accept and Wait** – if you receive an offer lower than your first preference, you can accept this place and opt to remain on the waiting list for a higher preference (The cutoff date for Accept and Wait is September. At that point, you will need to accept your current offer or decline the current offer and place your child back on the waitlist)
- **Decline and Wait** – if you do not wish to accept the place you are offered, you may decline the place and remain on the waiting list for your other preferences
- **Cancel** – if you decide you do not wish to attend a Wyndham City Kindergarten at all, you may cancel your application and you will be removed from the waiting list altogether.

If a response to an offer is not received by the due date, your child’s name will be removed from the Central Enrolment System and the place offered to the next family on the waiting list.

Waiting List
Where the system is unable to allocate a child a place, they will be placed on the waiting list until a place becomes available for them at one of your preferences.

A child’s position on the waiting list is constantly changing, depending upon factors such as new applications and whether other families accept places or whether they choose to transfer or cancel and go back on the waiting list.

Priority of Access Criteria
In accordance with The Kindergarten Guide, the Department of Education and Training’s (DET) funding criteria, Wyndham City has developed an enrolment policy that:

- Promotes fair and equitable access to Kindergarten programs;
- Supports all eligible children to access a Kindergarten program, including those who face barriers to participation;
- Does not inadvertently present barriers to participation.
A points-based weighting system is used to allocate places. Preference will be given to enrolments received prior to the first round enrolment closing date in the following order:

- Child is eligible for a second year of funded Kindergarten;
- Sibling/s attended the first preference Kindergarten in the last three years (or it was their first preference);
- Child has attended a three year old program on the same site as the four year old service;
- Home address falls within the same suburb as the first preference Kindergarten;
- Family lives, works, studies or attends child care in Wyndham.

Where two or more children have the same points value, the Central Enrolment System will allocate randomly.

*N.B. Council reserves the right to consider factors such as group size, group dynamics and other special considerations when allocating places to families in order to act in the best interest of all children and families.*

**Late Applications**

Applications submitted after 28 April 2017 are considered late applications and will not be included in the first round of allocations. All applications will be included in subsequent allocation rounds, with a higher priority (or points value) given to applications received by the first round cut off of 28 April 2017.

**Reserved Places for High Priority Children**

DET specifies that enrolment policies must assist children at risk of disadvantage to access a funded Kindergarten program. It defines ‘high priority children’ as follows:

- Children at risk of abuse or neglect;
- Children of Aboriginal and/or Torres Strait Islander descent;
- Children with additional needs, defined as children:
  - who require additional assistance in order to fully participate in the Kindergarten program;
  - who require a combination of services which are individually planned;
  - who have an identified specific disability or developmental delay.

Two places per group will be reserved until the end of October to accommodate ‘high priority children’ who do not receive a place in accordance with the standard priority of access process outlined above.

Wyndham City will endeavour to provide a funded Kindergarten place to all ‘high priority children’. However, this may not be at their preferred Kindergarten group. After these places are released, any vacant reserved places will be made available to eligible families on the waiting list as per the standard priority of access allocation process.
Early Start Kindergarten

Early Start Kindergarten (ESK) provides free Kindergarten to eligible three year old children. Wyndham City may be able to offer eligible children a Kindergarten place in a program for four year olds. Children are eligible for ESK if they are aged three by 30 April in the year they will be attending a Kindergarten program, and:

- Your child is Aboriginal and/or Torres Strait Islander; or
- Your family has had contact with Child Protection (or been referred by them to Child FIRST).

Supporting Documentation

The following documentation must be provided with your Enrolment Application Form.

Proof of Date of Birth

One of the following legal forms of proof of date of birth must be provided:

- Your child’s Birth Certificate;
- Your child’s Passport; or
- If neither of the above can be provided, a copy of your child’s Health Record accompanied by a statutory declaration verifying your child’s date of birth to be true and correct.

Proof of Residency

For residents, proof of residency in Wyndham must be provided in one of the following ways:

- Copy of a Rates Notice (issued within the last 12 months);
- Copy of the relevant building permit if you are moving to Wyndham;
- Copy of a tenancy agreement or utility bill (issued within the last 3 months);
- Copy of a current Health Care Card displaying current address.

Proof of Working, Studying or Using Childcare in Wyndham

For non-residents of Wyndham, enrolment applications can be submitted with some proof of working, studying or using childcare in Wyndham for a minimum of three days per week. Proof can be provided in the following ways:

- Copy of a payslip/letter from employer;
- Copy of a school/university enrolment;
- Copy of a childcare payment receipt or Childcare Benefit letter from Centrelink.

N.B. Other families may apply, but should note that residents, ratepayers or families who work, study or use childcare in Wyndham will be given priority to access Kindergarten places.
Other Relevant Documentation
The following forms of documentation may be provided for ‘high priority children’:

- Referral or letter from Child Protection, Child FIRST/Family Services, Maternal and Child Health Nurse;
- Proof of attendance at Early Start Kindergarten;
- Approval for Kindergarten Inclusion Support Package;
- Referral or letter from a doctor, Early Intervention Service, other specialist agencies, a Maternal and Child Health Nurse or Enhanced Home Visiting Nurse in regard to additional needs or significant medical conditions;
- Child Disability Health Care Card.

Modifications to your Original Application
Families may advise the Administration Support Officer by telephone, in writing or in person as to any change to their original application details. **It is your responsibility to ensure all contact and other details are correct.**

Changes to preferences of Kindergarten groups can be made at any time prior to allocation. You may change all preferences to suit any change in needs.

Cancellations
Families must notify the Early Education and Care Services, Administration Support Officers on 9742 8147 of their intention to leave the service. If the Administration Support Officer is not informed, fees will continue to be generated for that place. Please note that if you cancel your Kindergarten application and subsequently decide to re-enrol, you will need to notify the Administration Support Officers on 9742 8147 to reinstate your application. The application will return to the waiting list and will be processed as a new application, with points assigned according to your status as at your new lodgement date. The normal processing fee will be waived.

Transferring Between Kindergartens within Wyndham
Families wishing to change to another Wyndham City Kindergarten can contact an Administration Support Officer to enquire about vacancies across the service. You may wish to use the Accept & Wait option. Please refer to Page 12 for further information regarding the policy and process for Accept & Wait.
No Jab No Play

The No Jab No Play legislation came into effect on 1 January 2016. Under this new legislation, children will be required to have their immunisations up to date or have an approved exemption in order to commence Kindergarten.

For further information, please visit:


How does this affect enrolling children in Kindergarten in 2018?

An Immunisation History Statement from the Australian Childhood Immunisation Register or Immunisation Status Certificate from a medical practitioner must be produced prior to your child commencing Kindergarten showing immunisations are up to date. This is a condition of being able to commence Kindergarten. Evidence of a catch up program can be produced in cases where children are late with immunisations.

Immunisation History Statements can be requested at any time by contacting Medicare:

- phone 1800 653 809 or email acir@medicareaustralia.gov.au
- visit your local Medicare Office.

Wyndham City’s Immunisations Team is able to provide assistance to families obtaining the required immunisation evidence to commence Kindergarten. Wyndham’s Immunisation Officers can be contacted on 9742 0736 or email immunisationteam@wyndham.vic.gov.au

Families who need further assistance completing a Kindergarten Application Form should contact an Administration Support Officer on 9742 8147 or email kinderenrolments@wyndham.vic.gov.au to discuss their individual situation.

Immunisation schedule and catch up programs

A comprehensive childhood immunisation service is provided by Wyndham City and offered free to all children eligible for a Medicare Card. The Immunisations Team is available to discuss your child’s immunisation program and give the required vaccines.

Catch up programs can be tailored for children who are late with immunisations. Children from overseas can have their records transferred to the Australian Childhood Immunisation Register. It is preferred that families who wish to discuss transferring records from overseas notify the Immunisation Team before attending as the complexities of overseas immunisation can be time consuming. An appointment is usually made prior to attending a scheduled immunisation session.
Additional and/or High Support Needs

Families should provide detail as of any diagnosed additional needs or medical requirements in the relevant sections of the Enrolment Application Form, and are encouraged to attach any supporting documentation. The Kindergarten Inclusion Support (KIS) offers supplementary assistance to Kindergartens to support the inclusion of children with additional needs in the Kindergarten program. Applications are made by the Kindergarten Educator in consultation with parents, Early Childhood Intervention Agencies and Preschool Field Officers.

Applications for KIS can be made from September of the year prior to the child starting Kindergarten. Please note applications are accepted on a continuous basis.

Preschool Field Officer Service

The Preschool Field Officer (PSFO) program contributes to the provision of a quality Early Childhood program that is able to meet the diverse needs of all children. The PSFO is designed to provide support and professional services. It aims to build the capacity of Early Childhood Educators by working closely with the Educators to provide for the inclusion and participation of children with additional needs.

The Preschool Field Officer (PSFO) program provides one unit of care, up to 11 hours, to eligible children who are attending a Kindergarten program in Wyndham. The PSFO Service is funded by both the Department of Education (DET) and Wyndham City, who manage and deliver the service with no additional cost to families.

The PSFO program defines children with additional needs as children in a funded Kindergarten program presenting with developmental concerns. Developmental concerns may be associated with any area of a child’s development, such as;

- challenging behaviours
- speech, language or communication delays
- social and emotional difficulties
- a diagnosed disability

Please note- children who have a diagnosed disability and are already supported by an early intervention service are not eligible for the service. The Educator should seek inclusion support from the early intervention service provider, not the PSFO.

The PSFO capacity building approach recognises and respects the expertise and ongoing role of the Early Childhood Educator in supporting children’s learning and development by supporting Early Childhood Educators. Support may include:

- information, resources, program strategies, coaching, modelling of specific skills;
- identification of referral pathways;
- contributing to recognising the child’s capabilities as well as their learning and development needs.

How to refer to the PSFO Service

Talk to your child’s Kindergarten Educator about the possibility of a referral being made to the PSFO Service. Please contact the Wyndham City PSFO Service on 9742 8199 if you have any questions or visit [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au) for more information.
Second Year of Funded Kindergarten

It is recognised that some children may benefit from a second year of funded Kindergarten prior to commencing school, and Educators will use guidelines to assess children who may benefit. Your child is eligible for a second year of Kindergarten if your child's Early Childhood Educator has assessed that your child has developments delays in at least two key areas of development and will achieve better outcomes at Kindergarten rather than going to school. The areas assessed by the Early Childhood Educator include:

- self-care- your child’s ability to look after themselves sufficiently;
- ability to speak and/or understand language;
- cognitive (intellectual) development;
- social development – how your child interacts with other children;
- emotional development.

Declaration of eligibility applications are sent to the Department of Education and Training (DET) for second year funding approval.

Where an application for a second year of funded Kindergarten is not approved by DET, the child will not be eligible to enrol for a second year at a Wyndham City Kindergarten.

N.B. Should your child meet the criteria for a second year, a new Enrolment Application Form (different colour for second year children) must be obtained, approved, dated and signed by the Educator for the following year. In order to obtain a second year, parents/guardians must complete the form, provide proof of date of birth and pay the Application Fee. This form must be submitted by the enrolment closing date of 28 April 2017 for first round offers.

Early Entry

Should parents decide to request early entry to Kindergarten for their child, the following requirements must be met:

- the child must be at least 3 years and six months by 30 April in the year they attend the funded Kindergarten program (this aligns with the age requirements for early entry to school);
- parents must make a written request for early entry to school to either the Area Director of the appropriate Department Regional Office or directly to the Principle of a non-government school dependent on whether the child is intending to attend a government or non-government school;
- parents must provide Wyndham City with a copy of the written response from the department or the non-government school acknowledging that you have requested early entry to school.

Please note- Most applications for early school entry are unsuccessful. Children granted early entry to Kindergarten are not eligible for a second year of funded Kindergarten in the following year if the child does not attend school, as specified in the DET funding criteria; and Wyndham City does not accept self-funded applications.
Contact Details
For further information or assistance please contact an Administration Support Officer on 9742 8147 or visit;


Please refer to the DET links below for more information regarding Kindergarten:

- About Kindergarten – This brochure gives parents some general information about Kindergarten and what to expect.

- Choosing a Kindergarten Program – This brochure gives parents information about finding a Kindergarten, questions to ask a service when choosing a program, age of the child when starting Kindergarten, and where to seek assistance when choosing the year for their child to start.