

## 6.02. ENROLMENT AND ORIENTATION

QUALITY AREA 6 | VERSION 8.0

Regulatory Policy & Procedure



### Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



### Purpose

This policy is to ensure that each child's enrolment is completed per the legal requirements and to meet the individual needs of children and families.



### Policy Statement

- Wyndham City Early Education and Care Services (EECS) is committed to the implementation of an effective, efficient enrolment process to manage all kindergarten enrolments.
- Kindergarten enrolments are allocated based on eligibility criteria set by Council in line with the relevant funding agreement.
- EECS has opted into Free Kinder Funding with the State Government. There is an annual registration fee payable for families.
- EECS is committed to being transparent in the process and allocation of places through consistent communication and information sharing.



### 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, and children.

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<b>Responsibilities</b>	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Provide a free kindergarten program to children who turn four years of age by 30 April in the year they will attending.	✓				
Offer at least 600 hours per year to children who turn four years of age by 30 April in the year they will attending.	✓				
Provide a free kindergarten program to children who turn three years of age by 30 April in the year they will attending.	✓				
Offer between 200 and 600 hours per year to children who turn four years of age by 30 April in the year they will attending.	✓				
Ensure all kindergarten programs are delivered by a qualified early childhood teacher.	✓				
Communicate 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.	✓	✓			
Apply the Priority of Access criteria to funded programs at EECS, as described in the Department of Education's [DE] <b><i>The Kindergarten Funding Guide</i></b> .	✓	✓	✓		
Communicate and provide advice to families regarding the best time to commence kindergarten for children born between January and April.	✓	✓	✓		✓
Support inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> <li>• Early Start Kindergarten</li> <li>• Early Start Kindergarten extension grants</li> <li>• Access to Early Learning</li> <li>• Second year of funded four-year-old kindergarten</li> </ul>	✓	✓	✓		
Support families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption.	✓	✓	✓		
Provide communication to families explaining how they can only access one funded kindergarten program per child, per year.	✓	✓			
Receive written confirmation from families confirming they are attending one funded kindergarten program per child, per year.	✓	✓		✓	
Consider 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.	✓	✓	✓		
Work with the families to obtain an alternate form of identification if a birth certificate or other official documentation is not available.	✓	✓		✓	
Comply with the <b><i>Inclusion and Equity Policy</i></b> .	✓	✓	✓	✓	✓
Ensure 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.	✓	✓	✓		

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Ensuring families have access to: <ul style="list-style-type: none"> <li>• Parent information handbook</li> <li>• Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</li> <li>• Fees Policy</li> <li>• Privacy Statement</li> <li>• Code of Conduct Policy</li> <li>• Acceptance and Refusal of Authorisations</li> <li>• Dealing With Medical Conditions</li> <li>• Incident, Injury, Trauma and Illness</li> </ul>	✓	✓	✓		
Appoint a person to be responsible for the enrolment process and the day-to-day implementation of this policy.	✓				
Respond to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required.	✓	✓	✓		
Where applicable; consider access and inclusion for children experiencing vulnerability/disadvantage in the allocation of places at the service.	✓	✓			
Where applicable, provide families with consistent and transparent communication on waitlist management processes.	✓	✓			
Comply with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information.	✓	✓	✓	✓	✓
Provide 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.	✓	✓	✓		
Seek 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.	✓	✓	✓	✓	
Ensure 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.	✓	✓	✓	✓	
Provide 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.				✓	
Assess the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit 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 <b>16-week grace period</b> .	✓	✓	✓		
Ensure that only children whose <b>AIR Immunisation History Statements</b> have been assessed as being acceptable or who are eligible for the grace period have confirmed places in the program.	✓	✓	✓		

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Advise parents/guardians who do not have an AIR Immunisation History Statement 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.	✓	✓	✓		
Take reasonable steps to obtain an up-to-date AIR Immunisation History Statement from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending.	✓	✓	✓		
Complete the enrolment record prior to their child's commencement at the service and providing all associated enrolment documents and AIR Immunisation History Statement of their child's immunisation status.				✓	
Where a child is eligible for the 16 weeks grace period, ensure that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement to the service.				✓	
Take reasonable steps to obtain an up-to-date AIR Immunisation History Statement from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval.	✓	✓	✓		
Ensure all <b>authorised nominees</b> have been completed on the <b>enrolment record</b> as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation.	✓	✓	✓	✓	
Ensure that the enrolment record, both digital and/or hard copy, complies with legislative requirements and that it effectively meets the management requirements of the service.	✓	✓	✓		
Ensure that enrolment record is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding because of changed circumstances.	✓	✓	✓	✓	
Ensure that enrolment records are kept confidential and 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.	✓	✓	✓		
Discuss the individual child's needs with parents/guardians and develop an orientation program to assist them to settle into the service.	✓	✓	✓		
Review the orientation processes for new families and children to ensure the objectives of this policy are met.	✓	✓	✓	✓	
Ensure 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, 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 <b>National Law: Section 167</b> .	✓	✓	✓	✓	✓
Take reasonable steps to contact non-attending families prior to the cancellation of their enrolment. <i>(Refer to Process 6.3.2)</i>	✓	✓	✓		
Review enrolment applications to identify children with additional needs.	✓	✓	✓		

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Discuss support services for children with parents/guardians, where required such as Pre School-Field Officer, Early Intervention Programs, and Maternal Health Services.	✓	✓	✓	✓	
Develop 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>	✓	✓	✓	✓	
Read and comply with the <i>Enrolment and Orientation Policy</i>	✓	✓	✓	✓	✓
Update information by notifying the service of any changes as they occur, for example if the child or family becomes known to Child Protection.				✓	
Notifying EECS in writing [where possible] if they wish to cancel their enrolment.				✓	
Advise teaching team/Team Leader at the service of any planned or unexpected leave resulting in child not attending the service for longer than 2 (two) weeks.				✓	



### Definitions

The terms defined in this section relates specifically to this policy.

**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.

**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.

**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

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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.

**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.

**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 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.

**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.

**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.

**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 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.



### 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)

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- 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)



### Related Appendices & Documents

- Process 6.3.1 – Eligibility and priority of access criteria for 3 and 4-year-old funded kindergarten program
- Process 6.3.2 - Cancellation of enrolment and non-attendance
- Process 6.3.3 - General kindergarten registration and enrolment procedures
- Appendix 6.3.1 - Letter for parents/guardians without acceptable immunisation documentation



### Related Policies

- Acceptance and Refusal of Authorisations
- Delivery and Collection of Children
- Dealing with Compliments and Complaints
- Dealing with Infectious Disease
- Dealing With Medical Conditions
- Fees
- Incident, Injury, Trauma, and Illness
- Inclusion and Equity
- Privacy and Confidentiality



### Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
5	A2340466	Minor Changes - wording	25/09/2018	KK 22/01/2019	2021
6	A4006781	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards.	12/05/2023	TP	2025
7	A4673727	Minor changes – processes removed; wording changed. Policy format updated.	21/06/2023	TP	2025
8	A4673727	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	23/06/2025	TP <i>T. Papaicamov</i>	June, 2025