

Enrolment – Kindergarten & Early Learning Centres

Please ensure you refer and adhere to the requirements of Operations 2.7 Immunisation and Exclusion Policy

Kindergarten

A range of selection criteria is used by services in selecting children for a kindergarten program. Inclusion of [vulnerable children is a priority for ECMS services \(insert link to policy 7.6\)](#).

Some services operate their own system of enrolment while others participate in a local government central enrolment system.

For each enrolment an application form needs to be completed. A copy of the child's birth certificate and immunisation certificate must accompany all applications.

The closing dates for enrolment applications vary in each service. The date of enrolment will be on each services individual enrolment form.

Applications received after the closing date will go to the end of the waiting list and will be allocated places if available, in accordance with the date of receipt of the application. (Earliest date first.)

Places will be allocated to eligible children who are on the waiting list in accordance with the selection criteria of the service and local government central enrolment processes. Applicants who have been successful will be notified and provided with an individual service Enrolment Form to complete prior to their attendance.

Parents are encouraged to notify the service if their child has additional needs in order to assist with forward planning and priority of access guidelines.

Places will not be allocated to children until any substantial debt owed by the family to the service is paid, or a payment plan is agreed to between the family and ECMS.

Where the service provides more than one four or three-year-old group, places within the groups will be allocated on acceptance of a place at the service by the criteria of that service.

Applicants who have been unsuccessful will be informed and placed on a waiting list.

Children assessed by the Specialist Children's Services team as having additional developmental needs may access a second year of funded kindergarten.

Parents/guardians of children applying for a second year of funded kindergarten will need to submit an Enrolment Application Form for a second year. This needs to be clearly marked 'Second Year'.

A copy of each child's immunisation status needs to be included with the enrolment form as per the [Operations 2.7 Immunisation insert link](#).

Important

Please refer to:

- 7.7.1 - ECMS enrolment form
- 7.7.2 - 4 year old Kindergarten Application process Information - Manningham City Council
- 7.7.3 - 4 year old Kindergarten Application process- Manningham City Council
- 7.7.4 - 3 year old kindergarten Application process information - Manningham City Council
- 7.7.5 - 3 year old kindergarten Application process - All services
- 7.7.6 3 year old Kindergarten and 3+ Activity Program Application Information - Wyndham Region
- 7.7.7 - 3 year old Kindergarten Application Information - all services

Early Learning Centres

Enrolment applications for children to attend the service from parent/guardians will be accepted at any time.

Some centres also have LGA central enrolment systems.

A separate enrolment form must be completed for each child and enrolment forms are available from the service. **Enrolment forms must be updated annually for each child.**

A copy of each child's immunisation status needs to be included with the enrolment form as per the Operations 2.7 Immunisation and exclusion policy and procedure.

Allocation of places

- Places will be allocated to eligible children who are on the waiting list in accordance with the selection criteria of the service and local government central enrolment procedures.
- If there are no suitable vacancies, the child / children's details will be placed on a waiting list.
- Parents/guardians, who do not wish to accept the offer of a place, or withdraw their application, will be required to notify the centre as soon as possible.
- Once a family has accepted a place at the service they are required to pay two weeks fees in order to secure the place. Families are then expected to keep the fees 2 weeks in advance at all times.
- A notice period of two weeks is required if a family wishes to cancel a place. The original 2 week bond be used for this last 2 weeks of fees.
- Parents are encouraged to notify the service if their child has additional needs in order to assist with forward planning and priority of access guidelines.

Policy Created Date	March 2014, Reviewed September 2016
Policy Review Date	September 2018
Sources and Further Reading	Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 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 Public Health Amendment (No Jab, No Play) Act 2015

	<p>SD 4.13 Immunisation & exclusion policy and procedure Standard 6.1: Respectful and supportive relationships with families are developed and maintained Element 6.1.1: There is an effective enrolment and orientation process for families</p> <p>No Jab, No Play website</p>
Related to NQS Q.A	2,6,7