

Policy Name:	Enrolment and Orientation policy
Date Created:	July 2011
Date Last Reviewed	August 2018
Created By:	The Committee of Management and Staff
Authorised By:	Committee of Management
Review Responsibility:	The Committee of Management and Staff
Review Date:	August 2021

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Sherbourne Preschool
- the process to be followed when enrolling a child at Sherbourne Preschool
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Sherbourne Preschool
- 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

• VALUES

Sherbourne Preschool is committed to:

- equal access for all eligible children
- 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.

• SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Enrolment Secretary, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Sherbourne Preschool.

• 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 Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

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
 - a) Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - i) Element 6.1.1: There is an effective enrolment and orientation process for families
- *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/>

• 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.

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.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

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*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

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 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.

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

Weighting: Allocation points applied to each enrolment based on the enrolment circumstances and preferences outlined in Attachment 1, section 3.1

• SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register:
www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *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 Guide (Department of Education and Training)*:
www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services 2015*:
www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit

- Victorian Department of Health: www.health.vic.gov.au/immunisation
- Banyule City Council's Central Registration Policy: <https://www.banyule.vic.gov.au/Services/Community-Services/Children/KindergartensPreschools>

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:

- determining the criteria for priority of access to programs at Sherbourne Preschool based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- 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 (Enrolments Secretary) 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 person responsible for the enrolment process, the Enrolment Secretary, is accountable for the following:

Four year old year

- advising people in regards to the 4 year old application process through Banyule City Council
- offering places in line with Banyule City Council's Central Registration Policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- Offering group allocations in the four year old program, that have been determined by the selection criteria outlined in the Sherbourne Preschool's Enrolment and Orientation Policy, Attachment 1 (Eligibility and priority of access criteria).

Three year old year

- maintaining a waiting list
- collecting, and receipting enrolment application fees where appropriate and ensuring they are received by the treasurer.
- offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy
- providing a term report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in an enrolments folder, that is to be kept confidential
- complying with the Privacy and Confidentiality Policy of the service
- providing a summary of the Enrolment and Orientation Policy with all information accompanying enquiry handouts, and ensuring the full policy is available upon request.

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:
 - a) stay with their child as long as required during the settling in period
 - b) 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 Enrolments Secretary, 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*
- applying for their child's four year old, funded year, through the Banyule Council, two years prior to their child's funded year.
- completing the three year old group enrolment application form.
- Completing an 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
- Attachment 2: General enrolment procedures
- Attachment 3: Sample Enrolment Application Form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Sherbourne Prechool on September 7, 2018.

REVIEW DATE: AUGUST 7 2020

ATTACHMENT 1

Eligibility and priority of access criteria

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

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 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 Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.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

Funded places are allocated via a central enrolments system through Banyule City Council. See Banyule City Council Central Registration Policy for eligibility and priority of access criteria: <https://www.banyule.vic.gov.au/Services/Community-Services/Children/KindergartensPreschools>

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, who turn three from The 1st of January - 30th of April, are eligible to attend the three-year-old program, but only when they have turned three. E.g. If a child turns three on the 20th of February, they start their three-year-old year on the 20th of February. Please note that term one fees must be paid in full to secure a place.

Children will only be able to attend a second year of three-year-old kindergarten if it has been agreed upon between both the child's parents/guardian and the child's three-year-old teacher.

The Approved Provider and Nominated Supervisor must determine eligibility and access criteria applicable to the service.

Eligibility and Access Criteria for the 3 year-old program are as follows:

- Priority is given to children recommended by an educator for an additional year in the three-year-old program and to children who have deferred their position from the year prior.
- Offers of place will then be given in order from the earliest date of applications received.

3. Allocation within the four year old groups

3.1 The following factors are considered, in order, when deciding on group allocation

- Gender balance of the groups
- Needs of individual children / 2nd year funded children
- Needs of the group
- Parental wishes
- Relevant paperwork returned on time with up to date immunisation schedule
- Fees have been paid on time, with no outstanding fees from a previous year

After these priority factors are considered, and there still remains too many children within a group, a ballot system will be put into place.

ATTACHMENT 2

General enrolment procedures

1. Application for a place

1.1 Funded four year old program

Applications are made through Banyule City Council central enrolments registration system. For more details visit: <https://www.banyule.vic.gov.au/Services/Community-Services/Children/KindergartensPreschools>

1.2 Three year old program

- Applications for the three year old program are made through Sherbourne Preschool
- Enrolment applications will be accepted any time after the child has been born.
- Enrolment application forms are available online (on the Sherbourne Preschool's Website) or from the centre and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service (including children having a second year of 3-year-old kindergarten and children who have deferred their place to the following year). This includes paying the \$20, non-refundable, application fee.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of the three-year-old program must also submit an enrolment application form for the following year with attached recommendation from the three-year-old teacher.
- A copy of the child's birth certificate must be submitted with all applications.
- An enrolment application fee in line with Sherbourne Preschool's Fees Policy of \$20 must accompany all enrolment application forms. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed enrolment application forms are to be forwarded to Sherbourne Preschool's Enrolment Secretary at sherbourne.enrolments@gmail.com
- Access to completed enrolment application forms will be restricted to the Enrolments Secretary, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after first round offers have been distributed, will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Sherbourne Preschool.

2. Offer of places

2.1 Funded four-year-old program

Banyule City Council is responsible for offering funded four-year-old positions at Sherbourne Preschool. To view Banyule City Council's procedure of offer see: <https://www.banyule.vic.gov.au/Services/Community-Services/Children/KindergartensPreschools>

2.2 Three-year-old program

2.2.1 Letter of Intention

- In June, all children that have applied for a position at Sherbourne Preschool will be sent a **Letter of Intention**, from the Enrolments Secretary. In this letter, families will be asked if they would like to continue with their current application, withdraw their current application or defer their current application. Notice will be given for a current immunisation statement to be submitted with the returned required forms, making it clear that a confirmation of place is not final until immunisation documentation has been received, assessed and found acceptable.

- The 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>:
 - a) The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
 - b) The Key Dates work form (search 'Key Dates work form')
 - c) Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
 - a) 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;
 - b) That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
 - c) That the child has a medical reason not to be vaccinated, or,
 - d) That the child has been assessed by Sherbourne Preschool as being eligible for a 16 week grace period

2.2.2 Offer of Place

- The Enrolment Secretary will advise the parent/guardian with a **Letter of Offer**, in writing (mid July), as to whether a confirmed place has been offered for their child.
- Children who do not receive an initial **Letter of Offer** in July, are to be placed on a waiting list, in order from earliest application and will be notified in this order, if a position is to arise after this date.
- 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).
- Parents/guardians, who do not wish to accept the offer of a confirmed place, or wish to defer their place, are requested to notify the Enrolment Secretary in writing, within two weeks from the Letter of Offer being received.

2.2.3 No response of Offer

- Where the Enrolments Secretary, within the specified timeframe of two weeks, receives no response to an offer of placement, a courtesy email will be made to the family. If there is no response to the email, a final SMS/telephone call will be made to the family, prior to the child's place being cancelled and relocated.

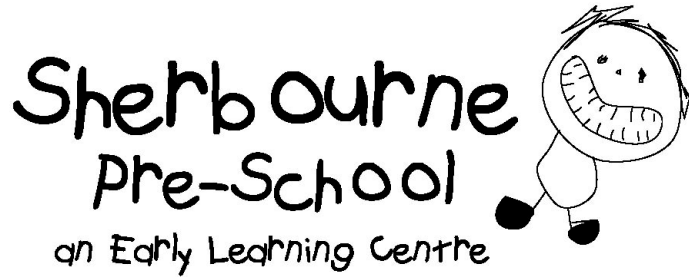
2.2.4 Fees

- A deposit fee of \$150 must be paid in accordance with the Sherbourne Preschool's Fees Policy, within two weeks of the initial Letter of Offer being sent. This is to be paid by direct deposit, to hold the place for the following year. This fee will be deducted from Term one's fees.
- The \$150 deposit is non refundable or transferable for a deferred year.
- Note: Places will not be allocated to children until any outstanding fees owed to the service by the family are paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

2.2.5 Confirmed Place

- Once the \$150 deposit has been confirmed and all relevant forms have been returned to the Enrolments Secretary, the Enrolments Secretary will send a courtesy email to the family officially confirming their child's place.
- Sherbourne Preschool will provide an enrolment form and other relevant information to the family in Mid September, to the parent/guardian.

ATTACHMENT 3
Sample Enrolment Application Form



APPLICATION FORM: 3-YEAR-OLD PROGRAM

I wish to register my child for a place in 20.....

Date.....

CHILD'S

NAME:.....

PARENTS/GUARDIANS'

NAMES:.....

STREET

ADDRESS:.....

SUBURB:.....**POSTCODE:**.....

EMAIL

ADDRESS:.....

CONTACT PHONE NUMBERS:

HOME:.....

MOBILE:.....

CHILD'S DATE OF BIRTH:...../...../.....

***PLEASE SUPPLY A COPY OF YOUR CHILD'S BIRTH CERTIFICATE FOR PROOF OF AGE**

- Does your child have any special needs? (Please circle) YES / NO
If so, please list these needs:

.....
.....

- Have you enrolled your child through Banyule City council for their 4-year-old funded year?
YES / NO.

Do you know you can apply for your child's four year old funded year, two years prior to the year they are eligible to attend? For more information please visit: <https://www.banyule.vic.gov.au/Services/Community-Services/Children/KindergartensPreschools>

- If deferring a three-year-old place please confirm the year you have deferred from, to the year you are deferring to 20 - 20.
- If applying for a second year of three year old kinder, please tick and attach relevant documentation from your child's three-year-old teacher.

Please note that children must be three years of age to addend the three-year-old program. Children who turn three years of age between January and April of the year they are enrolled, can only attend, once they have turned three. Please refer to our Enrolment and Orientation Policy found on our website.

- **All children attending early childhood services are now required to be up to date with their immunisation schedule before commencing at the service. For more information please refer to <https://www2.health.vic.gov.au>:**

Please email this form, your child's birth certificate and a proof of payment of the registration fee of **\$20 (NON REFUNDABLE)** to:

Enrolment Secretary

sherbourne.enrolments@gmail.com

Your child will be registered on our list, from the date all of these forms have been received.

Please make payment via a **Direct Payment into account: SHERBOURNE PRE-SCHOOL ASSOCIATION BSB: 063 185 ACCOUNT: 909555**

***IF PAYING BY DIRECT TRANSFER PLEASE PUT FAMILY NAME IN DESCRIPTION FIELD AND POST COPY OF RECEIPT WITH ENROLMENT FORM.**

Sherbourne Pre-School Association Incorporated.

156 Sherbourne Road, Montmorency, 3094. Telephone: (03) 9439 2992 Facsimile: (03) 9439 2982

ACN: A0007717K ABN: 78605788947

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

Sherbourne Preschool

156 Sherbourne Road

Montmorency, 3094

[Insert date]

Dear

Re: Enrolment at Sherbourne Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Sherbourne Preschool in the [insert 3 year old or 4 year old program] in [insert 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 [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] 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
- [insert 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 [insert 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 Sherbourne Preschool's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

Sherbourne Preschool