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## PURPOSE

This policy outlines:

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

## POLICY STATEMENT

### 1 Values

Plenty Kids Early Learning Centre 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.

### 2 General

- Applicants are expected to support the ethos, identity and purpose, and policies of the College and Plenty Kids Early Learning Centre.
- The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
  - the physical numbers of currently enrolled students;
  - the resources available to cater for the educational needs of students;
  - the willingness of the student and the student's family (where applicable) to comply with the College and Plenty Kids Early Learning Centre's policies and procedures.
- An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
  - relevant information is withheld or information provided is found to be inaccurate; or
  - there is a significant change in the circumstances of a family and/or student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the family involved.
- The College will not unlawfully discriminate against any person in considering whether to make an offer of enrolment.

## 3 Scope

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Plenty Kids Early Learning Centre.

## 4 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, Approved Provider's must adhere to their eligibility and priority of access criteria (refer to *Definitions* and *Attachment 1*) policy in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in *The Kindergarten Guide* (refer to *Sources*), the 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. Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme. Please note that Plenty Kids Early learning centre does not participate in the central enrolment scheme as Plenty Kids Early Learning Centre Enrolment is directly through Plenty Kids Early Learning Centre.

Childcare services providing approved child care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*). Please note that Plenty Kids Early Learning Centre is not an approved child care service and does not receive the Child Care Subsidy (CCS)

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*, including Quality Area 6: Collaborative Partnerships with Families and Communities
- *Public Health and Wellbeing Act 2008* (Vic)

- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

## 5 COLLEGE IDENTITY

- Plenty Valley Christian College (the College) is an independent, co-educational, Kindergarten – Year 12 *College located in a magnificent semi-rural setting.*
- The College is a member of Christian Education National Ltd, a national partnership of Christian school associations whose core values may be summarised:
  - The central positioning of Christian scripture, Christian thinking and a vibrant demonstration of Christian faith in school communities.
  - Christian parents having a determinative and ongoing involvement in setting the educational direction of a school.
  - School partnership in a national community of accountability and support.
  - Sharing the vision of Christian education in the wider community.
  - Education of children for competent and responsible membership of the international community.
  - Training teachers to understand and to teach from a Christian perspective.
- Therefore, at an operational level the College seeks to employ the principles, practices and values of a Christian theology and tradition to underpin and develop all relationships and learning.
- Joining the College community means one is expected to actively participate in learning through curricular and co-curricular activities that involve a Christian understanding of the world. Parents and students should expect to commit themselves to this identity and purpose of the College and participate in ways that make the place better for others.

## 6 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 located on the PVCC website.

**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.

**Applicant/s:** means the person/s set out in the Enrolment Agreement being the legal Parent's and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

**Application for Student Admission Form:** A form to apply for a place at the service. A form that collects contact details, 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.

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

home care. Please note that Plenty Kids Early Learning Centre does not provide day care, therefore it does not receive Child Care Subsidy (CCS).

**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 Application for Student Admission form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. At Plenty Kids Early Learning Centre 18 years is the minimum acceptable age for an authorised nominee.

**Child Care Subsidy (CCS):** A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers. Further information can be found at: <https://www.education.gov.au/child-care-subsidy-0>. Please note that Plenty Kids is not an approved child care provider, therefore it does not receive the Child Care Subsidy (CCS).

**Child or Student:** means the person named in the Enrolment Agreement.

**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 Agreement:** means the Agreement including the terms and conditions of enrolment by which the Applicant agrees to be bound.

**Enrolment 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. A once only non-refundable enrolment fee of \$500.00 (for new families) that is payable upon acceptance of offer.

**Enrolment record:** The collection of documents which contain information on each child as required under the National Regulations (Regulations 160, 161, 162) including the application for student admission form: details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. Enrolment records are stored securely in the service due to their confidential nature.

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

**The Principal:** means the Principal of the College, or the Principal's authorised representative.

**The College:** means Plenty Valley Christian College [ABN 87 670 414 115].

**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 spaces using the criteria outlined in *The Kindergarten Guide* (refer to *Sources*), or if in receipt of the CCS, comply with the Commonwealth Government's policy for allocating places.

## 7 Sources and related policies

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation> Please note that Plenty Kids does not receive the Child Care Subsidy (CCS)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

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

## PRIORITY ORDER OF ENROLMENT

- The College has a limited number of places that can be offered per year level each year. As such, due to the limited places available, applicants may not be offered a place.
- All applicants must submit the Application for Student Admission form fully completed and signed with all information that may be relevant to the provision of an educational program for the student. Applications will only be recorded on the waiting list if the applicant has correctly submitted to the College the Application for Student Admission and all relevant and necessary documentation.
- From Kindergarten onwards, once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the student is formally withdrawn. However movement from Primary to Secondary is confirmed by way of interview of the student in either Year 5 or Year 6.
- At the discretion of the College, some applications may be given preference on the waiting list on the basis of criteria such as:
  - Families that can demonstrate a positive and practical support for the Christian ethos of the College;
  - Siblings of current or past students of the College;
  - Children of full-time ministers or missionaries of recognised Christian churches;
  - Children of past students of the College;
  - Children of current employees of the College.
- The College reserves the right to refuse an application or remove an application from the waiting list without providing a reason if there are reasonable grounds for doing so.
- The College will also take the following into consideration:

- A student's willingness and ability to contribute to the wider life of the College;
- Evidence of positive leadership and positive character;
- The date of lodgement of the Application for Student Admission form providing the family have not been offered previously and deferred to a later entry point.

## PROCEDURES

### Enrolment Procedure:

The enrolment procedure is as follows:

- Families interested in applying for enrolment can obtain a College prospectus and arrange to visit the College.
- Applicants wishing to enrol their child at Plenty Kids Early Learning Centre will commence the application process by completing and submitting the Application for Student Admission form, together with necessary documents including the most recent Immunisation History Statement (IHS), birth certificate and a passport size photo of the child.
- Where there is more than one Applicant, both persons must sign the Enrolment Agreement unless a court order provides otherwise and a copy is given to the College.
- Upon receipt of an Application for Student Admission form:
  - The College will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.
  - Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College. Every effort will be made to give Applicants realistic advice on their child's likelihood of obtaining a place at the College.
  - An interview with the respective Head of Sub-School (or their nominee) is arranged.
  - The child may be required to complete any necessary referrals.
  - Any additional needs are noted and discussed with Applicant/s at the interview. Applicants may be required to provide additional information before the process can continue.
- An application does not guarantee progress to the interview stage of processing by the College, nor does any interview guarantee an offer of enrolment.
- A formal offer of a place at plenty Kids Early Learning Centre may be made, once all required information has been provided.
- If the College offers enrolment, in order to confirm the enrolment place, the Applicants must:
  - Sign and return the Letter of Acceptance provided by the date indicated in the letter;
  - Provide a current Immunisation History Statement (Please note that a child's place being confirmed at Plenty Kids ELC is subject to children that have acceptable immunisation documentation and that immunisations are up to date),
  - Provide a copy of the student's Birth Certificate,
  - Provide a passport size headshot of the child and a
  - Passport or Extract of Entry;
  - (Pay a non-refundable enrolment fee of \$500.00;
  - Pay a holding fee of \$1000.00 (per student). This \$1000.00 fee will be credited to your account in Term 4, on the condition that the child is still enrolled at the College in Term 4. Otherwise, this fee is not refundable. If enrolment commences after the start of Term 3, this fee will be credited in Term 4 the following year.



- It is assumed that students graduating from Year 6 will automatically continue to the Secondary School. No re-enrolment is required. (However, movement from Primary to Secondary is confirmed by way of interview of the student in either Year 5 or Year 6).

### **The Approved Provider or Persons with Management or Control is responsible for:**

- determining the criteria for priority of access to programs at Plenty Kids Early Learning Centre, 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 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 for student admission 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 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 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 application for student admission 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 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 or educators under the Law (Regulation 157).

## **The Nominated Supervisor and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period in consultation with the child's teacher
  - 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 concerning their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

## **All educators are responsible for:**

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

## **Parents/guardians are responsible for:**

- reading and complying with this *Enrolment and Orientation Policy*
- completing a Plenty Kids Application for Student Admission 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.**



## DISCOUNTS

In some circumstances the College may exercise discretion in providing Applicants or current enrolled families with a discount on fees and charges. For instance, discounts may be provided to:

- Students of full-time ministers or missionaries of recognised Protestant Christian churches;

Where a discount is given by the College, the College may, in its complete discretion, annually review the discount given, and is not obliged to offer future or further discounts to the Applicant or current enrolled family in question.

## REASONABLE ADJUSTMENTS

Where information obtained by the College indicates that a child has a disability, the Principal will consult with the child, and his or her family and/or carers, to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the child's disability;
- the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to reasonably access and participate in education and training opportunities on the same basis as students without disabilities;
- information provided by, or on behalf of, the child about his or her preferred adjustments;
- the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the College, staff and other students; and
- the costs and benefits of making the adjustment.

The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a child to enrol in or participate at the college, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College, the College community, the child and the family of the child). This includes (without limitation):
  - costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;

- benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers; and
- the effect of the disability of the child;
- the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
  - the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
  - the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
  - the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- The Principal will discuss with the Applicants and the Student (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- If the Principal is satisfied that it has sufficiently consulted the Applicants and the Student (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

## PRIVACY

The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

## 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 application for student admission form
- Attachment 4: Letter for parents/guardians without acceptable immunisation documentation

## 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](http://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](http://www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx)

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

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

Other considerations may include alignment of the values and philosophy for enrolment between parents and Plenty Valley Christian College, date of application, siblings already enrolled at Plenty Valley Christian College and attendance in the three-year-old program at Plenty Kids Early Learning Centre.

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

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

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

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers

### **3 Allocation within groups**

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

Considerations may include:

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

## Attachment 2

### GENERAL ENROLMENT PROCEDURES

#### 1 Application for a place

- Enrolment applications will be in line with the Plenty Valley Christian College Application closing dates (please refer to the [Enrolments](#) section on the PVCC website for further details).
- Applications for student admission forms are available from the service and on the PVCC website. Parents/guardians information about requirements for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy* is available on the PVCC website.
- To facilitate the inclusion of all children into the program, the Plenty Kids application for student admission form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Completed Plenty Kids Application for Student Admission forms and all relevant information are to be forwarded to the Registrar at Plenty Valley Christian College
- Access to completed application for student admission forms will be restricted to the persons responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on to the waiting list using the eligibility and priority of access criteria.
- Applications received after the PVCC application dates 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 Plenty Kids Early Learning Centre.

#### 2 Offer of places

- Tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of places is not final until immunisation documentation has been received, assessed and found acceptable.
- Plenty Kids Early Learning Centre requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment along with a copy of the child's birth certificate
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the Registrar on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
  - The Immunisation enrolment toolkit for early childhood education and care services (search 'Immunisation enrolment toolkit')
  - The Key Dates work form (search 'Key Dates work form')
  - Hard copies of the immunisation resources ([search 'immunisation resources order form'](#))
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
  - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;

# PKELC ENROLMENT AND ORIENTATION POLICY

Mandatory - Quality area 6

- That the child has a medical reason not to be vaccinated, or,
  - That the child has been assessed by Plenty Valley Christian College as being eligible for a 16 week grace period
- 
- The Registrar advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
  - 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).
  - Offer of places in the three-year-old program/s and the funded four-year-old kindergarten program will be made at the same time.
  - Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Registrar, in writing or send an email to [office@pvc.vic.edu.au](mailto:office@pvc.vic.edu.au) as soon as possible.
  - A once only non-refundable fee of \$500 (for new families) must be paid upon acceptance of an offer, in accordance with the Plenty Kids Early Learning Centre’s Fees Policy. This payment will hold the child’s place for the following year.
  - An additional \$1000 deposit is charged as part payment on term fees. This payment is deducted off the final Term 4 payment.
  - Other relevant information will be provided by the Registrar to the parent/guardian after a confirmed place has been accepted and the fee has been paid.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).



## Attachment 3

### APPLICATION FOR STUDENT ADMISSION

(Complete a separate copy of this form for each child)



Family Code \_\_\_\_\_  
(office use only)

#### STUDENT INFORMATION

Surname: \_\_\_\_\_ Male / Female: \_\_\_\_\_

Given Names: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Application Type:  New Family  Current College Family Language spoken at child's home \_\_\_\_\_

Cultural background of the child \_\_\_\_\_ Cultural background of parents \_\_\_\_\_

As required by: National Regulations: Regulation 184

Enrolment Required for:  3-Year-Old Pre-Kindergarten  4-Year-Old Kindergarten

Is this a second year of 4-year-old Kindergarten for this child?  Yes  No (if yes, and the child attended a funded 4-year-old kindergarten other than Plenty Kids for their first year of 4-year-old kinder, you must provide appropriate documentation from the previous kindergarten.)

Please circle the Group Name (below) you are requesting your child be placed in.

Plenty Kids Early Learning Centre Programs	Group Name	Group's Days
3-year-old Pre-Kindergarten	Joey Group	Tuesday & Thursday
4-year-old Kindergarten	Wallaby Group	Monday, Wednesday & Friday
4-year-old Kindergarten	Possum Group	Wednesday, Thursday & Friday

Residential Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Post Code: \_\_\_\_\_

Is the nominated student an Australian Citizen? YES  NO  or Status of Residency: \_\_\_\_\_

Is the nominated student an Aboriginal or Torres Strait Islander?  YES  NO

Admission sought from: Term: \_\_\_\_\_ in the year: \_\_\_\_\_

Student resides with: both parents / mother / father / guardian; or other: \_\_\_\_\_

Names of siblings for whom later admission is proposed:	3 or 4-year-old kinder:	In the Year:	Date of birth:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## FAMILY INFORMATION

**Parent 1**

**FATHER / MALE GUARDIAN**

**Parent 2**

**MOTHER / FEMALE GUARDIAN**

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Residential Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Preferred Email Address for us to contact you: \_\_\_\_\_ Preferred Email Address for us to contact you: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Telephone (BH): \_\_\_\_\_ Telephone (BH): \_\_\_\_\_

## KINDERGARTEN FEE SUBSIDY

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

- Health Care Card
- Pensioner Concession Card
- DVA Gold Card
- DVA White Card
- Bridging Visas A-F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200-217
- Triplets or Quadruplets
- Aboriginal or Torres Strait Islander

Supporting documentation may need to be sighted on commencement at Plenty Kids Early Learning Centre by the Registrar.

*Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at: [www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx](http://www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx). Please see the Plenty Kids Fees Policy on the College website for more information.*

## A MEMO OF UNDERSTANDING

1. Christian values and principles have given guidance and meaning to generations of people, and this College originated in the desire of the Christian community to provide a formal education in a Christian context. In asking for admission to this College, you are seeking to enter a community that holds the Christian faith as preeminent.

Plenty Valley Christian College operates as a company with a Constitution and Statement of Christian Faith. Copies are available upon request.

2. We have read the Plenty Kids Enrolment and Orientation Policy. (A copy of this is available on the College website)
3. We have read the relevant fee schedule of the College and are able to meet its requirements.
4. Students new to the College enter under an enrolment review period of a College term.

## SIGNATURES

I / We have read and understand fully the Plenty Kids Enrolment and Orientation Policy, a copy of which is available on the College website. In the event of enrolment of my / our child, I / we agree to abide by these conditions, regulations and protocols, and those further published by the College representatives during my / our child's enrolment. I / We warrant that the information provided is true and correct.

I/We understand that students new to the College enter under an enrolment review period of a College term.

Both parents' / guardians' signatures are required unless one parent / guardian is sole custodian.

Father / Male Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Mother / Female Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed application:

**The Registrar, Plenty Valley Christian College, 840 Yan Yean Road, DOREEN 3754.**

*The information on this form complies with the regulations prescribed in the Education and Care Services National Regulations Current version for 1 July 2020 to date (accessed 27 August 2020). Some of the information may be provided to Children's Services as required. A parent or guardian who has lawful authority in relation to the child must complete this form. All enrolment information will be kept on the College/Early Learning Centre premises, and is protected under the College Privacy Policy. This information will not be divulged to another person unless necessary for the care or education of the child, to manage medical treatment of the child, or where expressly authorised by the parent or prescribed in the Education and Care Services National Regulations Current version for 1 July 2020 to date (accessed 27 August 2020).*

## APPLICATION FOR STUDENT ADMISSION ENROLMENT SURVEY

### FROM YOUR FAMILY'S PERSPECTIVE:

How did you come to know about Plenty Kids Early Learning Centre?

Would you understand yourselves to have an active commitment to the Christian faith, and if so, in what ways?

Are you committed to a Christian church through regular attendance? If so, which church?

Are your children involved in activities organised by the church? If so, what activities?

What are your reasons for seeking a Christian education environment?

What are your greatest priorities of an education for your child at Plenty Kids Early Learning Centre?

**Parent 1**

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent 2**

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION FOR STUDENT ADMISSION ADDITIONAL INFORMATION

### Parenting/Court orders relating to the child

#### Part A:

Are there any court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?

No, go to the next section.  Yes, please complete Part B:

#### Part B:

1. Bring the original order/s for staff to sight and copy to attach to this enrolment form;
2. If these orders:

- a) change the powers of a parent/guardian to:
  - authorise the taking of the child outside the service by a staff member of the service;
  - consent to the medical treatment of the child;
  - request or permit the administration of medication to the child;
  - collect the child from the service AND/OR
- b) give these powers to someone else

Please describe these changes and provide the contact details of any person given these powers:

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### Emergency Contacts/Authorised Nominees

There may be times when someone else other than the parents/guardians will need to collect your child from Plenty Kids, or times when an injury or illness occurs and we cannot get in contact with you.

Please specify the names, contact numbers and addresses of those who you consent to:

1. be an authorised nominee (a person who has permission to collect your child from the kindergarten); and
2. be notified of an emergency involving the child if parents cannot be immediately contacted; and/or
3. consent to medical treatment of, or authorise administration of medication to your child where you are unavailable to provide such consent; and/or
4. authorise a Plenty Kids educator to take your child outside the School grounds (i.e. an excursion) where you are unavailable to provide such consent

**Please do not list the parents/guardian's details here.** In the table below, please list the names (and contact details) of the person/s you are giving permission to be an authorised nominee.

Person 1		Person 2	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H:	Telephone:	H:
	M:		M:
	W:		W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds	This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds

Person 3		Person 4	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H: M: W:	Telephone:	H: M: W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds	This person is authorised to (please ✓ any/all that apply):	<input type="checkbox"/> Collect the child on my behalf <input type="checkbox"/> Be contacted in an emergency <input type="checkbox"/> Consent to medical treatment or administration of medication <input type="checkbox"/> Authorise Plenty Kids staff to take the child on excursions outside the College grounds

## CHILD INFORMATION

### Health Information

Name Doctor \_\_\_\_\_ Telephone: \_\_\_\_\_

Address Doctor/Medical Service: \_\_\_\_\_

Medicare number: \_\_\_\_\_ Position number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Private Health fund: Membership number: \_\_\_\_\_

Ambulance subscription number: \_\_\_\_\_ or included in health insurance cover:  Yes  No

Is there anything about the child seeking admission that should be brought to the attention of the College?  
(For example: particular talents, cultural, religious requirements, support programs, social skills, referrals, English as a second language etc.).  Yes  No

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Does your child have any condition which may require additional support such as a developmental delay or disability including intellectual, sensory or physical impairment?  Yes  No

If yes, please provide details, and where applicable, provide copies of any reports pertaining to these conditions. If you require more space, please attach a separate sheet.

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### Specific Medical Conditions

Please indicate if your child has one of the medical conditions listed below, and if it is regarded as Moderate or High severity. For any conditions indicated below the school requires a Management Plan completed by you and the family doctor. Please note that all students with asthma and/or anaphylaxis require an Action Plan that is updated annually; it is the parents/guardians' responsibility to ensure this occurs.



(Please Note: For the purpose of safety, Care Plans/Action Plans/Management Plans including photo identification will be placed in each room at Plenty Kids ELC and around the College. Current templates for these are available from the PVCC office.)

		Moderate Severity	High Severity	Management/Action Plan attached?
Anaphylaxis	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details:				
Does your child have any <u>low</u> severity medical conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details including management of the condition: If you require more space, please attach a separate sheet.				
Does your child have any dietary requirements or food intolerances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:				
If your child develops or is diagnosed with specific health care needs, allergies or medical conditions, do you agree to work with Plenty Kids staff and adhere to these processes? <input type="checkbox"/> Yes <input type="checkbox"/> No				

### Immunisation Information

Please supply a copy of your child's Immunisation History Statement with this application form. Under the State Government's 'No jab, no play' legislation, children that are not up to date with the immunisations for their age, or cannot provide evidence of a recognised catch up schedule, cannot attend a funded kindergarten program. Please note that a copy of the child's Maternal Child & Health Record is NOT sufficient; an Immunisation History Statement is required.

Is a copy of your child's up to date Immunisation History Statement attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No', does the school already have a copy of your child's up to date Immunisation History Statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Permissions & Declaration

<b>Administration of First Aid:</b> Do you consent for trained staff to administer first aid to your child, or seek medical treatment and/or ambulance transportation should this be deemed as necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Administration of Medication:</b> Should your child require the administration of medication during their time at Plenty Kids, you will be required to adhere to our process for your child's safety. A full description of your responsibilities are outlined in the PK Administration of Medication Policy, but in summary, you will be responsible for providing the medication with a pharmacy label attached to the medication stating the dosage and child's name on it, to staff, in its original packaging (with expiry date). You will also be responsible for completing the required details on a Medication Record, and for collecting the medication at the end of each session. Do you agree to adhere to these processes should your child require the administration of medication while they are at Plenty Kids?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Head Lice Inspection:</b> Do you provide consent for Plenty Kids staff, or a person approved by Plenty Kids, to conduct head lice inspections on your child once per term, or when an infestation of head lice is suspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sunscreen:</b> Application of Sunscreen: Do you give permission for Plenty Kids staff to apply, as appropriate, SPF 30+, broad spectrum, water resistant sunscreen to all exposed parts of your child's body?  Providing your own sunscreen: If your child needs a specific sunscreen (e.g. for sensitive skin), you will be required to supply the appropriate sunscreen, to be left at the kindergarten, labelled with your child's name on it. It is your responsibility to ensure there is adequate supply available at the service. Will you be providing your own sunscreen?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Regular Outings:</b> We have wonderful opportunities to enrich the learning program with incidental or regular outings into the wider College community (e.g. the playground, oval, multipurpose hall, or library etc.). Whenever children leave Plenty Kids immediate premises for these outings, two college staff members accompany the children. Do you give permission for college staff members to take your child on outings within the school grounds?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Photos &amp; Videos</b> Internal College use: Do you give permission for your child's photo and name to be published in the College newsletter, annual magazine, the College website and other College information material? Some additional information about how we use photos and videos:</p> <ul style="list-style-type: none"> <li>• College staff will take photos/videos of all the children for internal classroom use and to share photos and videos with parents.</li> <li>• if photos of students are required for any other promotional material (e.g. advertising), or if external agencies (e.g. local paper) wish to use photos of your child, parents will be asked to give specific permission.</li> <li>• if you require more detail on how photos or videos of your child may be used, please speak to Plenty Kids staff.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Privacy:</b> Your privacy is important. Plenty Kids has developed a Privacy and Confidentiality Policy that explains how we collect, use and manage personal information, including health information, which is in line with government requirements. If you wish to see the full policy, available on the PVCC website.</p>	

## DECLARATION

I, ..... a person with lawful authority of .....  
 (parent/guardian name) (child's name)

- declare that the information in this application form is true and correct and agree to immediately inform Plenty Kids in the event of any change to this information;
- agree to collect or make arrangements for the collection of my child if they become unwell at Plenty Kids;
- consent to Plenty Kids staff seeking, and/or where appropriate, administering emergency medical treatment, seeking medical treatment from a medical practitioner, hospital or ambulance service as is reasonably necessary and agree that I will reimburse any necessary expenses incurred by Plenty Kids;
- agree to give one term's notice if withdrawing my child from the Plenty Kids program;
- have provided Plenty Kids Early Learning Centre with applicable documents to accompany this enrolment form including birth certificate, Immunisation History Statement, court orders and medical management plans.

**Parent 1**

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent 2**

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 4



840 Yan Yean Road, Doreen, Vic 3754  
Phone: 03 9717 7400 Fax 03 9717 7475  
Email: [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au)  
[www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

Ref: <familycode/staffcode>/<signing author initials><document preparer initials> ie PAGE01/MH:SG

<Address line one>  
<Address line two>  
<Address line three>

Email:

Dear <addressee name>

RE: Parents/guardians without acceptable immunisation documentation

I am contacting you regarding your tentative place for [insert child's name] at Plenty Kids Early Learning Centre 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
- <https://www.nillumbik.vic.gov.au/People-and-family/Immunisations>
- 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 Plenty Kids Early Learning Centre's Enrolment and Orientation policy.

Yours sincerely,



Mardi Anderson  
Registrar

29 October 2020

840 Yan Yean Road, Doreen, Vic 3754  
Phone: 03 9717 7400 Fax 03 9717 7475  
Email: [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au)  
[www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

## DOCUMENT HISTORY AND VERSION CONTROL RECORD

<b>Name of document:</b>	PKELC Enrolment and Orientation Policy
<b>Responsible officer:</b>	Centre Director (Nominated Supervisor)
<b>Approved by:</b>	Principal (Approved Provider)
<b>Assigned review period:</b>	Annually
<b>Date of next review:</b>	November 2021
<b>Category:</b>	Staff & Parents

Version number	Version date	Responsible officer	Amendment details
0.1	04/12/2017	Centre Director	Initial issue as a controlled document.
1.0	01/02/2019	Principal	Approved policy.
1.1	19/02/2019	Centre Director	Minor amendments to wording.
1.1	25/02/2019	Principal	Approved policy.
1.2	02/04/2020	Centre Director	Minor amendments to wording and Application for Student Admission form.
1.2	30/07/2020	Registrar	Amendments to Application for Students Admission Form.
1.2	10/09/2020	Principal	Reviewed and signed.
1.3	29/10/2020	Centre Director	Policy formatted in line with new style guide.

Approved By:



\_\_\_\_\_  
John Metcalfe  
Principal

29/10/2020  
Date