

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

REVISION REGISTER

Date of Issue	Amendment Details
15 October 2014	ELAA template
18 July 2017	Scheduled update, ELAA template Version 3 (incl. no jab; no play) Change of date of eligibility for 3YO kinder

PURPOSE

This policy outlines:

- the criteria for enrolment at Denzil Don Kindergarten
- the process to be followed when enrolling a child at Denzil Don Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Denzil Don Kindergarten
- processes to ensure compliance with legislative and Department of Education (DET) funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Denzil Don Kindergarten 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 on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Denzil Don Kindergarten.

3. 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 four year old 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, 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
 - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - Element 6.1.1: There is an effective enrolment and orientation process for families
- *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 – ComLaw: <http://www.comlaw.gov.au/>

4. 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 on our website <http://www.denzildonkinder.org.au/resources.html> .

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 with their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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. At Denzil Don Kindergarten an authorised nominee must be aged 15 years or more.

Child Care Benefit (CCB): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Benefit. Details are available at: www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

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 four-year-old 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 four-year-old kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child who meets the criteria outlined in *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment registration form: A form to apply for a place at the service.

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. The fee is charged at a pro-rata rate in relation to the child's start date at the Kindergarten.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This is completed after a place has been offered by the service and accepted by the applicant. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: Contains information on each child, as required under the National Regulations, including contact details, names of authorised nominees (refer to *Definitions*), names of persons authorised to consent to medical treatment or to authorise administration of medication, names of persons authorised to take the child outside the service, details of any court orders, personal and health information including specific healthcare needs, medical management plans and dietary restrictions etc. (Regulations 160, 161, 162); 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.

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

Fees Bond: A charge retained by the service in the event that there is insufficient notice of withdrawal from a program. This charge will otherwise be deducted from the final term fees payable for that year.

Grace Period: Children from families facing vulnerability and disadvantage are eligible for a 16 week grace period for acceptable immunisation documentation. Eligible children may enrol without having provided an acceptable immunisation status certificate. Children who meet any of the following criteria are eligible:

- Evacuated following an emergency (e.g. flood or bushfire)
- In emergency care (including emergency foster care)
- In the care of an adult who is not their parent due to exceptional circumstances (such as illness or incapacity)
- Aboriginal and/or Torres Strait Islander
- Holders (or whose parents hold) of a health care card, or whose parents hold a pension concession card, Veterans Affairs Gold or White card
- From a multiple birth of triplets or more
- Refugees or asylum seekers
- Known to child protection or displaced due to homelessness or family violence.

5. 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 Early Childhood Development)*: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.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

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Diseases 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 Denzil Don Kindergarten, based on funding requirements and the service's philosophy
- considering any barriers to access that may exist and 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
- providing opportunities (in consultation with the Nominated Supervisor and staff) 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
- ensuring that children who do not have acceptable immunisation documentation are excluded from the service in the event of a disease outbreak
- ensuring that enrolment forms (refer to *Definitions*) comply 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 staff under the Law (Regulation 157).
- The committee of management has the discretion to make changes to the session timetable, or number of groups offered each year, in response to enrolment numbers and community needs.

The person responsible for the enrolment process is accountable for the following:

- providing enrolment registration forms (refer to Attachment 1 – Enrolment Registration Form)
- collating enrolments
- maintaining a waiting list
- 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 monthly report to the Approved Provider regarding the status of enrolments and any difficulties encountered
- storing completed enrolment application forms in a lockable file (refer to *Privacy and Confidentiality Policy*) as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- providing a copy of the *Enrolment Procedure Summary* with the enrolment application form.

The Nominated Supervisor and early childhood teachers are responsible for:

- ensuring that enrolment forms are completed prior to the child's commencement at the service
- 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 staff under the Law (Regulation 157)
- 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 and assisting parents/guardians to:
 - to develop and maintain a routine for saying goodbye to their child

- make contact with teachers and educators at the service, when required
- participating in activities at the service, when required
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- 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 teachers/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 enrolment forms 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 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.

GENERAL ENROLMENT PROCEDURE

Application for a place

- Enrolment applications for children to attend the centre from parents/guardians will be accepted in the year the child turns 2 years of age.
- Enrolment application forms are available from the centre and one is attached to this policy.
- To facilitate the inclusion of all children into the education program enrolment applications should clearly identify any additional or specific needs of the child.
- A copy of the child's birth certificate/extract or passport must be sighted with all applications.
- All applications must be accompanied by an Enrolment Application Fee. This fee is not refundable.
- Completed enrolment application forms are to be forwarded to the enrolment officer, at the centre.

- Access to completed enrolment application forms will be restricted to the enrolment officer, staff, president and secretary, unless otherwise specified by the committee.
- The applications will be entered in the waiting list using the eligibility criteria.

Dates for submission of applications

DDK accept enrolment applications all year. However, Enrolment Application forms must be submitted to the Kindergarten by June 30th in the year preceding attendance to participate in first round offers for the following year. Applications received after this date will go to the end of the waiting list.

Allocation within groups

When Denzil Don Kindergarten runs more than one four-year-old kindergarten program or three-year-old program, parents/guardians will nominate preferences for session times and days. Places within the programs will then be allocated by Denzil Don Kindergarten.

Offer of places

- Places will be allocated to applicants who are on the waiting list in accordance with the eligibility and access criteria of the centre. Places will not be allocated to children until any debt owed by the family to the centre is paid, or a payment plan is agreed to between the family and the centre. (Refer to *Fees Policy*).
- Applicants who accept an offer will be notified, in writing, of a confirmed place.
- Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the committee as soon as possible. Parents who do not respond to the offer within 2 weeks will be assumed to have declined the offer.
- Second and third round offers will be made 3 weeks after the previous offers.
- An Acceptance Fee and a Fees Bond must be paid on acceptance of the offer via electronic funds transfer, personal cheque, bank cheque or money order only, to hold the place for the following year.
- This is non-refundable, and is retained to cover administration and incursion costs. The Fee Bond will be deducted from the final term fees, or retained by DDK if less than four weeks notice of the withdrawal from the program is given.
- An enrolment form and other relevant information will be provided after the place is accepted and fee paid.

Eligibility for four-year-old kindergarten program

The following children are eligible for attendance in the four-year-old kindergarten program:

- Children who will have turned four years of age by 30 April in the year she/he will attend kindergarten.
- Children who have received funding for a second year of 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 *Victorian kindergarten policy, procedures and funding criteria*, available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- Children who are younger than the eligible age, but whose parents/guardians have submitted and have approval for, 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/ecsmanagement/careankinder/earlystart/

The criteria to be used, as listed in order, if there are more applicants than places, are:

1. Children who are having a second year of 4 year old kindergarten at DDK and have received funding for a 2nd year.

2. Children who have attended 3 year old kindergarten at DDK prior to the last day of term 1, in order of date of application.
3. Children whose siblings have attended DDK in order of date of application.
4. Date of application.

Eligibility criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three years of age prior to 30th April in the year of commencement. A child meeting the age criteria may only commence in the program once they turn three years of age. To hold their place in the program full term fees must be paid in advance.

The criteria to be used, as listed in order, if there are more applicants than places, are:

1. Children who are returning for a 2nd year of 3 year old kindergarten at DDK .
2. Siblings, and
3. Date of application.

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 as soon as practicable of any changes to this policy or its procedures.

ATTACHMENTS

Attachment 1: Enrolment Registration Form

Attachment 2: Enrolment Procedure Summary

Attachment 3: Sample letter for parents/guardians without acceptable immunisation documentation

AUTHORISATION

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 18 July 2017.

REVIEW DATE: 18 JULY 2019

ATTACHMENT 1

Enrolment Registration Form



ENROLMENT REGISTRATION FORM

Date of Application _____

Application for: 3 year old Kindergarten 20_____ 4 year old Kindergarten 20_____

Child's Given Name _____ Child's Surname _____

Date of Birth _____ Gender _____

Parent/Guardian _____

Contact Nos. Home _____ Mobile _____

Email (please print clearly) _____

Address _____

_____ Postcode _____

Siblings who have attended (name and year attended)

Upon completion of this form and payment of the \$20.00 enrolment application fee, your child's name will be placed on the waiting list and you will be further notified in accordance with our Enrolment Policy.

I _____ (Parent's/Guardian's Name) acknowledge receipt of the Enrolment Procedure Summary and understand that my child's name has been placed on the waiting list.

I understand that the enrolment application fee is payment to cover administrative costs associated with the enrolment application of my child for a place in a program at the centre and as such is **non refundable**.

Parent/Guardian Signature: _____

OFFICE USE ONLY (staff to sign and date when received)	
Enrolment Application Fee	
Proof of age	
Immunisation Status	

Wylie Park 256 Union Street West Brunswick Victoria 3055 Telephone / Facsimile 9380 8420
 Email denzil.don.free.kin@kindergarten.vic.gov.au DHS Licence Number 551

ATTACHMENT 2

Enrolment Procedure Summary



Enrolment Procedure Summary – please keep for your records (adapted from DDK Enrolment and Orientation Policy)

Applications for kindergarten

Enrolment applications for 3 or 4 year old kindergarten will be accepted in the year the child turns 2 years of age. Application forms are available from the kindergarten and must be completed by a parent / guardian. Evidence of the identity and date of birth of the child must be provided by the parent/guardian. Birth certificate/extract or passport is acceptable. Parents/guardians will also be advised of the kindergarten's 'no jab no play' policy with regard to immunisation. All applications must be accompanied by an enrolment application fee of \$20.00. This fee is non-refundable. Completed Enrolment Application forms will be forwarded to the kindergarten's Enrolment Coordinator.

Applications for children with additional needs – 2nd Year Funding

Children assessed as having additional developmental needs may access a second year of funded Kindergarten. Strict eligibility criteria apply to the second year of funded kindergarten (refer to <http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>).

Closing dates for applications

Enrolment Application forms must be submitted to the Kindergarten by June 30th in the year preceding attendance. Applications received after this date will go to the end of the waiting list and will be allocated places as per our enrolment policy.

4 year old program

Eligibility – The following children are eligible for attendance in the 4 year old kindergarten program:

- Children who will turn 4 by April 30th in the year they would attend
- Children who have received funding for a second year of 4 year old kindergarten.
- Children turning 6 in their year at 4 year old kindergarten who have been granted an exemption from school entry age requirements.

Selection Criteria

1. Children who are having a second year of 4 year old kindergarten at DDK and have received funding for a 2nd year.
2. Children who have attended 3 year old kindergarten at DDK prior to the last day of term 1 in order of date of application.
3. Children who will turn 4 between February 1st and April 30th in the year they would attend, who have siblings that have attended DDK, in order of date of application. These children were ineligible for a 3 year old place the previous year.
4. Children whose siblings have attended DDK and have applied prior to 30 June, in order of date of application.
5. Date of application.

3 year old program

Eligibility – The following children are eligible for attendance in the 3 year old kindergarten program:

- Children who turn 3 by April 30th in the year of attendance. (It is expected that children will be toilet trained before beginning the 3 year old program.)
- A child meeting the age criteria may only commence in the program once they turn 3 years of age. To hold their place in the program full term fees must be paid in advance.

Selection Criteria

1. Children who are returning for a 2nd year of 3 year old kindergarten at DDK and have indicated this to the teacher by June 30th of the year attending.
2. Siblings, who are enrolled before 30th June in the year prior to attendance.
3. Date of application.

Offers of places

Places will be offered to eligible children on the waiting list in accordance with the selection criteria.

1st round offers of places will be posted to applicants by July 30th in the year preceding attendance. Subsequent round offers will be made approximately 3 weeks after prior offers until all places are filled.

Upon offer of a place, you must complete and return your letter of acceptance and pay the Acceptance Fee of \$150.00 and Fee Bond of \$50 by the due date, to hold your position for the following year. The Acceptance Fee is non-refundable (regardless of enrolment proceeding or not) and will be retained as your yearly contribution to the kindergarten's administration/incursion costs. The Fee Bond will be deducted from the final term fees, or retained by DDK if less than four-weeks notice of withdrawal from the program is given.

Parents/guardians who do not wish to accept an offer but wish to defer their child's position on the waiting list need to convey this request in writing to the Enrolments Officer. If an offer is declined then the child's name will be withdrawn from the waiting list. Parents who do not respond to the offer within 2 weeks will be assumed to have declined the offer.

Please visit www.denzildonkinder.org.au to view our Enrolment and Orientation Policy.

OFFICE USE ONLY	
Date:	
Child's Name:	
Enrolment Application Fee Received by :	

Denzil Don Kindergarten, 256 Union Street, West Brunswick 3055. Phone: 9380 8420. denzil.don.free.kin@kindergarten.vic.gov.au
Reviewed 18 July 2017

ATTACHMENT 3

Letter for parents/guardians without acceptable immunisation documentation

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Denzil Don Kindergarten for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at Denzil Don Kindergarten 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 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 registration accompanied by acceptable immunisation documentation. The new application would be considered in line with [Service Name]'s Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]