

# the Y Ballarat – Kindergarten Enrolment and Orientation Policy

Policy Number	Date Approved	Date Last Amended	Status
CP005-PO	10/6/2020		FINAL

## 1. PURPOSE

YMCA EYM will facilitate a smooth transition for children and families from home/school to the service. To ensure that each child's enrolment is completed as per legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide. This policy will outline:

- The criteria for 3yo and 4yo Kindergarten enrolment
- The process to be followed when enrolling a child at kindergarten, and the basis on which places within the programs will be allocated
- Procedures for the orientation of new families and children into kindergarten

## 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

## 3. POLICY

The process of enrolling and orientating new families will be conducted in a sensitive and supportive way so the experience can build the foundations for ongoing partnership between the family, educators and the service. When children are enrolled at YMCA EYM Kindergarten it is necessary to gather personal information relating to the child and the child's parent/guardian. The number of children wishing to enroll at YMCA EYM Kindergarten may, at times, exceed the number of children legally allowed to attend. In this case, a waiting list will be established. The YMCA is committed to:

- Equal access for all children
- Complying with DET funding requirements relating to the enrolment of children in government-funded kindergarten places and applying these same requirements to enrolment of children in the Three Year Old Kindergarten program where funding might not be available yet. Please see below for when funded 3yo kindergarten will apply to your area. <https://www.education.vic.gov.au/about/programs/Pages/three-year-old-kinder.aspx#link35>
- Meeting the needs of the local community (where possible)
- Maintaining confidentiality in relation to all information provided on enrolment forms
- Ensuring all families are welcomed and receive an effective orientation into the service
- Complying with the 'No Jab, No Play' legislation (Public Health and Wellbeing Act 2008) for all Kindergarten services.

#### 4. Roles and Responsibilities

Department/Role	Responsibility
EYM	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

#### 5. DEFINITIONS (Policies)

Term	Definition
Services	The scope of this Policy applies to all approved Children's Services that operate under The Education and Care Services National Regulations 2011- Early Learning Centres, Sessional Kindergartens, School Holiday programs, Before and After Care programs, Family Day Care, In Home Care and inclusive of Occasional Care as a Type 1 and Type 2 Limited Hours Service (Victorian Children's Services Regulations 2009).
Volunteer	Can be a YMCA volunteer, student on practicum placement
Visitor	Can be a parent/guardian, contractor, incursion provider, person approved to drop off / collect children in care
Duty of Care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

### Related Legislation -

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- Commission for Children and Young People and Child Guardian Act 2000
- Australian Children’s Education and Care Quality Authority
- DET Victorian Kindergarten Funding Guide
- No Jab No Play – Victorian Legislation and Parliamentary Documents 2015
- 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
- Child Safe Standards  
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsaf.aspx>
- Nationals Principals for Child Safe Organisations  
[https://childsaf.humanrights.gov.au/sites/default/files/2019-02/National\\_Principles\\_for\\_Child\\_Safe\\_Organisations2019.pdf](https://childsaf.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf)

## 7. SUPPORTING DOCUMENTS

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- DET Victorian Kindergarten Funding Guide
- Commission for Children and Young People and Child Guardian Act 2000
- Australian Children’s Education and Care Quality Authority
- Australian Government Priority of Access Guidelines

## POLICY NOTES

The YMCA promotes policies and procedures that are consistent throughout their kindergartens. In this Enrolment and Orientation Policy however there are some discrepancies due to some geographical areas providing central enrolments.

- Kindergartens situated in the Baw Baw Shire are under the Baw Baw Central Enrolment System <http://www.bawbawshire.vic.gov.au/Our-Community/Children-and-Families/Kindergartens>
- Havilah Road Pre School, North Bendigo Pre School and Eaglehawk Pre School are under the LMPA Central Enrolment System <http://www.lmpa.org.au>
- Mirboo North Kindergarten is under the South Gippsland Shire Council Central Enrolment System <http://www.southgippsland.vic.gov.au/centralenrolment>

- Mildura Kindergartens are under Mildura Rural City Council Enrolment System email: [kindergarten@mildura.vic.gov.au](mailto:kindergarten@mildura.vic.gov.au) to lodge your enrolment enquiry
- Lucas Kindergarten is under City of Ballarat Central Enrolment System <https://kinder.ballarat.vic.gov.au>
- Kindergartens situated in Central Goldfields Shire Council are under CGSC Central Enrolment System. <https://www.centralgoldfields.vic.gov.au/Community-Services/Family-and-Childrens-Services/Kindergarten>

This policy generally relates only to those kindergartens whose enrolments are managed entirely by YMCA Ballarat . There are some components of this policy that relate to ALL YMCA Ballarat Kindergartens. These are noted with an asterisk \*.

***YMCA is responsible for:***

- determining the criteria for priority of access to programs, based on funding requirements.
- developing procedures that ensure all eligible families are aware of, and where possible able to access an early childhood program.
- \*ensuring the YMCA Ballarat Kindergarten Website is updated regularly with current enrolment information and families are informed of how to access this at [www.earlyyears.ymca.org.au](http://www.earlyyears.ymca.org.au)
- \*considering and addressing any barriers to access that may exist
- appointing a person/s 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 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
- \*ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria

***The person/s responsible for the enrolment process is accountable for the following:***

- providing access to enrolment application forms and supporting families to enrol
- encouraging families to use the online enrolment form wherever possible being mindful that not all families will be able to do so
- collating enrolments
- maintaining a waiting list
- offering places in accordance with this policy and providing required paperwork to families
- \*storing completed paper-based enrolment application forms in a lockable file as soon as is practicable
- complying with the *Privacy and Confidentiality Policy* of the service
- ensuring parents/guardians enrolling are aware of the *Enrolment and Orientation Policy*
- In the case of kindergartens where enrolments are managed by organisations other than they YMCA, these organisations are responsible for providing updated class lists on a regular basis and consulting with YMCA on any issues that arise

**\*The Nominated Supervisor, Responsible Person in day to day charge and other educators are responsible for:**

- 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 YMCA, Nominated Supervisor or educators under the Law (Regulation 157)
- ensuring that enrolment records 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)
- responding to enrolment enquiries on a day-to-day basis and referring enquiries to the person responsible for the enrolment process, as required
- reviewing enrolment applications to identify children with additional needs
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- ensuring that enrolment forms are completed prior to the child's commencement at the service and all relevant documentation is placed in the enrolment file
- 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
- 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
  - 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
- 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
- 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 kindergarten
- completing fee agreement forms by due date to confirm child's enrolment
- ensuring that all required information is provided to the kindergarten
- updating information by notifying the service of any changes as they occur
- notifying the kindergarten and completing a withdrawal form (available on the website) if they wish to withdraw their child from kindergarten, and forwarding to [ballarat.earlyyears@ymca.org.au](mailto:ballarat.earlyyears@ymca.org.au)

**Children cannot commence attending any kindergarten program until all required documentation has been fully completed and returned**

**Immunisation History Statement:** The statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive; OR is eligible to enrol under the 16 week Grace Period while the service works with the family to obtain the necessary immunisations/documentation; OR has a medical reason not to be vaccinated.

To request an Immunisation History Statement:

- See the Medicare section of the myGov website/App
- Go directly to the Medicare website or download the Express Plus Medicare Mobile App
- Contact the AIR by phone: 1800 653 809 or email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- visit a Medicare or Centrelink office. The Medicare logo and Australian Government crest must be present and identifiable to be considered a valid Immunisation History Statement. For example, if the statement is page two of a letter from Medicare, both pages need to be presented to the service to confirm enrolment.

**No Jab No Play:** 'No Jab No Play' is the name of legislation requiring all children to be fully vaccinated in order to be enrolled in childcare and/or kindergarten in Victoria. <http://www.vic.gov.au/news/no-jab-no-play.html>

## Attachments

- Attachment 1: General enrolment procedures

### 1. Approval and Review - Policy

**Approved By:** Executive Management Group  
**Meeting Name:** Executive Management Meeting  
**Meeting Date:** 10/6/2020  
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**Review Date:** 25/5/2021  
**Policy Owner:** Carina O'Neill  
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#### Amendments

Version	Date	Author	Change Description
V1	29/05/20	Carina O'Neill	Separate out Policy and Procedure