

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy will outline:

- the criteria for enrolment at Geelong Kindergarten Association (GKA) kindergartens
- the process to be followed when registering and enrolling a child at GKA Kindergartens, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into the service

POLICY STATEMENT

VALUES

The Geelong Kindergarten Association is committed to:

- equal access to kindergarten for all eligible children
- meeting the needs of the local community
- complying with DET funding requirements relating to the enrolment of eligible children in government-funded kindergarten places
- maintaining confidentiality in relation to all information provided on enrolment forms
- ensuring all families are welcomed and receive an effective orientation into the service.

SCOPE

This policy applies to the GKA as the Approved Provider, Nominated Supervisor, Responsible Person, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at a Geelong Kindergarten Association service.

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 in the year 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 in a fair and equitable manner. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all eligible children. Criteria for access and inclusion are outlined in the *Department of Education and Training Kindergarten Guide* (refer to *Sources*). GKA member kindergartens are required to comply with GKA enrolment policy and procedures.

Legislation and standards

Relevant legislation and standards include but are not limited to:

Charter of Human Rights and Responsibilities Act 2006 (Vic), as amended 2011

Children, Youth and Families Act 2005 (Vic), as amended 2011

Child Wellbeing and Safety Act 2005 (Vic), as amended 2012

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

Sex Discrimination Act 1984 (Cth)

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Approved Provider: An individual or organisation that has been approved by the DET as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. The Geelong Kindergarten Association is the Approved Provider for all GKA Services.

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/

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*).

Cluster: The Geelong Kindergarten Association

DET: Department of Education and Training

Early Start Kindergarten: A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection or referred to Child FIRST to attend an additional kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at <http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx>

Eligible child: A child who meets the age and funding criteria outlined in the *Kindergarten Guide* and the requirements of the *No Jab No Play* legislation

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. This information is required under the National Regulations, and must include 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). This form is completed after a place has been offered by GKA and accepted by the family. The information on this form is kept at the kindergarten in accordance with the GKA Privacy Policy.

Fees: The contribution made by parents or guardians of the Kindergarten Children to the cost of the program provided to the Kindergarten Children.

Fees Policy: means Fees policy as amended from time to time.

Kindergarten Children: The children enrolled and attending at the Service.

Kindergarten Committee: The committee established by parents of the kindergarten children at each Service.

Kindergarten Enrolment Fee: A charge to secure a place that has been offered in a program at the Service. This is deducted from term one Fees.

Kindergarten Fee Subsidy (KFS): A state government subsidy paid directly to GKA to enable eligible families to attend a funded kindergarten program at minimal or no cost. Details are available at <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfeesubsidy.aspx>

Kindergarten registration form: A form to register your child to be included on the GKA database

Kindergarten Registration Fee: A payment contributing to administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Late collection charge: A charge that may be imposed by GKA as the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

Nominated Supervisor: A person who is a Certified Supervisor and has been nominated by the Approved Provider of the Service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the Service in accordance with the National Regulations. All Services must have a Nominated Supervisor.

Pre-Kindergarten: A program for children turning three prior to May 1st. (refer to the GKA Enrolment Handbook)

Registered Care: Care provided by nannies, grandparents, relatives or friends, educators working within kindergartens, occasional care services and outside school hours care services that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider. Details are available at www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Regulation: The *Education and Care Services National Regulations 2011*

Responsible person: An educator who consents to being placed in day-to-day charge of the Service.

Service: A member kindergarten of the Geelong Kindergarten Association.

The terms defined in this section relate specifically to this policy.

SOURCES AND RELATED POLICIES

Sources

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000, included in the *Legislative Extracts*:

www.deewr.gov.au/EarlyChildhood/Programs/ChildCareforServices/Operation/Pages/InstructionSheets.aspx

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011:

www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/

Guide to the National Quality Standard:

www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/

Kindergarten Guide:

www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Service policies

Complaints and Grievances Policy

Fees Policy

Inclusion and Equity Policy

Privacy and Confidentiality Policy

PROCEDURES

The GKA as the Approved Provider is responsible for:

- determining the criteria for priority of access at GKA kindergartens based on funding requirements and in consultation with the GKA community.
- developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program, and considering any barriers to access that may exist
- complying with the *Inclusion and Equity Policy*
- appointing staff 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 enrolment forms (refer to *Definitions*) comply with the requirements of Regulations 160, 161, 162
- reviewing the enrolment form to determine its effectiveness in meeting the regulatory and management requirements of the service
- 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 kindergarten can enter the kindergarten 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 GKA as the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Geelong Kindergarten Association Central Operations staff are responsible for the enrolment process and are accountable for the following:

- providing kindergarten enrolment handbooks (refer to Attachment 1 –Kindergarten Enrolment Handbook)
- collating and entering kindergarten registrations on the GKA Central Enrolment Database
- maintaining the GKA Central Enrolment Database
- collecting, receipting and banking kindergarten `registration fees
- 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 GKA Board as the Approved Provider. Providing regular updates to Department of Education and Training and the City of Greater Geelong regarding the status of enrolments and any difficulties encountered.
- storing completed kindergarten registration 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 GKA
- ensuring easy access for all stakeholders to the *Enrolment and Orientation Policy*.

The Nominated Supervisor, Responsible Person and other educators are responsible for:

- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering for their child
- referring all other enrolment enquiries to the GKA Central Operations staff responsible for the enrolment process
- advising GKA of any children withdrawing from the program in a timely manner
- ensuring that enrolment forms are completed prior to the child's commencement at the kindergarten
- 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 kindergarten (Regulation 183)
- ensuring that parents/guardians of a child attending the kindergarten can enter the kindergarten 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 GKA as the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- ensuring current details including children's immunisation status (from the Australian Childhood Immunisation Register) has been provided and copies kept in accordance with the Education and Care Services Regulations 2011, when the child is enrolled.
- ensuring the orientation process is planned in consultation with families, to orient a child and family to the kindergarten including developing strategies to assist new families to:
 - feel welcomed into the kindergarten
 - become familiar with kindergarten 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
- ensuring the adequate supervision of children is not compromised during orientation visits
- 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 kindergarten, 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 kindergarten
- discussing support services for children with parents/guardians, where required and completing referrals where appropriate
- the consideration of culture and language in undertaking enrolment and orientation processes
- 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 the GKA *Enrolment and Orientation Policy*
- completing enrolment forms prior to their child's commencement at the kindergarten
- ensuring that all required information is provided to the kindergarten
- updating information by notifying the kindergarten and GKA of any changes as they occur.

Volunteers and students, while at the kindergarten, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the GKA as 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 GKA's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENT

Attachment 1: Kindergarten Enrolment Handbook (able to be downloaded from www.gka.org.au)

AUTHORISATION

This policy was adopted by the Geelong Kindergarten Association on 25 June 2015

REVIEW DATE: 2 DECEMBER 2017



Developing Every Child's Potential



Kindergarten Enrolment Handbook

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE, AS YOU MAY WISH TO REFER TO THIS INFORMATION FROM TIME TO TIME

The Geelong Kindergarten Association enrolment handbook is designed to help families navigate the kindergarten application process. Other information and documents available to support families in the process include the Kindergarten Enrolment Policy and the GKA Kindergarten Registration Form.

Table of Contents

Contents	8
Important Dates	9
GKA Member Kindergartens	10
Kindergarten	11
Eligibility to attend a Funded Four Year Old Kindergarten Program	11
Second year of funded 4 year old kindergarten	13
Children with Additional Learning Needs	13
Priority of access criteria Kindergarten (4yo)	13
Late Applications	14
Kindergarten Fees	14
Kindergarten Registration fee	14
Four Year Old Kindergarten fees	14
Pre-Kindergarten Program	16
Eligibility to attend Pre-Kindergarten Program	16
Early Start Kindergarten Grants	16
Priority of access criteria Pre-Kindergarten (3yo)	17
Late Applications	17
Pre-Kindergarten Registration Fee	17
Pre-Kindergarten Fees	17
How do I register for the pre kindergarten and/or kindergarten program?	18
Change of personal details	19
Families unable to be contacted	19
Grievance Procedure	19
Privacy Statement	19
Contacts	20
Kindergarten Registration Form	22

GKA REGISTRATION TIMELINE

Important Dates

DATE	PROCESS								
Ongoing	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year Attending</th> <th>Applications Accepted</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>February 1, 2015 – June 24, 2016</td> </tr> <tr> <td>2018</td> <td>February 1, 2016 – June 24, 2017</td> </tr> <tr> <td>2019</td> <td>February 1, 2017 – June 24, 2018</td> </tr> </tbody> </table> <p>Applications will be accepted for children attending in designated years as detailed in the table above.</p> <p>However when an application is received for both three and four year old kindergarten, the date of application is recorded and considered during the allocation of three year old places for the year of attendance. The same application is then entered into the database for the four year old program the following year and if the enrolment registration is received prior to the date applications are accepted for that year, the earliest possible application date will be recorded.</p>	Year Attending	Applications Accepted	2017	February 1, 2015 – June 24, 2016	2018	February 1, 2016 – June 24, 2017	2019	February 1, 2017 – June 24, 2018
Year Attending	Applications Accepted								
2017	February 1, 2015 – June 24, 2016								
2018	February 1, 2016 – June 24, 2017								
2019	February 1, 2017 – June 24, 2018								
Mid June	<p>All families registered with GKA for kindergarten the following year will receive a letter confirming preferences, detailing key dates and asking for updated information regarding children's learning needs.</p> <p><u>If you do not receive this letter, please contact GKA on 5273 0200 or enrolments@gka.org.au to ensure your contact details are up to date.</u></p>								
Last Friday of Term 2	<p>Enrolment registrations close for inclusion in first round offers of kindergarten positions.</p> <p>(Please note that registrations that are not received by this date will be included in subsequent allocations of kindergarten positions.)</p>								
First week of Term 3	<p>First round offers of places posted or emailed to families. (Families are given 10 working days to reply, families who do not respond to an offer of a kindergarten place will be deemed to have declined and removed from the GKA database.)</p>								
October to December	<p>Families receive information from their accepted kindergarten regarding commencement procedures. GKA confirms session times/days and fee information.</p>								
Late January	<p>Kindergarten Year begins</p>								

GKA Member Kindergartens

Kindergarten	Address	Phone Number	Operates 3yr program
Allanvale Preschool	28 Allanvale Avenue, Leopold 3224	5250 5193	✓
Beacon Point Preschool	49 Centaurus Avenue, Clifton Springs	5253 1550	✓
Bell Park Kindergarten	Barton Street, Bell Park 3215	5278 5295	✓
Bell Post Hill Kindergarten	58 Ernest Street, Bell Post Hill 3215	5278 3817	✓
Bellevue Preschool	224 Roslyn Road, Highton 3216	5243 7228	✓
Breakwater Preschool	201 St Albans Road, East Geelong 3219	5221 2705	
Drysdale Preschool	13 Eversley Street, Drysdale	5253 1663	✓
Fyans Park Kindergarten	204 West Fyans Street, Newtown 3220	5221 4630	✓
Grovedale Kindergarten	83 Heyers Road, Grovedale 3216	5241 5634	
Herne Hill Early Learning Centre	194-200 Church Street, Herne Hill 3215	5277 1843	✓
Highton Preschool	257 Roslyn Road, Highton 3216	5243 1135	✓
Kirralee Kindergarten	53 Richards Street, Newcomb 3219	5248 1741	
Lara Kindergarten	5 Waverley Road. Lara 3212	5282 1498	✓
Leopold Kindergarten	29 Kanimbla Avenue, Leopold	5250 1477	✓
Normanby Street Preschool	53 Normanby Street, East Geelong 3219	5222 2546	✓
Ocean Grove Preschool	114 The Avenue, Ocean Grove 3226	5255 1940	✓
Portarlinton Preschool	Newcomb Street, Portarlinton	5259 2793	✓
Rix Street Kindergarten	49 Rix Street, Herne Hill 3215	5278 3384	✓
William Hovell Preschool	28 Hendy Street, Corio 3214	5275 4663	✓
William Parker Memorial Kindergarten	33 Griffen Street, Hamlyn Heights 3215	5278 4875	✓
Woodlands Preschool	15 Wyatt Street, Ocean Grove 3226	5255 2349	✓

Kindergarten

All GKA member kindergartens offer families 15 hours of kindergarten per week. Sessions times for each GKA kindergarten are available on the GKA website.

GKA cannot confirm the enrolment of your child without documentation confirming that your child is fully vaccinated for their age, or is on a recognised catch up schedule and is on track with the catch up schedule, or has a medical reason not to be vaccinated.

Eligibility

Eligibility to attend a Funded Four Year Old Kindergarten Program

Children eligible to attend a funded four year old kindergarten program are defined as follows:

- the child is at least four years old on 30 April of the year in which they are enrolled to attend the funded kindergarten program
- the child is not enrolled in a funded kindergarten place at another service
- have not previously accessed their funded kindergarten year.

Satisfactory evidence of a child's identity and date of birth must be provided by the parent at the time of enrolment registration. Acceptable documents are:

- a birth certificate or a passport for Australian-born children
- a travel document for non-Australian born children

Children are eligible to attend one funded year of kindergarten in the year before school. In Victoria, an eligible child can attend one funded Kindergarten program at one location.

It is important that children are ready to transition to school and that schools are ready to meet the needs of individual children. Therefore, it is crucial that from the time the child is eligible to enrol for kindergarten, parents carefully consider the best time for their child to start school, as this will help to determine the best time to start kindergarten.

Eligible year to attend kindergarten	
Child's Date of Birth	4 year old kindergarten
01/05/2011 – 30/04/2012	2016
01/05/2012 – 30/04/2013	2017
01/05/2013 – 30/4/2014	2018
01/05/2014 – 30/04/2015	2019

Enrolment of children with a birth date between 1 January and 30 April

All children are eligible to access a funded kindergarten program of 15 hours per week for 40 weeks (or 600 hours) in the year before school.

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five.

All children learn and develop in different ways. Some children may benefit from starting school at a younger age, while other children may benefit from starting later. Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a funded kindergarten program.

For further information regarding the right time to start kindergarten, please contact the Geelong Kindergarten Association (Ph; 52730200), or talk to your local kindergarten teacher or access the Department of Education and Training website www.education.vic.gov.au

Enrolment of children outside the eligible age for kindergarten

Children who turn six during the kindergarten year

Children who turn six at any time during the kindergarten year must be exempted from attending school. Parents should apply for an exemption before the child starts kindergarten by submitting an [Exemption from school due to attendance in kindergarten program](#) form to the appropriate DET regional office.

The Geelong Kindergarten Association must sight the approved exemption form and note that it has been sighted on the child's enrolment.

Children less than four years of age

If a child is less than four years of age by 30 April in the year they are to attend a funded kindergarten program, the parents must first request approval for early school entry for their child to attend school in the following year.

Requests must be made in writing to the appropriate Departmental regional office in accordance with government school entry processes, or directly to the non-government school that the child will be attending. It is unlikely that the regional office or the non-government school will be able to determine the outcome of the request for early school entry until closer to the school commencement date.

Most applications for early school entry are unsuccessful. Children granted early entry to kindergarten are not eligible to apply for another year of funded kindergarten in the following year if the child does not attend school.

A copy of the written request for early school entry must accompany the child's application for kindergarten enrolment. GKA must sight this request and include a copy in the child's enrolment record.

For more information visit the Department of Education and Training website: www.education.vic.gov.au.

Second year of funded 4 year old kindergarten

The Department of Education and Training Kindergarten Guide states that children are eligible to receive a second funded year of kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development detailed in the *Victorian Early Years Learning and Development Framework*

and

- there is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Children with Additional Learning Needs

The Geelong Kindergarten Association is committed to supporting children with additional learning needs in kindergarten programs. Families are encouraged to provide details of any diagnosed additional need or medical requirements in the relevant section on the GKA kindergarten registration form, and are encouraged to attach any supporting documentation.

The information collected on the kindergarten enrolment registration form ensures families and children have access to additional assistance with the transition of children into kindergarten programs, regardless of the family's circumstances or background.

Priority of access criteria Kindergarten (4yo)

In accordance with *The Kindergarten Guide*, The Department of Education and Training's (DET) funding guide, GKA has developed an enrolment policy that:

- promotes fair and equitable access to kindergarten programs for all eligible children;
- Supports all eligible children to access a kindergarten program, including those who face barriers to participation;
- does not inadvertently present barriers to participation.

A points-based weighting system is used to allocate places.

Children identified as: <ul style="list-style-type: none">- Children at risk of abuse or neglect, including children in Out-of –Home-Care- Aboriginal and/or Torres Strait Islander children- Children with additional needs, defined as children who:<ul style="list-style-type: none">o require additional assistance in order to fully participate in the kindergarten programo require a combination of services which are individually plannedo have an identified specific disability or developmental delay- Asylum seeker and refugee children	100 points
Children eligible for the Kindergarten Fee Subsidy	80 points
Children who have a sibling who participated in a GKA member kindergarten within the last five years	40 points

Remaining positions are then offered by date of application, applications accepted as below:

Year Attending	Applications Accepted
2017	February 1, 2015 – June 24, 2016
2018	February 1, 2016 – June 24, 2017
2019	February 1, 2017 – June 29, 2018

Late Applications

Applications submitted after the last day of Term 2 are considered late applications and will not be included in the first round of allocations. All applications will be included in subsequent allocation rounds.

Kindergarten Fees

Kindergarten Registration fee

All registrations must be accompanied by an enrolment registration fee of \$25. This fee contributes to the administrative costs associated with the processing of a child's kindergarten enrolment registration and is **not refundable**. This is payable by cash in person, direct debit, cheque, money order or credit card. Cheques/money orders are to be made payable to Geelong Kindergarten Association. In the event that the \$25.00 fee is not received with your kindergarten registration, your registration will be considered incomplete and will not be processed until payment is received.

Families who are eligible for Kindergarten Fee Subsidy are not required to pay the enrolment registration fee

Four Year Old Kindergarten fees

Funding from the Victorian State Government contributes to the cost of four year old kindergarten, fees received from families of children attending make up any shortfall. The Geelong Kindergarten Association sets the user fees payable by families. Kindergarten fees are compulsory and payment must be made by the due date to GKA.

For more information regarding fees please refer to the GKA Fee Policy available at www.gka.org.au.

Payment options

Term fees can be paid in the following ways:

- Direct Payment via the internet
- In person (EFTPOS, credit card, cheque, money order)
- By mail (cheque or money order made payable to Geelong Kindergarten Association) with a copy of the invoice and addressed to the GKA Fees Officer, 1/2 Waratah Street, Geelong West 3218.
- Over the phone via credit card by phoning, 5273 0200
- Over the counter at any National Australia Bank (using invoice number as a reference)
- Centrepay (through Centrelink) (using invoice number as a reference).

Families experiencing difficulties paying fees should contact the Fees Officer on 5273 0200 or fees@gka.org.au

Help for kindergarten fees

For eligible families, the State Government provides a kindergarten fee subsidy to provide for 15 hours of kindergarten per week. Families are eligible for the kindergarten fee subsidy in the following circumstances:

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - In-country special Humanitarian visa (subclass 201)
 - Global Special Humanitarian concern visa (subclass 202)
 - Temporary Humanitarian concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E
- the child is identified on their birth certificate as being multiple birth child (triplets or more)

Pre-Kindergarten Program

The pre-kindergarten program encourages children to grow and develop into independent learners through providing open ended activities in educational and developmentally appropriate play spaces,. Sessions are typically 2 to 3 hours and children attend once or twice each week.

GKA cannot confirm the enrolment of your child without documentation confirming that your child is fully vaccinated for their age, or is on a recognised catch up schedule and is on track with the catch up schedule, or has a medical reason not to be vaccinated.

Not all GKA kindergartens offer a pre-kindergarten program. Please refer to the GKA kindergarten list for details on where pre-kindergartens sessions are operating.

Eligibility to attend Pre-Kindergarten Program

An eligible child is defined as a child turning three years old on or before 30 April in the year in which they attend the three year old program.

Children are eligible to attend the three-year-old program provided they have turned three prior to commencement. Children who have not turned 3 are not able to attend until they have turned three. Where a child is unable to start as they have not turned 3 years of age by the start of Term 1, parents/guardians will be required to pay the full term/s fee appropriate for that kindergarten in advance, to hold a position.

Early Start Kindergarten Grants

Early Start Kindergarten Grants provide up to 600 hours of free or low cost kindergarten to eligible 3 year old children where programs are offered by a four year degree qualified teacher.

Aboriginal Early Start Kindergarten grant

Eligibility

Children who meet **all** of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child has been identified by a parent, carer or legal guardian as being Aboriginal and/or Torres Strait Islander.

Early Start Kindergarten grant

Eligibility

Children who meet all of the following criteria:

- the child is at least three years old on or before 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child is known to Child Protection (a child known to Child Protection means: a child who has a current, or a history of, involvement with Child Protection or a child who has been referred by Child Protection to Child FIRST)

If you believe your child may be eligible for either Early Start Kindergarten grant, please contact the Kindergarten Services Coordinator on 5273 0202.

Priority of access criteria Pre-Kindergarten (3yo)

Pre-Kindergarten

Children identified as: <ul style="list-style-type: none">- Aboriginal and/or Torres Strait Islander children- Are known to Child Protection or Child FIRST	100 points
Children who have a sibling who participated in a GKA member kindergarten within the last five years	40 points

Remaining positions are then offered by date of application, applications accepted as below:

Year Attending	Applications Accepted
2017	February 1, 2015 – June 24, 2016
2018	February 1, 2016 – June 24, 2017
2019	February 1, 2017 – June 29, 2018

Late Applications

Applications submitted after the last day of Term 2 are considered late applications and will not be included in the first round of allocations. All applications will be included in subsequent allocation rounds.

Pre-Kindergarten Fees

Pre-Kindergarten Registration Fee

All registrations must be accompanied by an enrolment registration fee of \$25. This fee contributes to the administrative costs associated with the processing of a child's kindergarten enrolment registration and is **not refundable**. This is payable by cash in person, direct debit, cheque, money order or credit card. Cheques/money orders are to be made payable to Geelong Kindergarten Association. In the event that the \$25.00 fee is not received with your kindergarten registration, your registration will be considered incomplete and will not be processed until payment is received.

Families who are eligible for Kindergarten Fee Subsidy are not required to pay the enrolment registration fee

Pre-Kindergarten Fees

The Pre-kindergarten program is funded by parent fees. Fees vary depending on the number of hours offered by the kindergarten your child attends.

For more information regarding fees please refer to the GKA Fee Policy available at www.gka.org.au.

How Do I Register For The Pre Kindergarten And/Or Kindergarten Program?

1. Parents or guardians are required to complete one GKA Kindergarten Registration form per child for the pre kindergarten and/or kindergarten program
2. Kindergarten registration forms are available from the Geelong Kindergarten Association office or website and from all GKA kindergartens.
3. Completed kindergarten registration forms are to be forwarded to the Kindergarten Services Coordinator at Geelong Kindergarten Association, 1/2 Waratah Street, Geelong West, 3218.
4. Evidence of a child's identity and date of birth must be provided eg birth certificate, extract of birth certificate, passport or legal papers.
5. Evidence of eligibility for kindergarten fee subsidy must be provided, eg copy of health care card, pension card etc.
6. Up to three preferred kindergartens can be listed on the registration form for any Geelong Kindergarten Association member kindergarten.

Do not list a kindergarten unless you are prepared to accept a place there.

7. Registrations will be entered onto the GKA Central Enrolment Database.
8. Parents/guardians will receive written confirmation of their kindergarten registration.
9. The enrolment registration form must be submitted by the last Friday of Term 2 to be considered for first round offers for the following year.
10. Kindergarten places are offered in accordance with the GKA priority of access criteria (as detailed in this handbook)
11. First round offers will be sent to families by the first week of Term 3. You must accept your offer within 10 working days or elect to wait for a place in another kindergarten.

N.B. Parents/guardians may nominate a representative to reply to the letter/email offering their child a kindergarten place, on their behalf.

Failure to respond to an offer of a kindergarten place will result in your registration being cancelled.

12. If there are no suitable vacancies your child will remain on a waiting list until a position becomes available.
13. GKA cannot confirm the enrolment of your child without documentation confirming that your child is fully vaccinated for their age, or is on a recognised catch up schedule and is on track with the catch up schedule, or has a medical reason not to be vaccinated.

Change of personal details

It is important to update your contact and other details during the enrolment process so we can contact you with your offer of a position. Any changes to details must be in writing. You can do this by either

- Writing a letter and sending to Kindergarten Services Coordinator, GKA, 1/2 Waratah street, Geelong West 3218.
- Send an email to enrolments@gka.org.au
- When this information is received it will be entered into the GKA Enrolment Database.

Families unable to be contacted

It is the family's responsibility to ensure contact details are kept up to date with the Geelong Kindergarten Association.

- Families are offered a position in writing. A response is due back to GKA within 10 working days.
- If no response is received from the family within 10 days, the family are deemed to have declined the position and it will be offered to the next family on the waiting list.

Grievance Procedure

Grievances regarding the GKA Central Enrolment processes should be referred in writing to the Kindergarten Services Coordinator for resolution. Should the grievance not be resolved satisfactorily at this stage, the grievance will be referred to the Kindergarten Services Manager for resolution.

All grievances will be accepted and responded to in a cooperative and reasonable manner that seeks a satisfactory resolution for all parties. No child shall be disadvantaged when parents make a complaint or express a grievance.

For a copy of the GKA Complaints and Grievances Policy please go to www.gka.org.au or call GKA on 5273 0200.

Privacy Statement

The Geelong Kindergarten Association collects personal information to comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010, and also for purposes of registering your child in the GKA Kindergarten Central Enrolment System. GKA considers it is necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for GKA administrative purposes and will be provided to relevant GKA staff as required for the enrolment of your child at the kindergartens listed in this handbook. This information will not be disclosed to any other party except as required by law.

Glossary

ACECQA -Australian Children's Education and Care Quality Authority

DEECD - Department of Education and Early Childhood Development

Defer- To decline the offer of an allocated four year old kindergarten place and reserve the place in the next kindergarten year

GKA - Geelong Kindergarten Association

Guardian - Person entrusted by law with the care of a child

Parent - Father or mother of the child

PSFO - Preschool Field Officer

Sibling - A sister or brother by birth, adoption, step or foster arrangement
State Government funded program – Four year old kindergarten program

Contacts

If you have any questions about the information in this handbook or have a kindergarten enquiry please email enrolments@gka.org.au or contact the Kindergarten Services Coordinator on **5273 0200**
If you require kindergarten information in languages other than English please visit www.education.vic.gov.au/earlychildhood/careandkinder/resources.htm

Please visit the Geelong Kindergarten Association website to view the Kindergarten Enrolment & Orientation Policy www.gka.org.au

“Developing
every
child’s
potential”

Kindergarten Registration Form

Child:

Surname:

First Name/s:

Date of Birth (Please provide proof of age):

Child's Gender:

Aboriginal or Torres Strait Islander:

___/___/20___

Female

Yes

Male

No

Please register my child:

To attend a Pre-kindergarten (3yo) program in 20___

To attend a Kindergarten (4yo) program in 20___

Parents/Legal Guardians:

Parent/Guardian 1

Title: Dr/Mr /Mrs /Ms /Miss

Surname: _____

First Name: _____

Relationship to child: _____

Current residential address: _____

Suburb _____ Postcode _____

Email Address _____

AH Phone: _____

BH Phone: _____

Mobile: _____

Main Languages spoken at home: _____

Parent/Guardian 2

Title: Dr/Mr /Mrs /Ms /Miss

Surname: _____

First Name: _____

Relationship to child: _____

Current residential address: _____

Suburb _____ Postcode _____

Email Address _____

AH Phone: _____

BH Phone: _____

Mobile: _____

Main Languages spoken at home: _____

Preferred Kindergarten/s

Note: A list of GKA kindergartens can be found on page 5 of the GKA Enrolment Handbook.

Please list preferred kindergarten/s

Children with additional needs:

Does your child have additional needs? Yes No

If yes, please specify:

You are encouraged to discuss your child's needs with the educator when your child's place is confirmed.

Please specify if there are currently any specialist agencies involved with your child or family.

Name of support service/agency: _____

Signature of parent/guardian: _____ Date: _____

Is your child on a waiting list for a specific service/agency? Yes No

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

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following: *(Please include a black and white copy of your current concession card or bring the original into GKA for an authorised staff member to sight)*
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - Refugee visa (subclass 200)
 - In-country special Humanitarian visa (subclass 201)
 - Global Special Humanitarian concern visa (subclass 202)
 - Temporary Humanitarian concern visa (subclass 786)
 - Protection visa (subclass 866)
 - Emergency Rescue visa (subclass 203)
 - Woman at risk visa (subclass 204)
 - Bridging visas A-E
- the child is identified on their birth certificate as being multiple birth child (triplets or more)

Siblings who have previously attended a GKA Kindergarten:

Name of Child	Year Attended	Kindergarten Attended

Kindergarten Registration Fee Payment (\$25.00)

Internet transfer to GKA

National Australia Bank BSB 083-004

Account Number 19-114-1980

Name: GKA Limited Amount: \$25.00

Credit Card Payment

Card Number:			
Expiry Date:		Visa/Mastercard (please circle)	
Name:		Signature	

Check List (please tick)

- I have read and understood the information provided in the Geelong Kindergarten Association Enrolment Handbook.

- I have read and understood the information provided regarding kindergarten fees and their payment and undertake to abide by the Geelong Kindergarten Association Fee Policy.

- I have attached a copy of my current concession card or visa

- I have attached a copy of my child's proof of date of birth.

- I have attached all relevant court orders in relation to my child.

Declaration

I declare that all of the information provided by me is true and correct

Name of parent/legal guardian (please print): _____

Relationship to child: _____

Signature of parent/legal guardian _____

Date: / /20__

Privacy Information

The Geelong Kindergarten Association is collecting this information to comply with the Education and Care Services National Law Act 2010 and Education and Care Services Regulations 2011 and also for the purposes of enrolling your child in the GKA Central Enrolment System. GKA considers it necessary and important to collect this information to ensure that appropriate information is registered for your child. This information will be used for GKA administrative purposes and will be provided to relevant kindergarten staff as required for the enrolment of your child at the kindergarten listed on this form. This information will not be disclosed to any other party except as required by law. You may access this information by contacting GKA on 5273 0200.

Please complete and return to

GEELONG KINDERGARTEN ASSOCIATION, 1/2 WARATAH STREET, GEELONG WEST, 3218:

OFFICE USE ONLY

Registration No: _____/20__

_____/20__

Date Entered on Database:

By:
