



East Preston Islamic College

ENROLMENT
AND
ORIENTATION
POLICY

Purpose

This policy outlines:

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

Policy Statement

Values

EPIC ELC is committed to:

- x equal access for all eligible children
- x meeting the needs of the local community
- x supporting families to meet the requirements for enrolment through the provision of information
- x maintaining confidentiality in relation to all information provided for enrolment
- x ensuring all families are welcomed and receive an effective orientation into the service.

Scope

This policy applies to the Approved Provider, N(m)-6.3 n(t)-11.4 (h)-16.7 (i8To (n)]TJ0 Tc7 (dr(h)-

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:

- x *A New Tax System (Family Assistance) Act 1999*
- x *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- x *Children, Youth and Families Act 2005* (Vic)
- x *Child Wellbeing and Safety Act 2005* (Vic)
- x *Disability Discrimination Act 1992* (Cth)
- x *Education and Care Services National Law Act 2010*
- x *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- x *Equal Opportunity Act 2010* (Vic)
- x *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- x *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

- x *Public Health and Wellbeing Act 2008* (Vic)
- x *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- x *Sex Discrimination Act 1984* (Cth)

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

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

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised

in the *Immunisation Enrolment Toolkit for early childhood education and care services*.
This information is kept confidential by the service.

program and become familiar with the service prior to their child commencing in the program

- x 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
- x ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- x 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
- x ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- x 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)
- x taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- x ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- x 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)
- x ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- x reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- x ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

x revise the policy and procedures as part of the service's policy review cycle, or as required

x notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Authorisation

This policy was adopted by the EPIC ELC on 04/02/2019.

Review Date

This Policy needs to be reviewed on the 26th of August 2022

Attachments

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved care (refer to

ATTACHMENT 3

EPIC ELC Enrolment Application Form

EPIC ELC Funded program

Complete this enrolment application form and:

- x enclose a copy of the child's birth certificate or suitable evidence of the child's birth date
- x enclose proof of address (eg copy of drivers licence, rates notice or electricity, gas or water bill)
- x enclose the \$50 enrolment application fee, which is not refundable and covers administrative costs
- x forward the completed enrolment application form with attachments to EPIC ELC 55 Tyler St, East Preston, Vic 3072
- x notify the service of any changes to your address or other relevant information by contacting 9478 3323.

Enrolment and immunisations

The Government's No Jab No Play laws require all children to be age-appropriately immunised before enrolment can be confirmed.

Parents/guardians offered tentative places will be asked to provide immunisation documentation to EPIC ELC by 15/12/2019 that shows that their child's immunisations

Parents'/guardians' names: _____

Address: _____ Postcode: _____

Telephone number(Home) _____ (Business) _____ (Mob) _____

Language/s spoken at home: _____

Kindergarten Fee Subsidy

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

Health Care Card

Pensioner Concession Card

DVA Gold Card

Bridging Visas

Temporary Protection/Humanitarian Visas 447, 451, 785 or 786

Resolution of Status Visa (RoS) Visa Class CD, Subclass 851

Refugee and Special Humanitarian Visas 200

Triplets or Quadruplets

Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at EPC by the Nominated Supervisor Sarah El Wazer

Note: the eligibility of concessions may vary from time -to-time. Up -to-date information can be found at :

www.education.vic.gov.au/childhood/parents/support/Pages/financialassist.aspx

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 education provider when your child's place is confirmed.

Is your child registered with a specific support service/agency?

Yes

No

Name of support service/agency: _____

Signature of parent/guardian: _____

ATTACHMENT 4

Letter for parents/guardians without acceptable immunisation documentation

EPIC ELC

55 Tyler St, east Preston, Vic, 3072

04.02.2019

Dear [insert name]

Re: Enrolment at EPIC ELC for 2020

I am contacting you regarding your tentative place for [insert child's name] at EPIC ELC 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:

- x is fully vaccinated for their age
- x is on a recognised catch-up schedule
- x has a medical reason not to be vaccinated
- x has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- x your doctor
- x [insert details of local government immunisation service]
- x National Immunisation Information Line Tel. 1800 671 811
- x Australian Childhood Immunisation Register Tel 1800 653 809
- x Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation.

Sally Whitbread