



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Enrolment Policy

Approved by the School Principal 19 November 2024

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Enrolment Policy

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1 National Quality Standard

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions.

2 National Regulations

Regs	77	Health, hygiene, and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	90	Medical conditions policy
	92	Medication record
	93	Administration of medication
	96	Self-administration of medication
	97	Emergency and evacuation procedures
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	157	Access for parents
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures
	173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider	
181	Confidentiality of records kept by approved provider	
183	Storage of records and other documents	

3 Early Years Learning Framework

LO1	Children feel safe, secure, and supported
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4 Aim

- 4.1.1 To ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment and orientation process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

5 Related Policies

Additional Needs Policy
 Administration of Authorised Medication Policy
 Child Protection Policy
 Excursion Policy
 Food, Nutrition and Beverage Policy
 Health, Hygiene and Safe Food Policy
 HIV AIDS Policy
 Immunisation and Disease Prevention Policy
 Infectious Diseases Policy



Medical Conditions Policy
Orientation for Children Policy
Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relationships with Children Policy
Sleep, Rest, Relaxation and Clothing Policy
Unenrolled Children Policy

6 Who is Affected by This Policy

- Children
- Families
- Educators

7 Implementation

7.1.1 Our service operates Monday to Friday from 7.30 am to 5.30 pm and accepts enrolments of children aged between 3-6 years.

7.1.2 We provide a funded kindergarten integrated into long day care.

7.1.3 Enrolments will be accepted providing:

- Applicants are required to complete an online Prep Enrolment Application form which can be accessed on the School's website.
- The completed application form should be submitted online with the prescribed non-refundable application fee, together with a copy of an Extract of Birth Certificate.
- Applicants are required to complete an application which can also be accessed by the school website under ELC and submitted to the email address on the application.

Note: submission of the applications and payment of the fee is a prerequisite to admission for a place on the School/ELC waitlist, however, it does not guarantee a position at the School/ELC. Progression through the various stages of the enrolment process is solely at the discretion of the School/ELC in accordance with the School/ELC's enrolment policies and procedures. Parents and guardians choose to enter the ELC's enrolment process and the terms and conditions that are attached to this process, by either submitting an expression of interest application and/or attending an interview.

- Immunisation requirements are met – please refer to our Immunisation and Disease Prevention Policy
- The maximum daily attendance does not exceed the approved number of places of the service.
- Child-educator ratios are maintained across the service (in each room).
- A vacancy is available.

7.1.4 The Victorian Government has priority of access criteria that apply only to funded kindergarten places. The criteria requires services to give priority of access to children in the following order:

- children at risk of abuse or neglect, including children in out-of-home care (OoHC)
- Aboriginal or Torres Strait Islander children
- asylum seeker and refugee children
- children eligible for the Kindergarten Fee Subsidy
- children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay.

7.1.5 We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria.

- 7.1.6 The Centre has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the Centre. Due to the limited number of places available, applicants may not be offered an interview and / or a place. An application for enrolment does not guarantee an offer of a position at the Centre. Offers of places are made at the discretion of the Centre and the Centre reserves the right to lawfully refuse any application for enrolment without providing a reason. The ELC does not offer further details, including reasons or feedback, regarding the outcome of applications or interviews.

Note: Individuals and applicants are expected to respect the ELC's enrolment process and outcomes. The ELC will not communicate further with parents/guardians who demonstrate rude, harassing or inappropriate behaviour toward staff at any time or within the enrolment process.

- 7.1.7 At the discretion of the Centre, some applications may be given preference after taking into account the following factors:

- siblings of current or past Bacchus Marsh Grammar students;
- children of past Bacchus Marsh Grammar students;
- children of current Bacchus Marsh Grammar employees;
- geographic location; and
- date of application.

7.2 Free Kinder (15 hours per week for each Kindergarten term)

- 7.2.1 We offer the following Kindergarten programs which are delivered by Early Childhood Teachers and funded or subsidised by the State Government so fees for the programs are free.
- 7.2.2 Please note children are only able to enrol in Government funded/subsidised Kindergarten programs at one Service. We will ask families to confirm in writing they are not accessing funded kindergarten programs elsewhere.
- 7.2.3 The Victorian Government also provides Free Kinder funding to our service for children enrolled in a funded kindergarten program. This saves you and your family up to \$2,050 per year. To pass on this saving, our service will provide you with weekly deductions off your fees for a period of 40 weeks. This will commence in the first week of your child's Kindergarten program. This will be noted as Victorian Government Free Kinder offset on parent's fee statement.
- 7.2.4 Your child can access one funded year in a Three-Year-Old Kindergarten program (15 hours per week) and one year in a Four-Year-Old Kindergarten program (15 hours per week).

Your child can only access one funded kindergarten program at a time. This means that only one service can claim kindergarten funding for your child and pass on the Free Kinder savings. If you accept a funded kindergarten place at more than one service and both services receive funding, you may be required to repay the funding and may lose your child's place in one program.

7.3 Four-year-old Kindergarten

- 7.3.1 We offer children a minimum of 15 hours of funded kindergarten over 40 weeks in the year before they commence school. Children may be able to access a second year of kindergarten if an early childhood teacher assesses that they have developmental delays in two or more areas. Our Early Childhood Teacher will deliver the funded program 5 days (Monday to Friday) 9.00am – 4.30pm during the school terms. Children will attend a minimum of 3 days per week.

7.4 Three-year-old Kindergarten

- 7.4.1 We offer a three-year-old funded kindergarten program of minimum of 15 hours over 40 weeks to children who turn three years old by 1st January in the year they're enrolled in the program. Our Early Childhood Teacher will deliver the program 5 days (Monday to Friday) 8.30am – 4.00pm during the school terms. Children will attend a minimum of 3 days per week.

- 7.4.2 Please note all children in three-year-old kindergarten are expected to move to four-year-old Kindergarten the following year.

7.5 Early Start Kindergarten

- 7.5.1 We also offer a free or low-cost Early Start Kindergarten programs of 15 hours per week to children from a refugee or asylum seeker background, or who are Aboriginal or Torres Strait Islander, or who are known to Child Protection, where they will be at least three years old by 1st January in the year they're enrolled. Children can be enrolled in a three-year old group, a four-year-old group, a mixed age group or a combination of these.
- 7.5.2 These children can also access free or low-cost Kindergarten in the year before school via an Early Start Kindergarten Grant irrespective of whether they were enrolled in Early Start Kindergarten the year before.
- 7.5.3 Aboriginal and Torres Strait Islander children can also access free kindergarten through the Koorie Kids Shine program

7.6 Early or Late Entry to Kindergarten

- 7.6.1 Children can start school if they turn five by 30 April in the year they start (and must be enrolled by age six unless they have an exemption). Children born between 1 January to 30 April can therefore start kindergarten when they are four. Each child is different. We encourage families who are unsure when their child should start kindergarten to speak with our early childhood teacher/staff.

7.7 Priority of Access

- 7.7.1 Where we accept children into a State Government funded kindergarten program, we must prioritise the enrolment of those children in line with the State Government's Priority of Access criteria if there are more applications than available places. We will prioritise children who:
- children at risk of abuse or neglect, including children in out-of-home care (OoHC)
 - Aboriginal or Torres Strait Islander children
 - asylum seeker and refugee children
 - children eligible for the Kindergarten Fee Subsidy
 - children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay.
- 7.7.2 To ensure equity we will apply these criteria separately to our three and four-year old kindergarten programs where these groups are separate, and equally to vulnerable three and four-year-old children in mixed age groups.
- 7.7.3 Where there are not enough places to accept all high priority children, we will use our professional judgement and consult with relevant authorities where appropriate to enroll the most vulnerable child first. We may also develop criteria to prioritise children, such as distance of residence from Service, or demonstrated link to the Service, and will advise families about these criteria. Our local criteria are:
- 7.7.4 The Centre has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the Centre. Due to the limited number of places available, applicants may not be offered an interview and / or a place. An application for enrolment does not guarantee an offer of a position at the Centre. Offers of places are made at the discretion of the Centre and the Centre reserves the right to lawfully refuse any application for enrolment without providing a reason. At the discretion of the Centre, some applications may be given preference after taking into account the following factors:
- siblings of current or past Bacchus Marsh Grammar students;
 - children of past Bacchus Marsh Grammar students;
 - children of current Bacchus Marsh Grammar employees;

- geographic location;
- date of application;

7.8 Data Collection Privacy Policy

- 7.8.1 Funded Kindergarten services are required to collect information from all parents/guardians about their education and employment. Information collected includes:
- highest level of primary/secondary education and highest qualification completed (e.g. non-school qualification, bachelor degree). (Equivalent overseas education and qualifications are recognised.)
 - Parents/guardians occupation group from the **Parental Occupation Index** for their main work.
- 7.8.2 The data is used to help calculate the amount of 'School Readiness Funding' we receive, and we can use it to purchase a range of programs and resources including paying for professionals like speech therapists to work with children. All information provided during the enrolment process will be treated confidentially and will only be used to inform kindergarten funding.

7.9 Transition learning and Development Statements

- 7.9.1 We complete Transition Learning and Development Statements for all children transitioning to school from a State Government funded Kindergarten program.
- 7.9.2 The Statement aims to help children's school teachers' by summarising each child's abilities, individual approaches to learning, and how they can be supported to continue learning. Our Early Childhood Teachers will provide families with the Statement and advise that it will be shared with the child's school unless they don't want this to happen. Families will be encouraged to discuss sharing the Statement where they have concerns.

7.10 Enrolment:

- 7.10.1 When a family has indicated their interest in enrolling their child in our service, the following will occur:
- A tour of our service is available upon a request. During this tour, the educator conducting the tour will give the family information about the service including, but not limited to, programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.
 - Families are given a copy of the Parent Handbook to read and are invited to ask questions.
 - Discussions are held between the Nominated Supervisor/Educator Leader and families regarding availability of days, a start date and tailoring an orientation process (if required) to suit the needs of the family and child. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time of offer and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.
 - Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their Centrelink online account through my Gov and completing a claim. If eligible, the Subsidy will be paid directly to the service on families' behalf and will reduce the fees owed. This can only occur after our service enters families' enrolment information online, and families confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, families will need to pay full fees.



- As per our Orientation for Children Policy, families, if required, will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.
- Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.
- We will formally advise families in writing if their child is receiving a funded kindergarten program.

On the child's first day:

- The child and their family are welcomed into the Centre for the first day.
- The Nominated Supervisor and parents will ensure all details are finalized.

Other information about our service's enrolment includes:

- We will try and accommodate families so that children from the same family can attend our service.
- There are strict immunisation requirements for children who are enrolled at our service. All children must be immunised. Please see our Immunisation Policy for further information.
- To ensure all children are treated fairly and receive the same care and attention, any of our educators' children, grandchildren, nieces, or nephews who attend the service will not be enrolled in the same room their parent, grandparent, or relative works in.
- In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the nominated supervisor decides the child's behaviour threatens the safety, health, or wellbeing of any other child at the service.

7.11 Information and Authorisations to be kept in the Enrolment Record

- 7.11.1 Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.
- 7.11.2 Information relating to a child's enrolment may be disclosed to other organisations related to the service in accordance with our Privacy and Confidentiality Policy and or Privacy Collection Notice.

8 Sources

Children, Youth and Families Act 2005
Early Years Learning Framework
Education and Care Services National Law and Regulations
Education and Care Services National Law and Regulations
National Quality Standard
A New Tax System (Family Assistance) Act 1999
Kindergarten Funding Guide: Department of Education and Training
Occupational Health & Safety Act 2004
Occupational Health and Safety Regulations 2007
Public Health and Wellbeing Act 2008
The Child Wellbeing and Safety Act 2005

9 Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

10 Authorisation

ELC Document Name	Continuity of Education and Care Policy	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	November 2024	

11 History

Date	Amendment
19 November 2024	1. New format

12 Appendix 1: Enrolment Requirements

Enrolment Requirements	
Element 6.1.1	Engagement with the service. Families are supported from enrolment to be involved in the service and contribute to service decisions.
All parts of the Enrolment Form completed and signed	
Parents 1, 2 and 3 DOB and CRN provided	
Child's DOB and CRN provided	
Complying Written Arrangement template signed by parent (confirmed by parent through Xplor)	
Enrolment lodged with Centrelink	
Child's Birth Certificate or equivalent sighted	
Court/parenting orders, parenting plans outlining powers, duties, responsibilities in relation to the child provided	
Information about the child's family is obtained e.g. culture, religion, family structure (e.g. siblings, grandparents)	
Information about any special dietary requirements/restrictions or additional needs obtained	
Evidence of immunisation status provided. (child fully immunised or has appropriate exemptions – refer Immunisation Policy)	
<ul style="list-style-type: none"> • medical treatment from a medical practitioner, hospital, or ambulance service • ambulance transportation • incursions • regular excursions • Authorised nominees • Emergency contacts • Persons authorised to consent to medical treatment or administration of medication (could be same as authorised nominees/emergency contacts) • medical practitioner or medical service • Medicare number • healthcare needs, medical conditions, allergies, anaphylaxis, or risk of anaphylaxis • Medical Management Plan and Medical Risk Minimisation Plan for specific health care need, medical condition, allergy, or anaphylaxis 	
Handbook	
Families provided with copies of, or access to, all policies and procedures, Code of Conduct and Statement of Philosophy	
Medical Conditions Policy provided to all parents where child has a specific health care need, medical condition, allergy, or other relevant medical condition	
Relevant policies and procedures discussed/explained including:	
<ul style="list-style-type: none"> • Medical conditions policy Child cannot attend without medication • Administration of Medication Policy 	

<p>Medication must be in original container Administration of medication must be authorised in writing unless emergency Procedures during medical emergency, including asthma and anaphylaxis</p>
<ul style="list-style-type: none"> • Delivery and Collection of Children Policy Sign in/out procedure explained Procedure if parent running late to collect child
<ul style="list-style-type: none"> • Complaints Handling Policy Location of complaint forms
<ul style="list-style-type: none"> • Fees and Debt Collection Policy Fees should be paid on time. Fees in arrears attract extra charges
<ul style="list-style-type: none"> • Photography and Video Policy (authorisation signed)
<ul style="list-style-type: none"> • Infectious Disease Policy Any child who is unwell must not attend the Service. Children who become unwell at the Service need to be collected. If service suspects child has infectious disease, child may be excluded until child has a medical certificate stating they are not contagious.
<ul style="list-style-type: none"> • Immunisation and Disease prevention Policy Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service
<ul style="list-style-type: none"> • Sleep, Rest, Relaxation and Clothing Policy Service implements safe sleeping practices as recommended by SidsandKids Sleep and rest practices Children should wear comfortable clothing that can get dirty All items should be labelled with child's name
<ul style="list-style-type: none"> • Health, Hygiene and Safe Food Policy Service has a 'healthy' eating policy Service does not allow e.g. nuts into the service
<ul style="list-style-type: none"> • Tobacco, Drug and Alcohol Policy No smoking on premises allowed including car park
<ul style="list-style-type: none"> • Parental Interaction and Involvement in the Service Policy Family input procedures e.g. "what did you do on the weekend" sheets
<ul style="list-style-type: none"> • Environmental Sustainability Policy Measures taken to promote sustainability e.g. litter less lunches
<ul style="list-style-type: none"> • Direct Debit form completed - Xplor
<ul style="list-style-type: none"> • Child Protection Policy and Procedures Child Safe Environment Policy and Procedures