# KINDERGARTEN ENROLMENT POLICY

Our Service is committed to supporting the Victorian Government's Free Kindergarten initiative as part of the *Best Start, Best Life* reform. We aim to identify children that require additional support and seek assistance through a range of initiatives to ensure inclusion of vulnerable children into our programs. This policy provides guidelines for enrolment in our quality kindergarten programs to ensure compliance with legislative and Department of Education requirements, including adherence to anti-discrimination and human rights laws. Our Service will collaborate with the local community, including council and key stakeholders to support better outcomes for all children within the local area.

Our Service is committed to being a Child Safe Organisation with a zero tolerance for child abuse. At all times we act in accordance with the Victorian Child Safe Standards and related legislation.

NATIONAL QUALITY STANDARD (NQS)

| | | |
|---|---|---|
| **QUALITY AREA 1:** EDUCATIONAL PROGRAM AND PRACTICE | | |
| 1.1 | Program | The educational program enhances each child's learning and development |
| **QUALITY AREA 2:** CHILDREN'S HEALTH AND SAFETY | | |
| 2.2.3 | Child Protection | Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect. |
| **QUALITY AREA 6:** COLLABORATIVE PARTNERSHIPS | | |
| 6.1 | Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| 6.1.1 | Engagement with the service | Families are supported from enrolment to be involved in their service and contribute to service decisions. |
| 6.1.2 | Parent views are respected | The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing. |
| 6.1.3 | Families are supported | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
| 6.2 | Collaborative partnerships | Collaborative partnerships enhance children's inclusion, learning and wellbeing. |
| 6.2.3 | Community and engagement | The service builds relationships and engages with its community. |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS | |
|---|---|
| 73 | Educational program |
| 74 | Documenting of child assessments or evaluations for delivery of educational program |
| 75 | Information about educational program to be kept available |
| 84 | Awareness of child protection law |
| 89 | Educators must be working directly with children to be included in ratios |
| 90 | Medical conditions policy |
| 92 | Medication record |
| 93 | Administration of medication |
| 97 | Emergency and evacuation procedures |
| 99 | Children leaving the education and care service premises |
| 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 |
| 177 | Prescribed enrolment and other documents to be kept by approved provider |
| 181 | Confidentiality of records kept by approved provider |

## RELATED LEGISLATION

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|---|---|
| Child Care Subsidy Secretary's Rules 2017 | Family Law Act 1975 |
| A New Tax System (Family Assistance) Act 1999 | Working with Children Act 2005 (VIC) |
| Children, Youth and Families Act 2005 | Children Wellbeing and Safety Act 2005 |
| Disability Discrimination Act 1992 | Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015 |
| Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 | Family Violence Protection Act 2008 (MARAM) |
| Equal Opportunity Act 2010 | |

## RELATED POLICIES

| | |
|---|---|
| Acceptance and Refusal Authorisation Policy<br>Additional Needs Policy<br>Anti-Bias and Inclusion Policy<br>Children's Belongings Policy<br>Child Safe Environment Policy<br>Child Safety and Wellbeing Policy<br>Control of Infectious Disease Policy<br>Delivery of children to, and Collection from Education and Care Service Premises<br>Educational Program Policy<br>Family Communication Policy | Immunisation Policy<br>Kindergarten Payment of Fees Policy<br>Orientation of Families Policy<br>Privacy and Confidentiality Policy<br>Record Keeping and Retention Policy<br>Sick Children Policy<br>UV Sunsmart Policy<br>Supervision Policy<br>Staffing Arrangements Policy<br>Transition to School Policy |

## PURPOSE

We aim to ensure children and families receive informative and reliable information about enrolment in our Free Kinder programs for Three- and Four-Year-Old children.

## SCOPE

This policy applies to management, the approved provider, nominated supervisor, educators, families, and children of the Service.

## IMPLEMENTATION

Our Service meets the requirements of the Victoria Government to provide *Free Kindergarten* as part of the Best Start, Best Life reform. Funding is provided to our Service to support children access a high-quality kindergarten program in the two years before they start school.

### FREE KINDER

Free Kinder is available for Victorian 3- and 4-year-old children. Families do not need to show a Health Care Card or Pension Card or Australian Citizenship (or similar) to be eligible to access. Free Kinder will offset out of pocket fees for children attending a Kindergarten program in our LDC Service. Free Kinder is a fee offset of up to $2693 per year for sessional and $2101 per year for integrated.

To be eligible for Free Kinder, families can only enrol their child in **one** Free Kinder program at any one time. Families are required to sign a "one funded place and Free Kinder" form to confirm their child is receiving their funded kindergarten program from one service. Services must complete and lodge this form with the Department and keep a copy in the child's enrolment record.

## KINDERGARTEN PROGRAMS

Our Service promotes fair and equitable access to all our kindergarten programs and supports all eligible children gain access to a kindergarten program including those children who face barriers to participation. Our Service offers several funded high-quality educational programs as follows.

### Integrated Kindergarten

For Integrated Kindergarten (Wrap around long day care attached), families will receive a yearly (school term only) offset of up to $2101 per year. Families are required to pay long day care fees for the days they are booked into care. For each statement received during the 40 school weeks you will receive a fee offset, written on your statement as 'VIC Free Kinder'. Child Care Subsidy (CSS) is available to assist in paying out of pocket fees for 'wrap around care' provided by our Service.

### Sessional Kindergarten

Sessional kindergarten is free or low cost for 3 and 4-year-old children who are enrolled in our 15-hour programs. There is no out of pocket fees to be paid. LCCC sessional programs this year are offered as a mixed age rotational model. This is 3- and 4-year-olds will be at kindergarten on the same day and in the same space. Rotational means that you may be with a different group of children on the different days you are booked in. This allows families more flexibility with their booked days.

### Pre Prep

Pre-prep is the expanded 4-year-old kindergarten in Victorian that will gradually increase free kinder to 30 hours a week by 2036. In 2026 LCCC offers 22.5hours to priority families. To be eligible, the child must be 4 by 30 April 2026 and be a priority family which includes:

- Aboriginal and/or Torres Strait Islander
- Children from refugee or asylum seeker background
- Children who have had contact with Child Protection or in out-of-home care
- Children support by ESK or Access to Early Learning in their 3-year-old year.

Pre prep is offered as mixed age and rotational model. This ensures we protect the privacy of children and families attending this program.

## EARLY START KINDERGARTEN (ESK)

Early Start Kindergarten (ESK) is a grant funded by the Department of Education that provides eligible three-year-old children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered early childhood teacher.

This grant is available in both integrated and sessional services and a child can be placed in a Three-Year-Old Kindergarten program, a mixed age program or four-year-old program in order to access the full 15 hours per week.

To be eligible for ESK, children must be three years old by 30 April in the year that they are attending the kindergarten program and are:

- from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- the family has had contact with child protection

Notification of a child's eligibility for ESK can be provided to the service verbally or in writing from a parent or by any professional supporting the family, at any time during the year. Once notified, we will support the enrolment in a funded kindergarten program as soon as possible.

Our service can apply for the ESK grant on a family's behalf and the ESK Grant payment will be made directly to our service.

For eligible children enrolled in the integrated three-year-old kindergarten program, we will deduct the funding from the family's out of pocket fees after CCS and/or Additional CCS has been applied, so that the child can access up to 15 hours of kindergarten per week for free.

Our service will also enrol eligible children who attend the sessional three-year-old kindergarten program. This ensures they have priority of access to a funded kindergarten program. It also means that our service can receive additional funding and support from the Department of Education. These children can access 15 hours of funded three-year-old kindergarten for free.

If you think your child is eligible for ESK, please speak with the Centre Manager.

Children who turn three between 1 January and 30 April have the choice of the year they will start school. Parents and carers will need to determine the year their child will start school to work out which

year they will access Early Start Kindergarten. The child could attend school in the year they turn five or six. Parents and carers should therefore discuss their child's eligibility and individual child's needs with management before determining which year they access ESK and accessing the Early Start Kindergarten grant.

More information is available via the Department of Education's website at www.vic.gov.au/early-start-kindergarten.

## KINDERGARTEN STARTING AGE

For children born between 1 January and 30 April, families have a choice about whether their child will start school in the year they turn five or the following year and consequently, the year their child begins kindergarten. As each child's development is unique, parents and carers should discuss with management the best time for their child to start kindergarten. Access 'Sending your child to kinder' for more information including a starting age calculator Sending your child to Kinder .
Children enrolled in Three-Year-Old Kindergarten will be expected to complete a full year of kindergarten in the year they enrol. All children in Three-Year-Old kindergarten will be expected to transition to Four-Year-Old Kindergarten the following year.

### Second Year of Funded Kindergarten/Pre Prep/Exception from starting school

Children may be eligible to access an additional (Second) year of funded three and Four-Year-Old Kindergarten/Pre prep when a child shows delays in learning and development outcome areas in the Victorian Early Years Learning and Development Framework. Further information about Second Year of funded Kindergarten/Pre Prep can be found on the Victorian Department of Education and Training website. Families must apply for an exemption (school exemption) if the child turns 6 before or during their first or second year of funded Four-Year-Old Kindergarten. Further information regarding applying for an exemption from school can be found on the Victorian Department of Education and Training website.

### Early entry to kindergarten

When considering early enrolment in Four-Year-Old Kindergarten, some gifted children may be suitable candidates if their families are interested in starting their child's schooling early. This means the child will not have turned 5 years old by 30 April in the year of school commencement. However, early entry is only authorised in cases of exceptional circumstances and is contingent upon a thorough application process and strict eligibility criteria. It's worth noting that the majority of children who apply for early

enrolment in 4-Year-Old Kindergarten are not granted early entry into school due to not meeting the eligibility requirements.

When thinking about early school entry, it is important to involve parents, caregivers, or legal guardians, key considerations include:

- Enrolment in kindergarten does not automatically guarantee early school entry.
- For a child to start school early, they must demonstrate appropriate academic ability through a formal cognitive assessment and be deemed at risk of long-term educational disadvantage if early entry is not approved.
- Decisions regarding early school entry are typically made in Term 4 of the year prior to the requested year of school enrolment. • Children qualify for only one year of funded kindergarten, so families should carefully decide in which year to enrol their child in kindergarten.

## PRIORITY ACCESS CRITERIA (PoA) Kindergarten Funding Guide

Our Service has 26 places available for Three-Year-Old sessional kindergarten and 15 places available for Three-Year-Old Integrated Kindergarten. Our service has 26 places for Four-Year-Old sessional Kindergarten and 22 places available for integrated kindergarten.

In instances where more eligible children apply for a place at our Service for Three-Year-Old and Four-Year-Old Kindergarten programs, we must follow the Priority of Access (PoA) criteria to prioritise specified cohorts of children and work with other local kindergarten services and the regional Departmental offices to ensure all eligible children have access to a kindergarten place.

### Priority of Access Criteria Table

| High Priority Children | Criteria and processes for verifying need(s) |
|---|---|
| Children at risk of abuse or neglect, including children in out-of-home care. | The child is:<br>• Eligible for ESK or AEL, and/or<br>• Family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or<br>• Referred by one of the following:<br>  • Child Protection<br>  • Child and family services (family services referral and support team, Child FIRST/integrated family services/ Service Connect case worker)<br>  • Maternal and Child Health nurse |

| | |
|---|---|
| | • Out-of-home care provider |
| Aboriginal and/or Torres Strait Islander Children | As part of the enrolment process, service providers must respectfully ask families 'do you identify your child as Aboriginal and/or Torres Strait islander?' and record this information in KIMS. |
| Asylum Seeker and Refugee Children | Child or family holds a visa or supporting documentation and information, including an Immicard, identifying the child and/or parents, carers or legal guardians as a refugee or Asylum seeker, and/or<br>Referred as a refugee or asylum seeker by a CALD outreach worker. |
| Children that meet the eligibility criteria for the Kindergarten Fee Subsidy | A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or<br>The child is identified on their birth certificate as one of a set of triplets, quadruplets or more. |
| **High Priority Children** | **Process that could be used to verify need(s)** |
| Children with additional needs, defined as children who:<br>• With an identified specific disability or developmental delay<br>• Who require additional assistance to fully participate in the kindergarten program<br>• Who require a combination of services which are individually planned | The child:<br>• Holds a Child Disability Health Care, and/or<br>• Has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or<br>• Has been referred by:<br>  • The National Disability Insurance Scheme<br>  • Early childhood Intervention Services<br>  • Preschool Field Officer<br>  • Maternal and Child Health Nurse, or<br>• Is asses as having delays in 2 or more areas and is declared eligible for a second year of funding Four-Year-Old Kindergarten |

Source: Kindergarten Funding Guide (Vic)

When filling vacant places, Laverton Community Children's Centre must fill them according to the following priorities:

Priority 1 – HIGH PRIORITY CHILDREN listed in Priority of Access Criteria Table

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test

Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $43,727 for 2015-2016 or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

### THREE-YEAR- OLD KINDERGARTEN

Our three-Year-Old Kindergarten program provides children with 15 hours per week or 600 hours per year of funded kindergarten planned and delivered by a VIT registered qualified early childhood teacher.

### FOUR-YEAR-OLD KINDERGARTEN

Our Four-Year-Old Kindergarten program provides children with 15 hours per week or 600 hours per year of funded kindergarten planned and delivered by a VIT registered qualified early childhood teacher.

### PRE PREP

Our Pre Prep grogram provides children with 22.5 hours per week or 900 hours per year of funded pre prep planned and delivered by a VIT registered qualified early childhood teacher.

## OUR FRAMEWORKS

Our kindergarten programs adhere to the *Victorian Early Years Learning and Development Framework (VEYLDF)* as the approved learning framework declared in the Education and Care Services National Law and National Regulations core funding agreement.

## PROGRAM SCHEDULES AND SERVICE CLOSURES

Our Service offers funded three-year old and four-year old kindergarten/ pre prep programs for eligible children as using both sessional group and integrated in a long day care program.

There may be times when our scheduled kindergarten programs cannot be delivered due to public holidays, unplanned teacher absences or emergency situations. Families will be provided with a schedule

of planned public holidays at the beginning of each year. Communication will be provided with families as promptly as possible in the event of any other disruptions to our program.

| PROGRAMS | DAYS | HOURS (e.g., 9.30-2.30) |
|---|---|---|
| Integrated 3yr | Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ | 9:30 – 2:30 |
| Integrated 4yr | Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ | 9:30 – 2:30 |
| Sessional Mixed Age Iris A | Monday ☒ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ | 8:30 – 4:00 |
| Sessional Mixed Age Iris B | Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☐ Friday ☐ | 8:30 – 4:00 |
| Sessional Mixed Age Iris C | Monday ☐ Tuesday ☒ Wednesday ☒ Thursday ☐ Friday ☐ | 8:30 – 4:00 |
| Sessional Mixed Age Waratah | Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☒ | 8:30 – 4:00 |

Pre Prep Children will add a third day to their program.

## ENROLMENT PROCEDURE

To apply for Free Kinder, families are required complete an Enrolment Form. Families are required to complete the following details within the Enrolment Form-

- Child's name
- Address
- Date of birth

These details will be verified via a birth certificate, passport, travel document for non-Australian born children or Immicard.

For children who do not have a birth certificate the following documents may be used to confirm the child's full name and date of birth-

- statement from the Australian Immunisation Register (AIR)
- Medicare card
- letter from the doctor or midwife who attended the birth
- doctor's note attesting to a child's age

- passport
- citizenship documents or Australia visa documents
- Immicard.

Information collected from families during the waitlist and enrolment process will be used and stored in accordance with our *Privacy and Confidentiality Policy and Record Keeping and Retention Policy*.

Families will be provided with a range of information about the Service which may include:

- the service philosophy, description of our funded kindergarten programs, day and times of operation of the kindergarten program, including planned closures, out-of-pocket expenses (e.g., one off excursions), access and inclusion policies, privacy and confidential policies and procedures, record keeping and retention policies and practices, emergency management plan, how families can contribute to the program, waitlist requirements, SunSmart requirements, signing in and out procedure, the National Quality Framework, routines, communication methods and Child Care Subsidy (CCS)
- families may be requested to submit any information related to Priority of Access with the enrolment application, including health care card or visa
- Before confirming a child's enrolment, our Service requires evidence of the child's vaccination status via an *AIR immunisation History Statement* to comply with the *No Jab No Play* legislation. Evidence must show the child:
    - is fully vaccinated for their age, or
    - has commenced a recognised catch-up schedule and that the next due vaccine/s on the schedule are not overdue 2 months prior to the first day of attending, or
    - has a medical condition that prevents them from being fully immunised for their age or
    - is eligible to enrol under the 16-week grace period while the service works with the family to obtain the necessary immunisations/documentation.

## OFFER OF PLACES FOR FREE KINDER

Places will be allocated according to the Priority of Access (PoA) criteria and available places at our Service. Families will be provided with written confirmation of a placement via Email. Families have two weeks to accept this offer and provide required documentation to complete the enrolment application. Written confirmation that their child is receiving a funded kindergarten program at our Service is required.

Should families not wish to accept the offer, they are required to withdraw their enrolment application as soon as possible. We ask that families withdraw their application in writing to the Nominated Supervisor. Families are required to confirm their child is receiving a funded kindergarten place at their service by signing the '*one funded place'* and Free Kinder in 2026.

## ENROLMENT PROCEDURE FOR SESSIONAL KINDERGARTEN

Families wanting to enrol in our sessional program will need to enrol their child through Hobsons Bay City Council Kindergarten Central Registration system. The purpose of the Kindergarten Central Registration Scheme is to guarantee that every local family has equal and just access to community-managed kindergarten services within the municipality.

You will need the following supporting documents available:

- Your child's birth certificate
- Evidence of residency or rate payer
- Evidence for priority of access criteria

If you chose to download a registration form you can return the completed form to Council in person or mail to Hobsons Bay City Council PO Box 21, Altona 3018 or by email to kindergarten@hobsonsbay.vic.gov.au .

## OFFER OF PLACES FOR INTEGRATED KINDER

Places will be allocated according to the Priority of Access (PoA) criteria and available places at our Service. There will be allocation rounds on different dates where families are sent out offers based on their preferences. Families will receive an offer via the Council Parental Portal as well as through email. . Families have the following options to respond to offers:

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|---|---|
| Accept | Accept the group offered. |
| Accept & Wait *(Only available if you do not get offered your 1st preference)* | Accept the place offered and be placed on a waiting list for their preferred kindergarten group.<br><br>Please note: If a vacancy later arises in a group that you have selected as a higher preference, we may place you in that preferred group and place another child in your current group. You could therefore lose your current place in favour of the more preferred option. |
| Decline & Wait *(Only available if you do not get offered your 1st preference)* | Decline the place offered and be placed on the waiting listfor their preferred kindergarten group.<br><br>If a vacancy arises in a group that you prefer, we may place you in the group. |

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| **Defer** *(Only available for three-year-old who are born between 1 January and 30 April)* | Families who have children born between 1 January and 30 April can choose which year their child starts three-year-old kindergarten either in the same year they turn three, or in the year they turn four-years-old.<br><br>By selecting this option, the family has decided to delay the year their child will start three-year-old kindergarten. |
| **Withdraw** | By selecting this option, the family has decided to withdraw their child's kindergarten registration. The registration will be cancelled. |

Once you have confirmed your acceptance, you will be sent an email to confirm your placement in the group and centre. Laverton Community Children's Centre will send you an email with their enrolment form for you to fill out. Families are required to confirm their child is receiving a funded kindergarten place at their service by signing the '*one funded place'* and Free Kinder in 2026.

## THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- meet the specific terms and conditions for delivering the funded Free Kinder as outlined by the Department of Education (2026)
- ensure the *Kindergarten Payment of Fees Policy* is available at the Service
- promote fair and equitable access to kindergarten programs
- display the Kinder Tick logo at our Service
- adhere to the Department's Priority of Access criteria to all funded kindergarten places
- communicate how waiting lists are prioritised clearly with families
- provide key information about the funded kindergarten places available at the Service to families
- ensure families complete written confirmation that they are accessing only one funded kindergarten place at any one time ('one funded place' form- Free Kinder in 2026)
- ensure families provide evidence of the child's vaccination status (*No Jab, No Play*)
- ensure families are not charged any compulsory out-of-pocket fees or levies (except for cost of one-off excursions- entry and transport costs) (See *Kindergarten Payment of Fees Policy*)
- ensure the Free Kinder offset is clearly indicated on parent invoice statements and that this offset will not impact their CCS payments- labelled Victorian Government Free Kinder Offset
- provide families with a statement of additional fees and hours charged that are over and above the 15 hours of funded hours per week
- ensure the full amount of the offset fee is passed on to families to reduce out of pocket fees
- ensure families are not charged for incursions or regular excursions (e.g., Bush Kinder)

- ensure any surplus funding is used to improve the quality of our funded kindergarten program and support engagement of families
- notify parents that any financial contribution to is completely voluntary and any fees that have already been paid, are refunded
- ensure that any eligible child for Early Start Kindergarten is enrolled and recorded through Arrival
- ensure enrolment and program data is kept up to date and entered in Arrival
- update data in within Arrival when service delivery or child enrolment changes occur
- provide details of the education level and occupation of parents (SFOE) for School Readiness Funding (SRF) eligibility
- ensure educators complete *Transition Learning and Development Statements* as part of the kindergarten funding agreement (See *Transition to School Policy* for further information)
- meet all core requirements and operational requirements as per National Quality Standard and National Law and National Regulations
- adhere to the *No Jab No Play* legislation (See Enrolment Procedure section of this policy)
- provide families with details of public holidays and any other defined days of closure each year
- work with families of children who are born between January and April to decide whether to enrol children in three-year-old kindergarten in the year they turn three, or the following year
- maintain educator to child ratios as per regulations (for children aged 36 months of age or over, one educator to 11 children)
- ensure minimum educator to child ratio for children under three is maintained when considering placement of children under three in the three-year-old kindergarten program (1:4 under three years of age)
- ensure Early Childhood Teachers are registered with the Victorian Institute of Teaching (VIT)
- access the Kindergarten Inclusion Support (KIS) program and Preschool Field Officer (PSFO) program to support, guide and coach educators to provide inclusive programs that meet the needs of all children with additional needs
- ensure all staff and educators hold current and checked Working with Children Checks (WWCC)
- ensure the program delivered to children adheres to the Victorian Early Years Learning and Development Framework
- create and maintain a child safe organisation and comply with the Child Safe Standards
- promote children's wellbeing or safety by adhering to the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family violence Multi-Agency Risk Assessment and Management (MARAM) Framework

- provide information to families about how personal information is collected and stored as per our *Privacy and Confidentiality Policy*
- consult with the local community, including local government, and key stakeholders on the development of our *Enrolment Policy*
- refer families to our *Dealing with Complaints Policy* and procedures for complaints relating to the handling of funded kindergarten places.

## FAMILIES WILL:

- complete all documentation required by the Service for enrolment including child's *Immunisation History Statement*
- provide required authorisations as indicated on enrolment form
- notify the Service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- provide information to service for annual Student Family Occupation and Education data to assist with our SRF funding
- provide updated information about their child by notifying the Service of any changes as soon as possible- medical, parenting orders, authorisations etc.
- ensure they accept or withdraw their child's enrolment for *Free Kinder* in writing within given time frame
- complete written confirmation that they are accessing only one funded kindergarten place at any one time
- discuss with management decisions to enrol their child born between January and April if they should begin three-year-old kindergarten in the year their child turns three, or the following year.

## SCHOOL READINESS FUNDING (SRF)

School Readiness Funding (SRF) is used to support outcomes for children in the priority areas of communication (language development); wellbeing (social and emotional) and access and inclusion.
Our Service will allocate SRF funding to programs that support children's developmental outcomes-
Our Service will ensure we comply with all requirements for SRF funding including:

- collecting Student Family Occupation and Education data from families
- enter information into ARRIVAL against each child's record
- completing an annual plan for our service
- accepting regular engagement with the department to provide progress updates
- complete mid-year reviews and end-of-year acquittal funding

## TRANSITION LEARNING AND DEVELOPMENT STATEMENTS

Our Service will utilise funding from the Department to release early childhood teachers to write *Transition Learning and Development Statements (TLDS)* for every child in our care. The TLDS summarises each child's ability as they start school; identifies their approaches to learning and indicates how the child can be supported to continue learning. A copy of the TLDS statement will be provided to families. Families will be provided with the opportunity to opt out if they do not want relevant information shared with their child's school.

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Free Kindergarten Enrolment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## RESOURCES

Funding and policies supporting Three-Year-Old-Kindergarten

Kindergarten Funding Guide (2023).

Kindergarten Funding Rates (2025)

Kindergarten Information Management System

Priority of Access criteria for early childhood education

Resources for funded kindergartens

## SOURCES

Australian Government Department of Education. Child Care Provider Handbook
Department of Education and Training. (2016). *Victorian Early Years Learning and Development Framework. For all children birth to eight years*
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (2011) (Amended 2023).
Victorian Government Department of Education (2023). The kindergarten funding guide
Victorian Government Department of Education. (2025). Arrival information for long day care services

## REVIEW

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|---|---|---|---|
| POLICY REVIEWED BY | Krystle Hills | Consultant | 15/03/2026 |
| POLICY REVIEWED | March 2026 | NEXT REVIEW DATE | March 2027 |

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| MODIFICATIONS | • policy maintenance<br>• funding updates for 2025<br>• updated information for transition to Arrival system from KIMS during 2025<br>• sources updated as required | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE |
| January 2024 | • additional information re: PoA; Second Year Funding; School Readiness Funding (SFR), Transition Learning and Development Statements as per DE feedback<br>• access to one funded kindergarten place- form for parents added<br>• Rewrite of policy to comply with *Free Kinder* funding guidelines (2024)<br>• Resources updated and hyperlinks repaired | January 2025 |