ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE
This policy will outline:
- the criteria for enrolment at Greensborough Preschool Inc
- the process to be followed when enrolling a child at Greensborough Preschool Inc, and the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Greensborough Preschool Inc.

POLICY STATEMENT

1. VALUES
Greensborough Preschool Inc is committed to:
- equal access for all children
- meeting the needs of the local community
- complying with DEECD funding requirements relating to the enrolment of 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.

2. SCOPE
This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Greensborough Preschool Inc.

3. 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 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. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service’s philosophy, values and beliefs, and the provisions of the Equal Opportunity Act 2012. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in The Kindergarten Guide (refer to Sources). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to Definitions) must abide by the Family Assistance Legislation Amendment (Child Care Rebate) Act 2011 (refer to Legislation and standards) and the Commonwealth Government’s Priority for allocating places in child care services (refer to Sources).

Legislation and standards
Relevant legislation and standards include but are not limited to:
- A New Tax System (Family Assistance) Act 1999
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
4. 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.

**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/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**Authorised nominee:** (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Greensborough Preschool Inc has determined that any person over the age of 16 is able to be an authorised nominee (refer to Delivery and Collection of Children Policy)

**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/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

**Children with additional needs:** Children whose development or physical condition requires special support or children who may need additional support due to language, cultural or economic circumstances (refer to Inclusion and Equity Policy).

**Deferral:** When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection, DEECD considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DEECD funding in the following year.

**Eligible child:** A child who meets the criteria outlined in The Kindergarten Guide.

**Enrolment deposit fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service. This fee is non refundable. This amount is due at the time of accepting a place at Greensborough Preschool and deducted from Term 1 fees

**Enrolment form:** This is completed after a place has been offered by the service and accepted by the applicant. Information on each child, as required under the National Regulations, including 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). The information on this form is kept confidential by the service.

Expression of Interest form: A form to apply for a three year old program place at the service

Fees: A charge for a place within a program at the service.

5. SOURCES AND RELATED POLICIES

Sources


Service policies

- Acceptance and Refusal of Authorisations Policy
- Complaints and Grievances Policy
- Fees Policy
- Inclusion and Equity Policy
- Privacy and Confidentiality Policy

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Greensborough Preschool Inc, based on funding requirements and the service’s philosophy
- 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 a person 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 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)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DEECD 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 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).

The person responsible for the enrolment process is accountable for the following:
• providing “Expression of Interest” forms (refer to Attachment 3 – Sample “Expression of Interest” form)
• collating enrolments
• maintaining a waiting list
• 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 Approved Provider regarding the status of enrolments and any difficulties encountered
• storing completed enrolment application 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 service
• providing information as to how parents can access the Enrolment and Orientation Policy with the enrolment application form

The person responsible for fees is accountable for the following:
• collecting, receipting and banking enrolment fees

The Nominated Supervisor, Certified Supervisor and other educators are responsible for:
• responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
• reviewing enrolment applications to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy)
• responding to parent/guardian enquiries regarding their child’s readiness for the program that they are considering enrolling their child in
• ensuring that enrolment forms are completed prior to the child’s commencement at the service
• 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)
• developing strategies to assist new families to:
  – feel welcomed into the service
  – become familiar with service policies and procedures
  – share information about their family beliefs, values and culture
  – share their understanding of their child’s strengths, interests, abilities and needs
  – discuss the values and expectations they hold in relation to their child’s learning
• discussing the individual child’s needs with parents/guardians and developing an orientation program to assist them to settle into the program
• encouraging parents/guardians to:
  – stay with their child as long as required during the settling in period
  – make contact with educators and carers at the service, when required
• assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
• providing comfort and reassurance to children who are showing signs of distress when separating from family members
• sharing information with parents/guardians regarding their child’s progress with regard to settling in to the service
• discussing support services for children with parents/guardians, where required
• complying with the service’s Privacy and Confidentiality Policy in relation to the collection and management of a child’s enrolment information.

Parents/guardians are responsible for:
• reading and complying with this Enrolment and Orientation Policy
• completing enrolment forms prior to their child’s commencement at the service
• ensuring that all required information is provided to the service
• updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, 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 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 the service’s policy review cycle, or as required
• notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS
• Attachment 1: General enrolment procedures for 2015 children
• Attachment 2: General enrolment procedures for 2016 children
• Attachment 3: Expression of Interest Form 2016 children
• Attachment 4: Sample Enrolment Form

AUTHORISATION
This policy was adopted by the Approved Provider of Greensborough Preschool Inc in September 2014

REVIEW DATE: AUGUST 2015
ATTACHMENT 1
General enrolment procedures for 2015 children

1. Application for a place

- Enrolment applications for four year old kinder are made directly to Banyule City Council. The Centralised Enrolment system has its own policies and procedures in place and Greensborough Preschool Inc complies with these.
- Expression of Interest forms for the three year old program will be accepted between 1st March and 1st June of the year prior to the child attending Greensborough Preschool
- Expression of Interest forms are available from the service and the Greensborough Preschool website
- A separate Expression of Interest form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, Expression of Interest should clearly identify any additional or specific needs of the child (refer to Inclusion and Equity Policy).
- Completed Expression of Interest forms are to be forwarded to the Enrolment Coordinator at the service, at 17-19 Ester Street, Greensborough Victoria 3088.
- Access to completed Expression of Interest forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Expression of Interest will be entered on the waiting list using the eligibility and priority of access criteria.
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year at the advice of the Educator.

2. Opening dates for enrolment Expression of Interest Forms

The opening dates for Expression of Interest are:

- For children attending the funded kindergarten program refer to Banyule City Council.
- For children to attend the three-year-old program applications are open between 1st March and 1st June the year prior to attending Greensborough Preschool

3. Procedure for a late application for enrolment

Applications received after 1st June will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Greensborough Preschool Inc.

4. Offer of places

- Offer of places in the three-year-old program/s and the funded kindergarten program will usually be made in July of the year prior to attending.

4 Year Old funded kindergarten program

- Banyule City Council manages all offers for four year old kindergarten
- A deposit of $50 must be paid by cash, cheque or direct deposit to hold the place for the following year. This deposit will be deducted from Term One’s term fees.
- An enrolment form and other relevant information will be provided after the place is accepted and the deposit has been paid.

3 Year Old kindergarten program

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- First round offers will be notified in writing via email of a confirmed place.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
Second-round offers for three year old program will be made three weeks after first-round offers. Third-round offers will be made three weeks after second-round offers.

A deposit of $50 must be paid by cash, cheque or direct deposit to hold the place for the following year. This deposit will be deducted from Term One’s term fees.

An enrolment form and other relevant information will be provided after the place is accepted and the deposit has been paid.

Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

5. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with the Victorian kindergarten policy, procedures and funding criteria (available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

- children who were eligible to attend in the previous year, but:
  - - deferred
  - - withdrew from the service on or before the last day of Term 2 and have completed the Kindergarten withdrawal and deferment form (available from the service)

- children who turn four years of age by 30 April in the year they will attend kindergarten

- children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DEECD (refer to Victorian kindergarten policy, procedures and funding criteria, available at www.education.vic.gov.au/ecprofessionals/kindergarten/)

- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DEECD, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DEECD. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DEECD for having recognised developmental needs

- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/

When demand exceeds availability, the Approved Provider will refer to the service’s values, philosophy and Inclusion and Equity Policy to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten

- children who were eligible to attend in the previous year but deferred or withdrew from the service on or before the last day of Term 2.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved care (refer to Definitions) must abide by the Family Assistance Legislation Amendment (Child Care Rebate) Act 2011 (refer to Legislation and standards) and the Commonwealth Government’s Priority for allocating places in child care services (refer to Sources).

6. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement.

Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Nominated Supervisor/Approved Provider).
The Approved Provider must determine eligibility and access criteria applicable to the service.

Order of Preference:

1. Children recommended by a Greensborough Preschool educator for an additional year in the three-year-old program

2. Children who have started kindergarten in Term 1, but withdraw from the service on or before the 1st March to defer to the following year.

3. Children who have applied between 1st March and 1st June the year prior and are siblings of children who have previously attended Greensborough Preschool. Children who have been accepted the year prior, but the parents/guardians have decided to decline their position before the commencement of Term 1 will be considered a sibling in this instance.

4. All of the remaining expression of interest forms received between 1st March and 1st June the year prior will be drawn via a ballot system. This means all children’s names will be entered into the ballot and randomly drawn via an impartial online system. The ballot will be undertaken by the Enrolment Coordinator and overseen by the Assistant Enrolment Secretary. The ballot order will become the order of application ie. the waiting list

5. Children who have applied after 1st June (including siblings) will be added to the end of the wait list from the date their expression of interest form is received.

7. Allocation within groups

Greensborough Preschool Inc currently offers two groups in the four-year-old program and four groups in the three-year-old program. Preference in group allocation is given to:

1. Children attending a second year as recommended by the kindergarten teacher
2. Children with additional needs
3. Children who have returned their Group Preference forms by the due date requested on the Enrolment Offer letter
4. If possible, a balance of genders in each group is preferred.

If any group is over subscribed a ballot will take place. All children’s names will be entered into this ballot and randomly drawn until all places within a group are filled. The ballot will be undertaken by the Enrolment Coordinator and overseen by the Assistant Enrolment Secretary.
ATTACHMENT 2
General enrolment procedures for 2016 children

1. Application for a place
   - Enrolment applications for four year old kinder are made directly to Banyule City Council. The Centralised Enrolment system has its own policies and procedures in place and Greensborough Preschool Inc complies with these.
   - Expression of Interest forms for the three year old program will be accepted between 15th March 2015 and 15th June 2015 for all 2016 places.
   - Expression of Interest forms are available from the service or on the Greensborough Preschool website
   - A separate Expression of Interest form must be completed for each child, and for each proposed year of attendance at the service.
   - To facilitate the inclusion of all children into the program, Expression of Interest should clearly identify any additional or specific needs of the child (refer to Inclusion and Equity Policy).
   - Completed Expression of Interest forms are to be forwarded to the person responsible for the enrolment process at the service, at 17-19 Ester Street, Greensborough Victoria 3088.
   - Access to completed Expression of Interest forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
   - Expression of Interest will be entered on the waiting list using the eligibility and priority of access criteria.
   - Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year at the advice of the Educator.

2. Opening dates for enrolment Expression of Interest Forms
   The opening dates for Expression of Interest are:
   - For children attending the funded kindergarten program refer to Banyule City Council.
     2016 students (date of birth range 1/1/2011 – 30/4/2012) applications open 1st March 2014
   - For children to attend the three-year-old program in 2016 Expression of Interest forms will be open on 15th March 2015 directly to Greensborough Preschool Inc

3. Procedure for a late application for enrolment
   Applications received after all places have been filled will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Greensborough Preschool Inc.

4. Offer of places
   - Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
   - Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
   - Applicants who are successful will be notified in writing or via email of a confirmed place.
   - Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
   - Second-round offers for three year old program will be made three weeks after first-round offers. Third-round offers will be made three weeks after second-round offers.
   - Banyule City Council manages all offers for four year old kindergarten
   - A deposit of $50 must be paid by direct deposit to hold the place for the following year. This deposit will be deducted from Term One’s term fees.
An enrolment form and other relevant information will be provided after the place is accepted and the deposit has been paid.

Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

5. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with the Victorian kindergarten policy, procedures and funding criteria (available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who were eligible to attend in the previous year, but:
  - deferred withdrew from the service on or before the last day of Term 2 and have completed the Kindergarten withdrawal and deferment form (available from the service)
  - children who turn four years of age by 30 April in the year they will attend kindergarten
  - children who turn six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DEECD (refer to Victorian kindergarten policy, procedures and funding criteria available at www.education.vic.gov.au/ecprofessionals/kindergarten/)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DEECD, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DEECD. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DEECD for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at www.education.vic.gov.au/ecsmanagement/careankinder/earlystart/

When demand exceeds availability, the Approved Provider will refer to the service’s values, philosophy and Inclusion and Equity Policy to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- children who were eligible to attend in the previous year but deferred or withdrew from the service on or before the last day of Term 2.

If participating in a central enrolment scheme, the priority of access for that scheme will be implemented. Childcare services providing approved care (refer to Definitions) must abide by the Family Assistance Legislation Amendment (Child Care Rebate) Act 2011 (refer to Legislation and standards) and the Commonwealth Government’s Priority for allocating places in child care services (refer to Sources).

6. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement.

- Children who turn 3 between the start of Term 1 and 30th April 2016 cannot attend the service until the day of or after their 3rd birthday. To guarantee their place in the program full Term 1 fees must be paid regardless of their start date. These children can attend the orientation held at the end of 2015 and the parent information session. A separate transition timetable can be arranged with the Educator if required.
Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service.

Order of Preference:

1. Children recommended by a Greensborough Preschool educator for an additional year in the three-year-old program
2. Children who have started kindergarten in Term 1 2015, but withdraw from the service on or before the 1st March 2015 to defer to the following year
3. Order of date of application being received by Greensborough Preschool for all children who have applied between 15th March to 15th June 2015
4. Order of date of application being received by Greensborough Preschool for all children who have applied after 15th June 2015

No preference is given to families who have siblings who currently attend or have attended in the past; live in close proximity to the service, have served or are serving on the Committee of Management or have work requirements.

7. Allocation within groups

Greensborough Preschool Inc currently offers two groups in the four-year-old program and a rotational program for the three-year-old program with 4 groups of 7 children. Preference in group allocation is given to

1. Children attending a second year as recommended by the kindergarten teacher
2. Children with additional needs will be offered a place in the group nominated by the kindergarten teacher
3. All other children who have accepted an offer prior to the Group Allocation forms being sent (in the August of the year prior to commencement) will receive an equal chance of being placed in their preferred group.
4. If possible, a balance of genders in each group is preferred.

If any group is over subscribed a ballot will take place. All children’s names will be entered into this ballot and randomly drawn until all places within a group are filled. The ballot will be undertaken by the Enrolment Coordinator and overseen by the Assistant Enrolment Secretary.
‘Expression of Interest’ Form
Three-year-old Program - 2016

Applications open between 15th March and 15th June 2015

Please fill out this form and return to Greensborough Preschool. If you require further information please contact the Enrolment Secretary at: enrolment@greensboroughpreschool.vic.edu.au

Child’s date of birth: ___________ Full name of child: _______________________

Name of parents/guardians: ______________________________________________________

Address: ___________________________ Postcode: ______

Email address: ___________________________ Phone number: ______________________

Signature of parent/guardian: ___________ Date: ______________

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.

Is your child registered with a specific support service/agency? ☐ Yes • ☐ No •

Name of support service/agency: __________________________________________________

Order of Preference for 3 year old applications (as per the Enrolment and Orientation Policy):

Order of Preference:

1. Children recommended by a Greensborough Preschool educator for an additional year in the three-year-old program

2. Children who have started 3 year old kindergarten in Term 1 2015, but withdrew from the service on or before the 1st March 2015 to defer to the following year

3. Order of date of application being received by Greensborough Preschool for all children who have applied between 15th March to 15th June 2015

4. Order of date of application being received by Greensborough preschool for all children who have applied after 15th June 2015

Please note: Four-year-old kindergarten enrolment is managed by the Banyule City Council central enrolment. A separate enrolment form must be completed with the council. Acceptance into our three-year-old kindergarten program does not guarantee a place in our four-year-old program. Visit www.banyule.vic.gov.au for an application form or contact the Banyule enrolment officer on 9457 9954.

Office use only

Received by: ………………………………………. Date……………………………………………..
ATTACHMENT 4
Sample Enrolment Application Form

Complete this enrolment application form and:
• enclose a copy of the child’s birth certificate or suitable evidence of the child’s birth date
• enclose the [insert amount] enrolment application fee, which is not refundable and covers administrative costs
• forward the completed enrolment application form with attachments to [insert name and address]
• notify the service of any changes to your address or other relevant information by contacting [insert telephone number].

This application is for my child to attend Greensborough Preschool Inc in [insert year].
This application is for a second year of funded kindergarten  ☐ Yes •  ☐ No •
If yes, please attach a copy of the relevant paperwork.
[Delete this question if the application is for a three-year-old program]

Child’s family name: _______________________________________________________________

Child’s given names: ______________________________________________________________

Date of birth: __/__/____  ☐ Male •  ☐ Female •

Parents'/guardians’ names: __________________________________________________________

Address: ________________________________________________________________________
________________________________________ Postcode: ________________________________

Telephone number: (Home) _____________________ (Business) _______________________
__________________________ (Mobile) _____________________________________________

Language/s spoken at home: ________________________________________________________
Kindergarten Fee Subsidy

DEECD 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 A–F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200–217
- Triplets or Quadruplets
- Aboriginal or Torres Strait Islander

Supporting documentation will need to be sighted on commencement at Greensborough Preschool Inc by the [insert name of person responsible for the enrolment process].

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


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.

Is your child registered with a specific support service/agency? □ Yes • □ No •

Name of support service/agency: _______________________________________________________

Signature of parent/guardian: _______________________________________________________

Date: __________________________