



# Wheelers Hill Child Care Centre

303-307 Jells Road, Wheelers Hill VIC 3150 – (03) 9561 7789  
wheelershillccc@bigpond.com  
www.wheelershillchildcare.com.au



## Kindergarten Enrolment Policy

### POLICY

#### POLICY STATEMENT

Wheelers Hill Child Care Centre (WHCC) is committed to providing equitable, transparent, and compliant enrolment processes for all families seeking access to our Three-Year-Old and Four-Year-Old Kindergarten programs. Our enrolment practice is guided by Victorian Government kindergarten funding requirements, the National Quality Framework, and the Child Safe Standards.

Our service aims to:

- Implement fair and consistent enrolment processes that reflect current legislation and Victorian kindergarten funding guidelines
- Increase awareness of families, staff, and volunteers regarding eligibility, priority of access, and funded kindergarten requirements
- Offer clear and accessible information to support families through the enrolment process

Our organisation advocates for children and has a strong commitment to providing environments where children's health, safety and wellbeing are paramount. We want children to be safe, happy, empowered and content in their environment. The Child Safe Standards are embedded in all of our programs and practices.

#### BACKGROUND

The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. Wheelers Hill Child Care Centre offers both Three-Year-Old Kindergarten (Kinder 3) and Four-Year-Old Kindergarten (Kinder 4) programs, integrated within a long day care setting under the National Quality Framework (NQF).

Changes to the Education and Care Services National Regulations and the National Quality Standard (NQS) effective from 1 September 2025 and 1 January 2026 have strengthened requirements for child safe environments, governance and management systems. This policy reflects those updated requirements.

#### LEGISLATION

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 11 – Regulations 98–106, 160–162
- Victorian Children's Services Act 1996 and Children's Services Regulations 2009
- Public Health and Wellbeing Act 2008 (Vic) – No Jab No Play
- Privacy and Data Protection Act 2014 (Vic)
- Victorian Kindergarten Funding Guidelines (current year)
- Child Safe Standards (Ministerial Order 1359)
- National Quality Standard – 2.1.1, 2.1.2, 4.1.1, 4.2.1, 6.1.3, 7.1, 7.1.2, 7.2.1, 7.2.3



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## RELEVANT POLICIES

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Anaphylaxis Management
- Dealing with Complaints
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Emergency and Evacuation
- Enrolment and Orientation
- Excursions
- Governance and Management
- Health, Safety and Wellbeing
- Incident, Injury, Trauma & Illness
- Interactions with Children
- Safe Arrival of Children
- Safe Transportation of Children
- Sleep and Rest for Children
- Staffing Arrangements
- Sun Protection

## LOCATION OF INFORMATION

- Wheelers Hill Child Care Centre Website

## MONITORING AND REVIEW

This policy is required to be reviewed at least annually by the approved provider, in conjunction with nominated supervisors, responsible persons, staff, families and children.

**To be Reviewed: June 2027**

# Kindergarten Enrolment Policy

## PROCEDURES

### ELIGIBILITY FOR ENROLMENT

#### Three-Year-Old Kindergarten (Kinder 3)

- Children must be turning three (3) years of age by 30 April of the kindergarten program year.
- Children must attend a minimum of 15 hours per week (at least 2 days) to qualify for funded kindergarten.
- A child can only be funded for a kindergarten place at one service at any one time.
- Funding is available for one year of Three-Year-Old Kindergarten only.
- Families are welcome to choose preferred attendance days subject to availability.
- WHCC's Kinder 3 program is led by qualified Early Childhood Teacher and operates Monday to Friday, all day.

#### Four-Year-Old Kindergarten (Kinder 4)

- Children must be turning four (4) years of age by 30 April of the kindergarten program year.
- Children must attend a minimum of 15 hours per week to qualify for funded kindergarten.
- A child can only be funded for a kindergarten place at one service at any one time.



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- Funding is available for one year of Four-Year-Old Kindergarten (unless a second year is approved)
- Families are welcome to choose preferred attendance days subject to availability
- WHCC's Kinder 4 program is led by a team of two qualified Early Childhood Teacher and operates Monday to Friday, all day.

## Second Year of Four-Year-Old Kindergarten

- A child may access a second year of Four-Year-Old Kindergarten funding where their kindergarten teacher assesses that the child requires additional time before starting school
- The assessment must be documented and communicated to the Department of Education prior to re-enrolment

## PRIORITY OF ACCESS

Where demand for kindergarten places exceeds availability, WHCC will apply the following priority of access in line with Victorian Government guidelines:

- **Aboriginal and/or Torres Strait Islander children**
- **Children eligible for Early Start Kindergarten** (refugee/asylum seeker background, Aboriginal or Torres Strait Islander, or child protection involvement)
- **Children with a disability or additional needs**
- **Children already enrolled at WHCC** (siblings prioritised)
- **Children on the WHCC waiting list in order of registration date**

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

- Children from families that include a person with a disability
- Children from families where the adjusted taxable income does not exceed the lower income threshold, or whose partner is on income support
- Children from families with a non-English-speaking background
- Children from socially isolated families
- Children of sole parents

Where there are insufficient places for eligible children after applying the criteria above, WHCC will work with other local kindergarten services and contact the regional department office to ensure all eligible children have access to a kindergarten place.

Families are encouraged to register on the WHCC waiting list as early as possible. Placement on the waiting list does not guarantee enrolment. Families will be notified as soon as practicable when a place becomes available.

## ENROLMENT PROCESS

### Enquiry and Waiting List

- Families may enquire about kindergarten places by contacting WHCC on (03) 9561 7789 or emailing [wheelershillccc@bigpond.com](mailto:wheelershillccc@bigpond.com)



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- All enquiries will be recorded and families added to the waiting list with a date and time stamp.
- Families will be informed of approximate wait times where known.

## Offer of Enrolment

- When a place becomes available, families will be contacted by phone and/or email.
- Families will be given a minimum of 5 business days to confirm acceptance.
- If no response is received within the specified timeframe, the place will be offered to the next eligible family.

## Enrolment Documentation

- Prior to a child commencing the kindergarten program, families must provide the following:
- Completed WHCC Enrolment Form (including child's legal name, date of birth, and emergency contacts).
- Immunisation History Statement from the Australian Immunisation Register (AIR).
- Child Care Subsidy (CCS) confirmation or exemption documentation (if applicable).
- Signed Kindergarten Funding Confirmation letter (3-Year-Old or 4-Year-Old, as applicable).
- Medical management documentation for any diagnosed health conditions (e.g. Asthma Action Plan, Anaphylaxis Action Plan).
- Signed authority to administer medication, where relevant.
- Current court orders or parenting plans, if applicable.
- Any relevant cultural, dietary, or additional support information.

## Orientation

- All new kindergarten families are invited to attend a centre orientation prior to their child's commencement.
- Families will receive the WHCC Kinder 3 & 4 Handbook outlining program details, daily routines, and expectations.
- A settling-in plan may be developed in partnership with the family where required.

## FUNDED KINDERGARTEN AND FREE KINDER

### How the Funding Works

- The Victorian Government provides kindergarten funding to support children to access a high-quality program in the two years before school.
- WHCC will claim kindergarten funding on behalf of eligible enrolled children.
- A child can only be funded at one service at a time — families must notify other services if their child is receiving funded kinder at WHCC.
- Families must sign and return the relevant Kindergarten Funding Confirmation form before commencement.

### Free Kinder



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The Victorian Government has introduced Free Funded Kindergarten for both 3-year-old and 4-year-old programs:

- WHCC offers the full 15 hours per week of funded kinder for both 3-year-old and 4-year-old programs.
- The government subsidy of \$2,101 per child per term is paid directly into the family's account on a weekly basis.
- Free Kinder applies during school terms only.
- Children must be enrolled for a minimum of 15 hours per week to access Free Kinder.

## Kindergarten Fee Subsidy (KFS)

The Kindergarten Fee Subsidy enables eligible children to attend kindergarten for free or at low cost. Your child is eligible if they:

- Are Aboriginal and/or Torres Strait Islander
- Hold an eligible humanitarian or refugee visa
- Are a triplet or quadruplet
- You (or your child) hold an eligible concession card

Please notify us if you believe your child may be eligible for the KFS.

## Early Start Kindergarten (ESK)

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten per week for two years before starting school. To be eligible, your child must:

- Be from a refugee or asylum seeker background
- Identify as Aboriginal or Torres Strait Islander
- Have had family contact with child protection

Eligible children may also access free or low-cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. Families should advise the Director at enrolment if their child may qualify.

## IMMUNISATION REQUIREMENTS (NO JAB, NO PLAY)

- In accordance with the No Jab, No Play legislation (Public Health and Wellbeing Act 2008), WHCC is required to collect and record immunisation information for all children prior to enrolment.
- An Immunisation History Statement from the Australian Immunisation Register (AIR) is the only accepted form of immunisation evidence — letters from GPs or councils are not accepted.
- The statement must show the child is up to date with all vaccinations due for their age, or that they are eligible to enrol under the 16-week support period (see below).
- WHCC is required to exclude unimmunised children in the event of an outbreak of a vaccine-preventable infectious disease at the service.
- Families must provide an updated Immunisation History Statement whenever their child receives a new vaccination, and at least every 7 months while enrolled — WHCC will remind families twice yearly.



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## 16-Week Support Period

The only exception to the No Jab No Play enrolment requirement is where a child is eligible for the 16-week support period. Eligible children include those who are Aboriginal or Torres Strait Islander, from a refugee or asylum seeker background, hold a healthcare or concession card, are involved with child protection, or are in other exceptional circumstances. Families who believe their child may be eligible should speak with the Director. Full eligibility criteria are detailed in the WHCC Enrolment and Orientation Policy.

## FEES AND FINANCIAL OBLIGATIONS

- The daily rate and applicable gap fees will be communicated to families at the time of enrolment.
- Eligible families will have kindergarten funding applied to reduce out-of-pocket costs.
- Child Care Subsidy (CCS) may also apply to care hours outside the funded kindergarten program.
- A deposit equal to one week's fees is required upon acceptance of enrolment to secure the child's place; this is applied to the first week of care.
- Families experiencing financial hardship are encouraged to speak confidentially with the Director
- Fee schedules are reviewed annually — families will be given at least 14 days' notice of any fee changes.
- A bulk-billed Pre-School Medical Service doctor visits the service regularly — families may request an appointment via the request form at the office.

## FEES AND FINANCIAL OBLIGATIONS

- Families must provide a minimum of two (2) weeks written notice to reduce attendance days or withdraw their child from the program.
- Any change to attendance patterns must be discussed with the Director and is subject to availability.
- WHCC reserves the right to withdraw a kindergarten place if enrolment conditions are not met (e.g. funding documentation not returned, minimum hours not maintained).
- If a family withdraws during the kindergarten year, WHCC will cease claiming funding from the date of the child's last attendance.

## RECORD KEEPING AND PRIVACY

- All personal information collected will respect the privacy of the individuals involved, whether they be staff, students, volunteers, parents, guardians, families or children.
- Enrolment records are retained for a minimum of **three (3) years** after the last date on which the child was educated and cared for by the service, in accordance with Regulation 183.
- Records relating to any incident, injury, trauma or illness involving a child are retained until the child turns 25 years of age.
- Personal information is collected only for purposes directly related to the child's education and care.
- Families have the right to access and correct their child's enrolment record upon request.
- Information will not be disclosed to third parties without family consent, except where required by law.

## ROLES AND RESPONSIBILITIES

### Approved Provider / Trident Early Learning Group

- Ensure the service meets all legislative obligations related to kindergarten enrolment and funding
- Approve and review this policy annually



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<p><b>Centre Director</b></p>	<ul style="list-style-type: none"> <li>• Ensure clear procedures are in place for enrolment and priority of access</li> <li>• Follow all record keeping requirements and co-operate with VECRA compliance visits</li> <li>• Notify VECRA (Victorian Early Childhood Regulatory Authority) of any notifiable compliance concerns</li> </ul> <ul style="list-style-type: none"> <li>• Oversee the enrolment process and manage the waiting list</li> <li>• Confirm kindergarten funding eligibility and ensure all documentation is complete before commencement</li> <li>• Assess immunisation documentation and determine 16-week support period eligibility</li> <li>• Communicate with families regarding enrolment decisions and waiting list status</li> <li>• Notify the approved provider of any compliance concerns</li> <li>• Ensure children with medical conditions do not commence until medical management plans are received and medication is on site</li> <li>• Maintain the waiting list and process enrolment paperwork</li> <li>• Collect and file required documentation including immunisation history statements</li> <li>• Issue funding confirmation letters to families and follow up on returns</li> <li>• Remind families to provide updated immunisation statements at least every 7 months</li> </ul>
<p><b>Educational Leader</b></p>	<ul style="list-style-type: none"> <li>• Support families through the enrolment process</li> <li>• Ensure all documentation is collected and securely filed prior to commencement</li> <li>• Liaise with Early Childhood Teachers regarding children's needs and transition planning</li> <li>• Refer families to support services and inclusion programs where required</li> </ul>
<p><b>Early Childhood Teachers (Kinder 3 &amp; 4)</b></p>	<ul style="list-style-type: none"> <li>• Complete Transition Learning and Development Statements for children moving to school</li> <li>• Notify the Director if a second year of Four-Year-Old Kinder may be required</li> <li>• Maintain current VIT registration</li> <li>• Collect information from each family regarding ethnicity, cultural practices, and first language</li> </ul>
<p><b>Families / Guardians</b></p>	<ul style="list-style-type: none"> <li>• Provide accurate information and all required documentation at enrolment</li> <li>• Notify WHCC of any changes to child's circumstances, court orders or parenting plans</li> <li>• Sign and return funding confirmation letters promptly</li> <li>• Provide an updated Immunisation History Statement whenever a vaccination is received, and at least every 7 months</li> <li>• Abide by the WHCC Code of Conduct for Families</li> <li>• Read, understand and follow the organisation's policies and procedures</li> </ul>



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## SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA)
- Victorian Government – Kindergarten Funding Guidelines (current year)
- Victorian Government – Free Kinder Information
- Department of Education – Victorian Funded Kindergarten
- Education and Care Services National Law Act 2010 – July 2023
- Education and Care Services National Regulations 2011 – July 2023
- Guide to the National Quality Framework 2018 – July 2023
- Public Health and Wellbeing Act 2008 (Vic) – No Jab No Play
- Better Health Channel – No Jab No Play – June 2025
- Victorian Early Childhood Regulatory Authority (VECRA) – No Jab No Play for ECEC Services – May 2026
- CCYP – A Guide for Creating a Child Safe Organisation – April 2025
- WHCC Enrolment and Orientation Policy – January 2026