

# Kindergarten Central Enrolment Service

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<b>Position Title of Responsible Business Unit Manager:</b>	Manager Family, Youth and Children's Services	

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## 1. TITLE

Kindergarten Central Enrolment Service

## 2. OBJECTIVE

To provide for a central enrolment service for participating community-based, stand-alone kindergartens for four-year-old children in Glen Eira.

## 3. BACKGROUND

Kindergarten programs are funded and regulated by the State Government. The State Government's kindergarten policy aims to provide all four year olds with access to kindergarten in the year prior to commencing school. Kindergarten programs are provided in community and privately managed children's services, early learning centres and schools.

Council provides a central enrolment service to assist in the administration of the kindergarten enrolment process. This service provides the community with a single entry point to enrol in participating community-based kindergartens in Glen Eira.

All stand-alone community-based kindergartens in Glen Eira are operated by committees of management or not-for-profit management bodies and not by Council. Council has no direct role in the management of community-based kindergartens.

## 4. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Special consideration	When an immediate family member has an illness or additional need, and at the request of Glen Eira City Council, enrolments will be considered as long as it does not displace an existing family enrolled at the kindergarten
Priority of access criteria	This criteria must be used by services when prioritising enrolments – <ul style="list-style-type: none"><li>• Children at risk of abuse or neglect, including children in Out-of-Home Care</li><li>• Aboriginal and/or Torres Strait Islander children</li><li>• Asylum seeker and refugee children</li><li>• Children eligible for the Kindergarten Fee Subsidy</li><li>• Children with additional needs, defined as children who –<ul style="list-style-type: none"><li>○ Require additional assistance in order to fully participate in the kindergarten program</li><li>○ Require a combination of services which are individually planned</li><li>○ Have identified specific disability or developmental delay</li></ul></li></ul>

## **5. POLICY**

### **5.1 Enrolment process**

- (a) Council will provide an annual Kindergarten Central Enrolment Service for all participating community-based, kindergartens in the Glen Eira municipality to centralise the enrolment process and to provide a single entry point for families seeking to enrol their children into community-based kindergarten.
- (b) A child must be at least four years of age by 30 April in the year they attend four-year-old kindergarten. Enrolments are accepted from 1 May, 21 months prior to attendance.
- (c) Parents will be able to nominate three kindergartens in order of preference on the enrolment application form and every effort will be made to offer a place within a preferred kindergarten.
- (d) Where a family requests a change of preference without a change of address the priority date of the application will be changed to the date of the preference change.
- (e) Council will provide all participating kindergartens with the relevant enrolment applications in accordance with families' nominated preferences.
- (f) Enrolment applications will be provided to kindergartens in order of the date application forms were received by Council. Where the number of applications received on the same day exceeds the number of places available, offers will be determined through a ballot.
- (g) Kindergartens will be responsible for making offers to families who have submitted enrolment application forms.

### **5.2 Fees**

- (a) An enrolment fee will be charged by Council for each child enrolled through the Kindergarten Central Enrolment Service. Enrolment fees are not refundable.
- (b) The level of the enrolment fee for the Kindergarten Central Enrolment Service will be determined by Council on an annual basis.

### **5.3 Kindergartens**

The responsibilities of kindergartens that participate in the Kindergarten Central Enrolment Service are as follows:

- (a) Kindergartens are responsible for making offers to families who have submitted kindergarten enrolment applications to Council.
- (b) Kindergarten enrolment officers will offer places in writing to families on the dates determined by Council.

- (c) Kindergartens will give preference to families who live, work or study in Glen Eira.
- (d) Kindergartens will make offers to families in order of the dates applications were received by Council, unless a family has applied for 'special consideration'.
- (e) All participating kindergartens will have a policy to address 'special consideration circumstances'. All such applications will be assessed by the kindergarten committee of management and a decision will be recorded at a meeting prior to notifying a family of the outcome; and
- (f) Places will be available for eligible children according to the priority of access criteria, within the requirements of relevant legislation.

## **6. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **7. ASSOCIATED DOCUMENTS**

Child Care Centre Fees Policy  
Council-Operated Child Care Centres – Enrolment System

## **8. REFERENCES/RESOURCES**

*Department of Education and Training Kindergarten Funding Guide (VIC Gov)*  
*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulations 2011*