

## ENROLMENT AND ORIENTATION POLICY

### Mandatory – Quality Area 6

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This policy was adapted from:  
ELAA, PolicyWorks Manual, Enrolment and Orientation Policy (2016)

### PURPOSE

This policy outlines:

- the criteria for enrolment at Eltham Woods Preschool
- the process to be followed when enrolling a child at Eltham Woods Preschool
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Eltham Woods Preschool
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

### POLICY STATEMENT

#### 1. VALUES

Eltham Woods Preschool is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

#### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Eltham Woods Preschool.

#### 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 *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

### 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*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

## 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 Policy Folder.

**Acceptable immunisation documentation:** documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

**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 consider a risk assessment on an individual basis 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.

**Children with additional needs:** Children whose development or physical condition requires specialist 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. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

**Eligible child:** A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

**Enrolment application 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.

**Enrolment application form:** A form to apply for a place at the service.

**Enrolment form:** A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

**Enrolment record:** The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Priority for allocating places in child care services*
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- *Immunisation enrolment toolkit for early childhood education and care services 2015*:  
[www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit](http://www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit)

Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

## Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease 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 Eltham Woods Preschool, based on funding requirements and the service's philosophy
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 3 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the 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 DET 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 Nominated Supervisor and early childhood teachers are responsible for:**

- 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
- 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
- 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.

**All 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
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- 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
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- 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 the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to 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 change to this policy or its procedures.

### ATTACHMENTS

Attachment 1: Enrolment Procedures for Eltham Woods Preschool 4 Year Old Programs

Attachment 2: Enrolment Procedures for Eltham Woods Preschool 3 Year Old Programs

Attachment 3: Letter for parents/guardians without acceptable immunisation documentation

### AUTHORISATION

This policy was adopted by the Approved Provider of Eltham Woods Preschool on 01 November 2017.

### POLICY CHANGE RECORD

| Date     | Revision Description   | Authority      |
|----------|--|----------------|
| 02/10/17 | Updates from ELAA revised policy including immunisation requirements | EWPS Committee |
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## ATTACHMENT 1

### Enrolment Procedures for Eltham Woods Preschool 4 Year Old Programs

#### 1. ELIGIBILITY

The following children are eligible for attendance in the 4 year old preschool program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who were eligible to attend in the previous year, but:
  - deferred
  - withdrew from the service prior to the April data collection
- 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 DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- 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 DET, 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 DET. 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 DET 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:  
<http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx>

#### 2. APPLICATION PROCEDURE

Reserved places will be allocated for:

- children deemed by an educator eligible to receive a second year of funded kindergarten in the 4 year old program if:
  - the child is observed as having delays in at least two outcome areas of learning and development detailed in the *Victorian Early Years Learning and Development Framework*; and
  - there is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year as specified by *The Kindergarten Guide 2013*.
- the educator will be responsible for preparing the application for a second year of funded preschool and this may require the educator to consult an early childhood specialist. Parents/Guardians will not be required to re-register the child in the four year old central enrolment system.

The steps involved in Nillumbik Shire Council allocation process:

- Nillumbik Shire Council operates a central enrolment register for the Shire's funded 4 year old preschool programs.

- Parent/Guardians can register their child for four year old preschool from the first business day of March, two years prior to when they are eligible to attend.
- Applications submitted before 1 March, will be returned for resubmission.
- Further information and forms can be access from:
- <http://www.nillumbik.vic.gov.au/People-and-family/Preschool-Kindergarten/Four-year-old-preschool/Apply-for-preschool>
- Please refer to the Nillumbik Preschool registration form for details on Priority of Access Policy
- The registration form, payment and required documentation can be submitted to Council in the following ways -  
Email: [preschool@nillumbik.vic.gov.au](mailto:preschool@nillumbik.vic.gov.au)  
Mail: PO Box 476, Greensborough, Victoria 3088  
In person: Nillumbik Shire Council  
Civic Drive, Greensborough
- It is important to notify Family & Children Services Nillumbik Shire Council of any changes to addresses, contact telephone numbers or preferred Pre-Schools.
- All Preschools within the Nillumbik Shire will abide by the same timetable for enrolment offers set by the Council.
- There are three rounds of offers sent via post or email from the Nillumbik Shire Council.
- Once all offers accepted Nillumbik Shire Council will send details of acceptances in September to the preschools.

#### **The steps involved in Eltham Woods Preschool enrolment process:**

- A *Deposit and Group Selection Sheet* will be sent to families via email or post from the Eltham Woods Preschool Enrolment Officer in September. The date of offers is dependent on the time line set by the Nillumbik Shire Council.
- A non-refundable deposit of \$150.00 must be paid by the date specified in the *Deposit and Group Selection Sheet* to hold the place for the following year. This deposit will be deducted from term 4 fees.
- Once group allocation has been finalised, letters will be issued to parents/guardians offering them a tentative position in the 4 Year Old Program. The confirmation of the position offered is not final until immunisation documentation has been received, assessed and found acceptable by the Authorised Provider.
- Eltham Woods Preschool requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
  - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
  - The Key Dates work form (search 'Key Dates work form')
  - Hard copies of the immunisation resources ([search 'immunisation resources order form'](#))

- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
  - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
  - That the child has a medical reason not to be vaccinated, or,
  - That the child has been assessed by Eltham Woods Preschool as being eligible for a 16 week grace period
- The Eltham Woods Preschool 4 Year Old Enrolment Officer will advise the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 3 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed 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.
- The child's official enrolment at Eltham Woods Preschool will take place in Term 1 on Interview Day for the 4 year old program, when all the necessary enrolment records and forms are completed by the Parent/Guardian. The Interview Day will be provided in the child's enrolment pack which will be available for collection at the Eltham Woods Preschool Annual General Meeting.
- Children are encouraged to attend every day the 4 year old program is offered. If a child does not attend every day full fees will still be charged.

## ATTACHMENT 2

### Enrolment Procedures for Eltham Woods Preschool 3 Year Old Programs

#### 1. ELIGIBILITY

The following children are eligible for attendance in the 3 year old preschool program:

- children who turn three years of age by 30 April in the year they will attend the program.
  - children will be allocated a place but will not be able to attend until they have turned three years of age.
  - if a parent/guardian accepts a position for a child who has not yet turned three the parent/guardian will need to pay the full term fees to secure the place, despite the child not attending for the full term.

#### 2. APPLICATION PROCEDURE

The steps involved in the application process

- Complete the enrolment application form available from the Eltham Woods Preschool website: <https://elthamwoods.kindergarten.vic.gov.au/wp-content/uploads/2017/05/EWPS-3YO-Registration-Form.pdf>
- Enclose a copy of the Birth Certificate or suitable evidence of child's date of birth (a certified copy is not required).
- Send the application addressed to:-
  - The 3 Year Old Enrolment Officer
  - Eltham Woods Pre-School
  - 50A Frank Street
  - Eltham 3095

#### 3. ALLOCATION PROCEDURE

Reserved places will be offered to:

- children recommended by an educator for an additional year in the 3 year old program
  - the 3 year old teacher will need to be informed of children repeating the following year by 30 September
  - if the 3 year old teacher has not been notified by 30 September, and all places in the 3 year old program for the following year have been allocated, the child repeating a year of preschool will take the next available position on the waiting list

Steps involved in the allocation of places

- Allocation of a place in the 3 year old program will be determined by the date of application.
- Enrolment applications will be accepted from the start of Term 1 in the year prior to commencement (i.e. enrolment applications will be accepted the start of Term 1 in 2018 for a child to commence the program in 2019).
- All enrolment applications will be date stamped and entered into the system in date order.
- Forms received earlier than one year prior to the child commencing (i.e. prior to the beginning of the first term in the year before they are to attend) will be returned to sender for re-posting.
- Parents/Guardians will receive confirmation in writing of your application within 21 days of receipt of your enrolment application. If this letter of acknowledgement is not received, parents should contact the Kinder to confirm their application has been received.
- Letters will be issued to parents/guardians in the first week of June of the year prior to the child's attendance, offering them a tentative position in the 3 Year Old Program. The

confirmation of the position offered is not final until immunisation documentation has been received, assessed and found acceptable by the Authorised Provider.

- A non-refundable deposit of \$100.00 must be paid by the date specified in the Letter of Offer to hold the place for the following year. This deposit will be deducted from Term 4 fees.
- Eltham Woods Preschool requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment two months prior to the child first attending the service in order that a confirmed place can be offered.
- The documentation is assessed as outlined in the *Immunisation enrolment toolkit for early childhood education and care services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *Immunisation enrolment toolkit for early childhood education and care services* is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption. The following documents and resources can be accessed from <https://www2.health.vic.gov.au>:
  - The *Immunisation enrolment toolkit for early childhood education and care services* (search 'Immunisation enrolment toolkit')
  - The Key Dates work form (search 'Key Dates work form')
  - Hard copies of the immunisation resources (search 'immunisation resources order form')
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
  - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
  - That the child has a medical reason not to be vaccinated, or,
  - That the child has been assessed by Eltham Woods Preschool as being eligible for a 16 week grace period
- The Eltham Woods Preschool 3 Year Old Enrolment Officer will advise the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 3 – Letter for parents/guardians who do not have acceptable immunisation documentation).
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed 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.
- As soon as the service receives notification that a parent has declined a position for their child, the next person on our waiting list will be sent a letter offering their child a position in our program
- A child that is currently eligible to enrol but will be delaying entry for a year will need to enrol for that year as per the usual application process.
- The child's official enrolment at Eltham Woods Pre-School will take place on the 3 year old program Interview Day in Term 1, when all the necessary forms are filled in and completed by the parent/guardian. The Interview Day will be provided in the child's enrolment pack which will be available for collection at the Eltham Woods Preschool Annual General Meeting.

#### **4. PLEASE NOTE**

- Entry into Eltham Woods Preschool 3 year old program does not guarantee a place in Eltham Woods Preschool 4 year old program.
- Enrolment in 4 year old Preschool programs is via a central enrolment scheme managed by the Shire of Nillumbik. Please refer to Attachment 1 for further information.

## ATTACHMENT 3

### Letter for parents/guardians without acceptable immunisation documentation

Eltham Woods Preschool

50A Frank Street  
Eltham 3095

[Insert date]

Dear [insert name]

Re: Enrolment at Eltham Woods Preschool for 20..

I am contacting you regarding your tentative place for [insert child's name] at Eltham Woods Preschool in the [insert 3 year old or 4 year old program] in [insert year].

Under the *Public Health and Wellbeing Act 2008* early childhood education and care services cannot enrol a child unless the parent/guardian has provided acceptable immunisation documentation.

Acceptable immunisation documentation includes evidence that your child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule
- has a medical reason not to be vaccinated
- has been assessed by our service as being eligible for a 16 week grace period.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- Nillumbik Shire Council immunisation services
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by acceptable immunisation documentation. The new application would be considered in line with Eltham Woods Preschool's Enrolment and Orientation policy.

Yours sincerely

[Insert name]

[Insert title]

[Service Name]