

4 YEAR OLD ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy will outline:

- the criteria for enrolment into 4 year old kindergarten at Mentone Pre-School
- the process to be followed when enrolling a child into 4 year old kindergarten at Mentone Pre-School, and the basis on which places within the programs will be allocated
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Mentone Pre School
- 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

Mentone Pre School 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 Mentone Pre School.

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.

Last saved: 15 May 2019



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*).

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 manual.

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.

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.

Last saved: 15 May 2019



Details are available at:

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 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.

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/

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.

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

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au



5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *Priority for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*: 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
- Victorian Department of Health: 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 Mentone Pre School, based on funding requirements and the service's philosophy (refer also to Attachment 1 - Part 4 Eligibility & Priority Access Criteria)
- 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 (refer also to Attachment 1 – General enrolment procedures and Attachment 2 – Sample enrolment application form)
- 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

Last saved: 15 May 2019



- 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
- 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

Last saved: 15 May 2019



- 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 other 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
- Attachment 2: Enrolment Offer Letter
- Attachment 3: Group Preference Form
- Attachment 4: Sample Name Directory for group (sent with orientation details)
- Attachment 5: Group Allocation Letter with Orientation times (Penguins & Seastars)
- Attachment 6: Orientation Interview Template
- Attachment 7: Welcome letter to the children

AUTHORISATION

This policy was adopted by the Approved Provider of Mentone Pre-School on 13/9/2017.

REVIEW DATE: 13/8/2019 or as dictated by changes in regulations.

Last saved: 15 May 2019



ATTACHMENT 1

4 year old enrolment procedures

The following information aims to define the process involved in enrolling a child for the 4 year old kinder program and to ensure that all families joining Mentone Pre-School are aware of their obligations.

1. Operational Requirements

- The child must be 4 years old by the 30th April the year of attendance.
- We aim to have one parent per session who will be rostered to aid in the smooth operation of the program.
- There are 2 x 4 year old group (Penguins & Sea Stars) with sessions totalling 15 hours per week.
- A teacher and one or two educators (two educators for class size of 23 or more) will run the kindergarten program.
- Each year up to 50, depending on numbers (effective 2018) offers will be made to families who have applied for a place in the 4 year old program at Mentone Pre-School
- Parents are encouraged to toilet train their children for day time before they start kindergarten. Due to the lack of changing facilities, and the importance of adequate staff supervision for the group, it is difficult for staff to be absent from the group to change children. We do acknowledge that all children have different needs and develop at different rates and this is not always possible. In these instances, we request your child wear pull ups to kinder. Staff will do their best to ensure that toilet training is maintained at the kindergarten. Parents are welcome to discuss any concerns that they may have about toilet training with our staff.

2. Application for a place

- Enrolment applications must be made via the Kingston Council's Central Enrolment System (refer to: <http://www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool>)
- Parents / Guardians can apply for enrolment on or after May 1st in the year before your child will be attending
- A separate application form must be completed for each child.
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- All applications must be accompanied by the following (and will only be accepted when all below are received):
 - A copy of the child's Birth Certificate/Extract
 - Copies of any relevant (current) concession cards
 - A copy of immunisation certificate
 - Payment of the placement fee

Completed enrolment application forms are to be forwarded to the person responsible for the enrolment process at the service (Attn: 4 year old enrolment officer, C/- Mentone Pre School, 6 Station St, Mentone 3194)

- Access to completed enrolment application 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.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria as listed below (refer to point 5). This is carried out by Kingston City Council.

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au



3. Procedure for a late application for enrolment

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Mentone Pre-School.

4. Allocation of places

- Equal consideration will be given to all applications received during the enrolment period. If there are more applications than available places, then a weighted priority system (see below) will apply.
- Formal offers of a place in the 4 year old program will be sent out (via email or post) after Mentone Pre-School receives applications allocated by Kingston Council (this is usually at the beginning of August of the preceding year) offering a place in the 4 year old program.
- A reply to this letter together with relevant enrolment documentation and a non-refundable deposit of \$100 (payable via EFT or cheque) is required to confirm each child's place. This must be received by the date shown on the letter of offer. Positions will be offered until all positions have been confirmed as filled (i.e. the \$100 non-refundable deposit has been paid)
- 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. If a child is withdrawn during a term any fees paid for that term will not be refunded.
- All applicants will be considered, there being 50 children in the four year old group (22 children in one group & 28 in the other group).
- Mentone Pre-School makes no distinction between first, second or subsequent round offers, all applicants have equal opportunity to choose a preferred group prior to the third Monday in September ("the cut off date") or upon Mentone Pre-School receiving all 50 applications with placement fee included, whichever comes first
- Once accepted, payment of first term fees IN FULL by the due date as stated on fee invoice (which is the last day of term 4 of the year prior to your child starting). Please note invoices are emailed – please ensure you provide correct email address at time of enrolment. All remaining fees are due prior to the end of the previous term.
- Parents/Guardians with children joining the Pre-School part way through the term will be referred to the 4 year old Group Enrolment Officer for information and fees will be charged pro rata.
- Please note: Enrolment into four year old Kindergarten is administered through the Kingston Council central enrolment system. Children are eligible to apply for enrolment from May 1st year before attending.
- Children enrolled in the three year old group DO NOT receive automatic enrolment in the four year old kinder program.
- All enrolment forms & information will be provided to families after the place has been accepted using the form emailed to families from the City of Kingston.

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*).

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au



5. Eligibility and priority of access criteria for the 4 year old 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 Kindergarten Guide* available at:
<http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>
- children who were eligible to attend in the previous year, but:
 - deferred
 - withdrew from the service prior to the April data collection 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 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 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:
<http://www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx>

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 prior to the April data collection.

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning.

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*).

Last saved: 15 May 2019



6. Allocation within groups

- Children will be allocated into one of the two groups (Sea Stars or Penguins) which dictate the sessions they will attend. Changes to these times may occur depending on Government funding for Universal Access which is unconfirmed after 2018
- Session times as follows (effective 2018)

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-4pm Sea Stars 7.5 hours	8.30am-12pm Dolphins 3.5 hours	8.30am-4pm Sea stars 7.5 hours	8.30am-1.30pm Penguins 5 hours	8.30am-3pm Penguins 6.5 hours
	12.30pm-4pm Penguins 3.5 hours BUSH KINDER (term 2, 3 & 4)		2pm-4.30pm Dolphins 2.5 hours	

- Parents / Guardians are required to complete their preferences for groups on the group preference form included in enrolment information. You will NOT be automatically allocated your preference. If more than 28 families request a specific group, a ballot will take place. (Please refer to below for details on the ballot system)
- If you believe you should receive your preferred group due to special circumstances, you must write to the committee explaining these reasons (in detail) before the third Monday in September. Please send requests to 4yoenrolments@mentonepreschool.com.au
- Writing to the committee in no way guarantees your preferred group. Decisions are made at the discretion of the committee on a case by case basis.
- Any enrolments received after the cut off date will be offered the undersubscribed group or if both groups are undersubscribed at the time of enrolment, either group until the group has 28 positions filled
- If a parent / guardian indicates no preference on their enrolment form, that child will be allocated the least subscribed group
- If a child is repeating four year old kindergarten the following year, the session that they attended the previous year will be offered first (i.e. If the child was in the Penguin group, then the Penguin Group would be offered first in the following year)

Last saved: 15 May 2019



BALLOT SYSTEM

- Exemptions from the ballot process will only be granted to children
 - meeting DET requirements e.g. children with special needs
 - children repeating four year old kindergarten and who are eligible for a second year of funding
 - families with considerable extenuating circumstances at the discretion of the committee

These applicants will automatically receive their first preference.

- If a ballot is required it will be performed by two or more members of the Committee.
- Multiple birth families will be considered as one child for the ballot process i.e. if the over-subscribed group has 30 applicants for 22 positions, two of which are twins, the two children will be counted as 1 of 29 people for 22 positions for the ballot process.
- Once positions for the oversubscribed group are allocated, unsuccessful applicants will be offered a position in the other group. If this is not suitable and the Parents / Guardian are unable to accept the position within the alternate group, the placement fee will be refunded if requested in writing to the four year old enrolment officer.
- If a position becomes available for whatever reason after positions have been allocated and accepted as described above, all future offers will be for the under subscribed group only, i.e. they cannot choose a preferred group.
- Parents / Guardian should notify the Pre-School in writing if they wish to withdraw the enrolment of any child.
- Parents/Guardians with children joining the Pre-School part way through the year will be referred to the four year old Group Enrolment Officer for information and fees will be charged pro rata.

7. Withdrawal/Non-attendance

- Any family wishing to withdraw their child from the program must formally do so in writing both to the teacher and the Pre-School Committee. Until such time as formal notification is received, parents remain liable for fees as per the fee policy.
- Parents are responsible for notifying the kindergarten of any planned extended absences. Any enrolled child who fails to attend without notification for a period of four weeks will be deemed to have vacated their position and their place will be offered to the next on the waiting list.

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au



ATTACHMENT 2

ENROLMENT OFFER LETTER 2018

(date)

Dear (parent),

Re: Offer of funded 4-year-old Pre-School position at Mentone Pre-School in 2019

I am pleased to offer (student) a place at Mentone Pre-school for 2019.

To confirm the enrolment, please complete the enclosed confidential enrolment form, additional information form, group preference form and Acknowledgement of funded Kindergarten year form, and return it to the Pre-School, with all supporting documents, no later than **31st August 2018**. Should you wish to defer or decline the offer please let me know by emailing 4yoenrolments@mentonepreschool.com.au.

A **\$100 placement Fee** will need to be made to secure your child's placement. Half of this fee, \$50, doubles as a working bee levy and will be reimbursed to you on attendance of one of the pre-school working bees, or by working at a fundraising event. Should you cancel your spot at Mentone Preschool this fee is non-refundable and non-transferable.

To make the payment please deposit \$100 via bank transfer to Mentone Pre-School using the bank account details below. Please ensure you use your child's surname and the code 4YO19 in the transfer details and **provide confirmation of same (i.e. copy of receipt from internet)** with this completed form.

Bank:	Bendigo Bank
Account Name:	Mentone Preschool Association Inc
Account Number:	151 937 232
BSB:	633 000

As proof of date of birth, you will also need to provide a copy of one of the following documents: **Birth Certificate, Extract of Birth or the relevant page of your child's Health Centre Book**. In accordance with no jab, no play legislation, we also require a copy of your child's **immunisation history statement**. If your child has an allergy or asthma, we will need an up-to-date action plan. These are available through the 4 year old enrolment officer, or the preschool office.

Fees for 2019 are \$520.00 per term, and there are 4 terms per year. You will be invoiced 2 weeks prior to the due date. If you hold a healthcare card or pension card please provide a **photocopy of your card** in order for fees to be waived.

In 2019 we will have two 4-year-old kindergarten groups, Sea Stars and Penguins, one with a maximum of 28 students and one with 22. Should one of these groups be preferred by more than the allocated number, a ballot will be drawn on **Friday 14th September** to determine the groups. You will be notified of group allocation during the week following, via email.

Orientation for all enrolled 4-year-old children will be on **Saturday 20th October**, time TBC. Please also note that Mentone preschool is run by a committee made up of parent volunteers. Our **AGM** is scheduled for **13th November at 7:00** during which we will be calling for new committee members. It is expected that at least one parent will be in attendance.

Part of our preschool's strength is that we are a community kinder that prides itself on being run by the community for the community, and therefore, we rely on support from all our members. Please think about how you can contribute to our kinder so that it continues to be a great place for children long into the future.

Last saved: 15 May 2019

Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au



If you require assistance to photocopy documents or help fill out your enrolment forms, please contact me so that I can arrange a time to do so via the email address 4yoenrolments@mentonepreschool.com.au or alternatively, call me on 0432 995 150 should you have any further questions.

Yours sincerely,

Rivka Wells
4-Year-Old Enrolment Officer
Mentone Preschool

CHECK LIST

Please complete and return the following forms:

- Confidential enrolment form
- Additional information form
- Group preference form
- Signed acknowledgement of funded kindergarten year form

Please also include:

- Copy of the child's birth certificate or suitable evidence of the child's birth date
- Proof of payment of the \$100.00 enrolment application fee / working bee levy
- Immunisation history statement
- Copy of Health care / concession / pension card if applicable

Forward completed enrolment forms and supporting documents to:

4 year old Enrolment officer
Mentone Preschool
6 Station St, Mentone VIC 3194

Please notify the service of any changes to your address or circumstances by contacting 4yoenrolments@mentonepreschool.com.au

Read and understand our policies available online at www.mentonepreschool.com.au or in the foyer of kindergarten.

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au










ATTACHMENT 3 Group Preference Form

GROUP PREFERENCE FORM

Student name: _____

Timetable:

Monday		Tuesday	Wednesday	Thursday	Friday
Sea stars  08:30am-4:00pm (7.5 hours)			Sea stars  8:30am-4:00pm (7.5 hours)	Penguins  8:30am-1:30pm (5 hours)	Penguins  8:30pm-3:00pm (6.5 hours)
		Penguins  12:30pm-4:00pm (3.5 hours) <i>Bush Kinder terms 2,3,and 4</i>			

Group Preference (please circle):

EITHER GROUP


 PENGUINS


 SEA STARS

If you particularly need one group please state the reason:

Last saved: 15 May 2019



ATTACHMENT 4

Sample Name Directory for group (sent with orientation details)

	Child's first name	Child's Surname
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Last saved: 15 May 2019



Mentone Pre School Association Inc.
 ABN: 43 084 556 717
 6 Station St Mentone, VIC, 3194
 Phone: (03) 9583 4422
www.mentonepreschool.com.au



ATTACHMENT 5

Group Allocation Letter with Orientation

Dear families,

As per your request, you have been allocated the **Penguins** 4-year-old preschool group in 2019.

2019 Session times for the Penguins group are as follows:

Tuesday – 12:30pm - 4pm (Bush kinder in terms 2,3 and 4)

Thursday – 8:30am – 1:30pm

Friday – 8:30am – 3pm

The orientation day for Penguins is:

Saturday 20th October 12pm – 1pm

During this time, you will have the chance to come in and familiarize yourself with the preschool, meet other families in your group and chat with the teaching staff, whilst your child has a play and makes some new friends. The whole family is welcome!

A few other loose ends:

- If your child has not yet had their 4-year-old immunisations, you will need to provide us with an updated immunisation history once this is done. Please feel free to email them to me at 4yoenrolments@mentonepreschool.com.au
- There are a few local, external child care facilities close to the preschool who this year have provided both before and after kinder care for students at Mentone Preschool, at a very reasonable rate. Whilst these facilities are not affiliated with us they do provide a service that has been beneficial to working families. If you would like more information please let us know.
- A reminder that our AGM is on the 13th November at 7pm. Please lock this date in your diary!

We look forward to seeing you then.

Last saved: 15 May 2019



ATTACHMENT 6
Orientation Interview Template

Penguin Group (insert year) - Interviews Time Schedule

First Session - Friday (insert date)

Time	Name of child/ family
8.15am – 9.15am	1.
	2.
	3.
	4.
	5.
	6.
9.30am – 10.30am	1.
	2.
	3.
	4.
	5.
	6.
10.45am – 11.45am	1.
	2.
	3.
	4.
	5.
	6.
12.00pm – 1.00pm	1.
	2.
	3.
	4.
	5.
	6.
	7.
TOTAL 25 FAMILIES	

*Please be sure to bring along your completed enrolment and additional forms for your child and any questions you may have. Looking forward to meeting you all.

Last saved: 15 May 2019





Mentone Pre School

established in 1958



ATTACHMENT 7

Welcome letter to the children

(Insert Date)

Dear (insert child's name),

We hope you are having a happy time with your family and looking forward to starting Kindergarten soon.

On your first day of Kindergarten could you bring along something you have found from the beach or the park, or something you have made, as a reminder of the fun times you are sharing with your family? We would love you to tell us all about it.

We are looking forward to seeing you soon. Here are a few things you will need to bring with you on your first day. Perhaps your grown up can help you organise them.

- A drink bottle, filled with water.
- A lunch box with some fruit for a snack and a sandwich for lunch (on our long days a second snack may be required).
- A bag, that you can open and close and is big enough to put all your things in, as well as all your beautiful drawings, paintings and creations you will make every day at kindergarten.

(Be sure to have your name on all of these items and to bring them with you each session.)

Your bag will hang on a hook with the (insert bag hook) picture above it. You will be able to look for it when you arrive.

We look forward to meeting you and your grown up soon!

Love from Josie and Anne

Last saved: 15 May 2019



Mentone Pre School Association Inc.
ABN: 43 084 556 717
6 Station St Mentone, VIC, 3194
Phone: (03) 9583 4422
www.mentonepreschool.com.au

