

# 6.01BV ENROLMENT AND ORIENTATION POLICY (KINDERGARTEN)



QUALITY AREA 6 | VERSION 1.0

## PURPOSE

This policy provides a clear set of guidelines for:

- enrolling a child at LEVNT EC Services
- the orientation of new families and children into LEVNT EC Services
- ensuring compliance with Victorian and national legislation, including disability discrimination, anti-discrimination, human rights laws, No Jab No Play and the Department of Education and Training [DET] Kindergarten Funding Guide
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early entry applicants (this includes children younger than three years and children younger than four years old on 30 April in the year they will attend kindergarten) are given equitable access to enrolment
- adhering to the DET's priority of access requirements for both three and four-year-old children

## POLICY STATEMENT

### VALUES

LEVNT EC Services are committed to:

- families feeling respected, safe and supported during the enrolment process
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering for unique family circumstances and needs
- being transparent in the enrolment process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation and enrolment process is simple to understand, follow and implement
- maintaining confidentiality in relation to all information provided for enrolment
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation
- enrolling Early Start Kindergarten eligible children into full 15 hours of kindergarten program

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, parents/guardians, student educators, volunteers and contractors attending LEVNT EC Services.

### 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 from 2022 that all eligible Victorian children will have access to two years of kindergarten before commencing school. Where demand is higher than availability, approved providers must adhere to their eligibility and DET's Priority of Access criteria (*refer to Definitions and Attachment 1*) in order to allocate the available places. The criteria used to determine the allocation of places takes account of the requirements set out in DET's Kindergarten Funding Guide (*refer to Sources*), the service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2010*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children.

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* and *Education and Care Services National Regulations 2011* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with an Australian Immunisation Register (AIR) Immunisation History Statement.

## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms refer to the Definitions file of each LEVNT EC policy folder.

**Access to Early Learning (AEL):** a program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**Australian Immunisation Register (AIR) Immunisation History Statement:** The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

**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 annual confirmation in April DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for a DET funded kindergarten place in the following year.

**Early Start Kindergarten (ESK):** Early Start Kindergarten provides eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are:

- from a refugee or asylum seeker background, or
- Aboriginal and/or Torres Strait Islander, or
- known to child protection.

These children can also access free or low cost year-before-school kindergarten through the ESK Extension Grant regardless of whether they have accessed ESK in the previous year.

**Early Start Kindergarten extension grants:** provides eligible children with 15 hours of free or low cost kindergarten each week led by a qualified VIT registered teacher. The ESK extension grants are available to children attending kindergarten in the year-before-school and are:

- not eligible for the Kindergarten Fee Subsidy
- from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or
- known to child protection.
- A child is not required to access ESK in the previous year to access the ESK extension grant.

**Eligible child:** as defined by the Victorian DET Kindergarten Funding Guide:

- a child who is at least four years old on 30 April in the year of attendance; enrolled for at least 15 hours per week or 600 hours per year in a Four-Year-Old Kindergarten; and not enrolled at a funded kindergarten program at another service
- a child who is at least three years old on 30 April in the year of attendance and is enrolled in a funded Three-Year-Old Kindergarten for a minimum of 5 hours per week
- any child that is enrolled in an early childhood and education and care service must have an AIR Immunisation History Statement that indicates that the child is fully vaccinated for their age or who qualifies for the 16-weeks grace period

**Kindergarten 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, if applicable. This is a non-refundable fee and does not guarantee enrolment in our funded kindergarten programs.

**Kindergarten application:** The process of families providing initial information about their child (usually via an Application Form) to confirm their intention to enrol in kindergarten, administered by the kindergarten service. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

The process of families and carers giving initial information about their child to confirm their intention to enrol in kindergarten, administered by the service provider. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.

**Kindergarten enrolment deposit:** Upon acceptance of a position in a funded kindergarten program, families are required to pay a placement deposit (per child) to secure their enrolment. This payment is refundable if the child remains enrolled at the service for the duration of the kindergarten year. It will be applied to a child's Term 4 fee statement.

**Enrolment record:** the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature. This can be stored digitally or physically. The record must be kept securely until the child is 21 years old as per regulations.

**Grace period:** allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement or when the statement is assessed as not being up-to-date. Services complete the grace period eligibility form with families during enrolment, and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement and to encourage families to access immunisation services.

**Kindergarten Fee Subsidy (KFS):** Promotes kindergarten participation by enabling eligible children in funded three and four-year-old groups to access up to 15 hours of kindergarten delivered by a qualified early childhood teacher free of charge or at low cost.

**Local Government Area (LGA):** a geographic area governed by a local council or shire.

**Priority of access:** in instances where more eligible children apply for a place at a service than there are places available, the service must allocate spaces using the criteria outlined in the DET Kindergarten Funding Guide (*refer to Attachment 3 and Sources*).

**Second year of funded four-year-old kindergarten:** second year eligibility may be considered when a child shows delays in key outcomes of learning and development. The assessment process begins in Term Three and is carried out for each child by their early childhood teacher. Assessments are submitted in Term 4 (the year before the child is to attend school) when a second year is being considered.

## RESPONSIBILITIES

In addition to the table below, the approved provider, persons with management and control, nominated supervisor and/persons in day-to-day charge are responsible for meeting requirements set out in [Attachment 1: Approved Provider and Nominated Supervisor Responsibilities](#). Actions which are legislated requirements of the ECEC sector are indicated with **LR**.

	Approved provider and/or persons with management and control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Following the Priority of Access criteria to funded programs at LEVNT EC Services, as described in Department of Education and Training's (DET) The Kindergarten Funding Guide ( <i>refer to Attachment 3</i> )	LR	✓	✓		
Communicating and providing advice to families regarding the best time to commence kindergarten for children born between January and April	✓	✓	✓		
Supporting inclusion and access through specific funding stream (for eligible families): <ul style="list-style-type: none"> <li>Kindergarten Fee Subsidy</li> <li>Early Start Kindergarten</li> <li>Early Start Kindergarten extension grants</li> <li>Access to Early Learning</li> <li>Second year of funded four-year-old kindergarten</li> </ul>	LR	✓	✓		
Supporting families whose children may be eligible for early entry to kindergarten or late entry to kindergarten and school exemption	✓	✓	✓		
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access a kindergarten program	LR	✓	✓		
Complying with the Inclusion and Equity Policy	LR	LR	✓	✓	✓
Ensuring families have access to: <ul style="list-style-type: none"> <li>Parent Handbook</li> <li>Child Safe Environment Policy and/or Statement of Commitment to Child Safety</li> <li>Fees Policy</li> <li>Privacy Statement</li> <li>Code of Conduct Policy</li> </ul>	LR	✓	✓		
Responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process as required	✓	✓	✓		
Complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information	LR	LR	LR	✓	✓
Providing opportunities 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 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, early childhood teachers or educators under the National Law: Section 167.	LR	✓	✓		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement and accessing immunisation services	LR	✓	✓		

	Approved provider and/or persons with management and control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement has been assessed as being acceptable or the child has been assessed as eligible for the grace period	LR	✓	✓		
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit (refer to Sources) for early childhood education and care services 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	LR	✓	✓		
Ensuring that only children whose AIR Immunisation History Statements have been assessed as being acceptable or who are eligible for the grace period have confirmed places in the program	LR	✓	✓		
Advising parents/guardians who do not have an AIR Immunisation History Statement and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services	LR	✓	✓		
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained)	LR	✓	✓		
Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement of their child's immunisation status				✓	
Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up-to-date AIR Immunisation History Statement to the service				✓	
Taking reasonable steps to obtain an up-to-date AIR Immunisation History Statement from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval (Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E)	LR	✓	✓		
Ensuring all authorised nominees have been completed on the enrolment record (Regulations 160 and 161)	LR	✓		✓	
Ensuring that the enrolment record both digital and/or hard copy complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service	LR	✓	✓		
Ensuring that enrolment record is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	LR	✓	✓	✓	✓
Ensuring that enrolment records 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 (1a) (2d))	LR	✓	✓		

	Approved provider and/or persons with management and control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents, guardians and carers	Contractors, volunteers and those on student placement
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	LR	✓	✓		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	LR	✓	✓	✓	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for (Regulation 157), 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, early childhood teachers or educators under the National Law: Section 167	LR	LR	✓	✓	✓
Taking reasonable steps to contact non-attending families prior to the cancellation of their enrolment	✓	✓	✓		
Reviewing enrolment applications to identify children with additional needs (refer to Definitions and the Inclusion and Equity Policy)	✓	✓	✓		
Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the settling in period</li> <li>make contact with educators at the service, when required</li> </ul>	✓	✓	✓	✓	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	✓	✓	✓	✓	
Discussing support services for children with parents/guardians, where required such as Pre School Field Officer, Early Intervention Programs, and Maternal Health Services	✓	✓	✓	✓	
Developing strategies to assist new families to: <ul style="list-style-type: none"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> <li>share their understanding of their child's strengths, interests, abilities and needs</li> <li>value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>discuss the values and expectations they hold in relation to their child's learning</li> </ul>	✓	✓	✓	✓	
Providing comfort and reassurance to children who are showing signs of distress when separating	✓	✓	✓		
Reading and complying with this Enrolment and Orientation Policy	LR	LR	LR	✓	✓
Updating information by notifying the service of any changes as they occur, for example obtaining or the cancellation of a Health Care Card; if the child or family becomes known to Child Protection				✓	
Notifying the relevant LEVNT EC Service, in writing, if they wish to cancel their enrolment.				✓	

## SPECIFIC PROCEDURES

### GENERAL APPLICATION PROCEDURES

LEVNT EC Services recommend families arrange a tour of the service prior to applying to the service waitlist, though this is not a requirement of application. Tours give families a chance to see how the service operates day-to-day, briefly meet with educators and discuss any questions or concerns they may have with the Service Leader or Administration Assistant.

An Application Form is available from each service's website or from the service directly.

Upon lodging an application form, payment of a non-refundable Application Fee is due. Information about the Application Fee and payment details can be found on the Application Form. Children who are included in the DET Priority of Access (*refer to Attachment 3 and Sources*) are not expected to pay the Application Fee.

### GENERAL ENROLMENT PROCEDURES

Upon receiving an offer of enrolment, families are required to return a completed enrolment form and Kindergarten Enrolment Deposit by the date outlined in their letter of offer. Following the due date, the LEVNT EC Service will continue to move through their waiting list to make further offers of enrolment until all positions are filled and/or the waiting list is exhausted. LEVNT EC Services cannot hold places open without correspondence from the associated family, unless required by DET.

Upon enrolment, LEVNT EC Services will conduct interviews and/or hold a Parent Information Night for families. The purpose of interviews/information nights is to provide general information about the service that will assist children and their families to settle into the service. Interviews also provide opportunities for parents to ensure the service can best cater to each child's needs by providing further information about their child. Interviews/Information Nights' give further opportunity for families to ask any questions they might have.

### GENERAL ORIENTATION PROCEDURES

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family. LEVNT EC Services will:

- Offer families the opportunity to visit the service at different times during the day/session. This allows the child and their family to become familiar with the various routines of the service.
- Provide reassurance to the family that they may stay with their child for as long as they choose during orientation and once the child commences.
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child.
- Reassure the family:
  - they can leave their child initially for a shorter day, gradually increasing the length of time
  - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
  - the early childhood teacher/educators will keep them informed on how their child is settling in
  - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
  - send an email during the day to update the family on their child including a photo of the child (if the child has settled in). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
  - asking the family how they have settled in and if they have any questions or concerns.

Individual LEVNT EC Services may have their own procedures (approved by the Approved Provider) which are outlined in Attachment 2: Related Service Specific 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
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of a policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk

## **AUTHORISATION & REVIEW**

This policy was adopted by Lutheran Education VIC, NSW, TAS and ACT Ltd on behalf of the Approved Provider for this service on 1 September 2022.

**REVIEW DATE** May 2023 or earlier as required.



## ATTACHMENTS

### ATTACHMENT 1: Approved Provider and Nominated Supervisor Responsibilities

In addition to the responsibilities outlined in the table above, the approved provider and/or persons with management and control, and the nominated supervisor and/or persons in day-to-day charge have a number of additional responsibilities relevant to their position.

- Providing a funded kindergarten program to children who turn four years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher, and offering at least: 15 hours per week for 40 weeks of the year, or 600 hours per year.
- Providing a funded kindergarten program to children who turn three years of age by 30 April in the year they will attending, that is delivered by a qualified early childhood teacher and offering 5-15 hours per week relevant to their council area.
- Communicating to families the days and times the service will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations.
- Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy.
- Providing communication to families explaining how they can only access one funded kindergarten program per child, per year.
- Ensuring the collection of accurate, consistent, and timely kindergarten data, to monitor and proactively manage capacity, utilisation of services and to meet School Readiness Funding requirements.
- Appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy.
- Where applicable, providing families with consistent and transparent communication on waitlist management processes.
- [Where applicable] Considering access and inclusion for vulnerable children in the allocation of places at the service.

### ATTACHMENT 2: Related Service Specific Procedures

**Good News Early Childhood Service** is located in a council area that utilises a Central Registration and Enrolment Scheme (CRES). The CRES, co-designed by DET, provides access to families to register for and secure a place for their children in kindergarten. It is a collaborative model that brings together councils, service providers, MCH staff, support services and other stakeholders to support children and their families. In 2020 more than half of all local councils across Victoria operate a form of central enrolment or central registration scheme. These schemes provide a single point of entry for families, simplifying the kindergarten enrolment process and improving equity of access. Good News is in the consultation phase of this initiative, and has not yet opted in.

### ATTACHMENT 3: DET Priority of Access and Locally Agreed Criteria

Service providers must notify all families of the priority of access policy that applies when they enrol their child.

In instances where more eligible children apply for a place at a kindergarten service than there are places available, services must:

- prioritise children based on the criteria listed below
- work with other local kindergarten services and the Department regional office to ensure all eligible children have access to a kindergarten place

These criteria must be used by services providers when prioritising enrolments. Funding guidance is available from the Department's regional offices if required.

LEVNT EC Services will give priority of enrolment to:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
  - Where the child is attending a three-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, or
  - is referred by:
    - Child Protection
    - Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)
    - Maternal and Child Health nurse, or
    - Out-of-Home Care provider.

- Aboriginal and/or Torres Strait Islander children
  - As part of the enrolment process, service providers must respectfully ask families ‘is your child Aboriginal and/or Torres Strait Islander?’ and record this information in KIM
- Asylum seeker and refugee children
  - An appropriate visa identifies the child and/or parents as a refugee or asylum seeker
- Children eligible for the Kindergarten Fee Subsidy
  - A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, or
  - multiple birth children (triplets, quadruplets)
  - Children with additional needs, defined as children who require additional assistance in order to fully participate in the kindergarten program, or require a combination of services which are individually planned, or have an identified specific disability or developmental delay where the child:
    - is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten
    - holds a Child Disability Health Care Card
    - has previously been approved for Kindergarten Inclusion Support Package, or referred by:
      - the National Disability Insurance Scheme
      - Early Childhood Intervention Service
      - Preschool Field Officer, or
      - Maternal and Child Health nurse

#### **Locally agreed criteria for children not identified as high priority**

Service providers may apply one or more locally agreed criteria to prioritise children and determine the order in which offers are made, such as residential proximity or a demonstrable link to the service.

LEVNT EC Services apply the following criteria to prioritise children (after the DET Priority of Access above):

- siblings of current and past students of the same LEVNT EC Service

This criterion must be documented and communicated with families and kindergarten places should be allocated in accordance with anti-discrimination and human rights laws.

#### **ATTACHMENT 4: Early Start Kindergarten and Three-Year-Old Kindergarten**

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours.

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- are known to Child Protection
- have a refugee or asylum seeker background\*

\*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and Training office.

Refer to the Department of Education and Training website for up-to-date information: [www.education.vic.gov.au](http://www.education.vic.gov.au)

## REFERENCES

### LEGISLATION & STANDARDS

- 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, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- 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 of Access Guidelines for child care service: [www.dese.gov.au](http://www.dese.gov.au)
- The Kindergarten Funding Guide (Victorian Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)

### RELATED POLICIES

- 1.03V Inclusion and Equity
- 2.07V Dealing with Infectious Disease
- 6.02V Acceptance and Refusal of Authorisations
- 7.02V Privacy and Confidentiality
- 7.03BV Fees – Funded Kindergarten
- 7.04V Complaints and Grievances