

Central Registration and Enrolment Scheme (CRES) Policy and Procedures

Operational Policy & Procedures	Policy No:	CS PFC 001	
	Adopted by Council:	25/3/2025	
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Policy/Procedure Owner:	Director Assets and Community		
	POLICY NAME	EARLY YEARS POLICY NUMBER	MSC POLICY (IF APPLICABLE)
Related Policies:	Acceptance and Refusal of Authorisations Policy	CS CHS – 001	
	Child Safe Environment and Wellbeing	CS CHS - 006	
	Code of Conduct Policy	CS SA - 001	
	Complaints and Grievances Policy	CS LSM - 003	
	Dealing with Infectious Disease Policy	CS CHS - 007	
	Dealing with Medical Conditions	CS CHS - 008	
	Delivery and Collection of Children	CS CHS - 009	
	Fees Policy	CS LSM 001	
	Incident, Injury, Trauma and Illness	CS SHS - 016	
	Inclusion and Equity Policy	CS PE 002	
Privacy and Confidentiality Policy	CS LMS 005		

<p>External References:</p>	<p>Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register</p> <p>Child Care Subsidy Child Care Subsidy - Services Australia</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: ACECQA</p> <p>Guide to the National Quality Standard: ACECQA</p> <p>Priority for allocating places in child care services: Priority of access policy in early childhood services vic.gov.au (www.vic.gov.au)</p> <p>Immunisation Immunisations for access to family assistance benefits and early childhood services Australian Government Department of Health and Aged Care</p> <p>No Job No Play for early childhood education and care services health.vic.gov.au</p> <p>The Kindergarten Funding Guide (Victorian Department of Education): Kindergarten funding guide vic.gov.au (www.vic.gov.au)</p> <p>Family Assistance Law - Department of Education, Australian Government</p>
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1. PURPOSE

This policy outlines the criteria for placing children into funded early childhood education and care programs, as established by the Victorian State Government. These guidelines specify the requirements that councils and private providers must follow when delivering the service. The policy applies to both kindergarten and centre-based care placements and clarifies the responsibilities of those involved in the operation of the central enrolment system, including staff, educators, and families.

2. INTRODUCTION

In developing this policy, Council sought community and stakeholder feedback in the form of online surveys and face to face sessions with families and the wider community. This feedback was then assessed and where possible incorporated into the policy.

The objectives of the policy are to:

- Ensure all eligible children have access to two years of free kindergarten before commencing school.
- Provide and maintain a central registration and enrolment system which provides access for families to register for and secure a place for their children in kindergarten.
- Provide centre based care services and approved childcare services which abides by the Family Assistance Legislation Amendment Act 2017.
- Follow the State and Federal guidelines on priority of access to support the most vulnerable families in our communities with the services they most need.
- Undertake community consultation and involvement to inform Council policy on Kindergarten and Centre Based Care.

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* (Vic)
- 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* (Cth)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (C'wealth)

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

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation:
www.legislation.gov.au

3. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, Person in Day to Day Charge, educators, staff, students on placement, volunteers, volunteer parent committees, parents/guardians, children and

others attending the programs and activities of Moyne Shire Council Early Childhood Education and Care Services.

4. DEFINITIONS

Australian Immunisation Register (AIR) Immunisation History Statement

AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children.

Approved child care providers: providers that operate services that have Australian Government approval to receive Child Care Subsidy (refer to Definitions) on behalf of eligible parents/ guardians.

Child Care Safety Net: Targeted assistance to vulnerable and at-risk children and their families, as well as supporting child care services in disadvantaged communities to address barriers in accessing child care.

The Child Care Safety Net has three components:

- Additional Child Care Subsidy
- Community Child Care Fund
- Inclusion Support Program

Child Care Subsidy (CCS): A Commonwealth Government means tested subsidy to assist eligible families with the cost of child care. Payments are paid directly to approved child care providers (refer to *Definitions*). Further information can be found at: [Child Care Subsidy - Services Australia](#)

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*).

Complying Written Arrangement: a written arrangement between a child care provider and an individual to provide child care in return for fees. The arrangement includes certain required information.

Central Registration and Enrolment Scheme (CRES): CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs and enabling funded kindergartens to work collaboratively with other services to engage vulnerable and disadvantaged families.

Central Registration System (CRS): Provides an equitable and transparent application and allocation process, enabling families to access local kindergarten services within a local government area.

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
- the family have had contact with 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.

3 Year Old Kindergarten: is a universal early childhood program funded by the State Government for children in the year prior to commencing 4 year old kindergarten. To Enrol, children must turn 3 prior to 30 April in the year they commence and cannot commence attendance until they actually turn 3.

4 Year Old Kindergarten: (formerly known as preschool) is a universal early childhood program, funded by the State Government for children in the year prior to commencing primary school.

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.

Enrolment application: A process to apply for a place at the service

Enrolment Form: a form, which collects details regarding individual children. This form is to be completed prior to a child being offered a place and can be accessed via the Moyne Shire Council web site. This collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162), and then becomes the **Enrolment Records**, post acceptance of a place, and are stored securely on site.

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

Unfunded (full fee paying) kindergarten place: a place accessed by a child in a kindergarten program, where that child is ineligible to receive kindergarten funding e.g. the child has already accessed two years of funding before school and doesn't meet the criteria for a second year of funded four year old kindergarten

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 places using the criteria outlined in the Funding Guides

Vacancy: A place in a program becomes vacant as a result of a child leaving the centre or is available because all places are not filled.

5. TRAINING REQUIREMENTS

(Identify training required to ensure compliance with this policy)

6. QUALITY RECORDS

(List the documentation and records to be completed to ensure compliance with this policy)

Record	Retention/Disposal Responsibility	Location
Enrolment form	As per Public Records Office Disposal Schedule	Moyne Shire Council Early Education and Care services
Health and wellbeing record - child	As per Public Records Office Disposal Schedule	
Medical records	As per Public Records Office Disposal Schedule	

7. PROCEDURE OBJECTIVES

The procedures are divided into those specific to the kindergarten environment and those that apply to Centre Based Care. The objectives of both areas however remain consistent with the values of Moyne Shire Council.

Through these procedures Moyne Shire Council aims to:

- Engage respectfully with parents and guardians to learn about their family's culture, values and beliefs and priorities for their child's learning and wellbeing.
- be flexible and cater for unique family circumstances and needs where possible.
- support parents/guardians to meet the requirements for enrolment through the provision of clear concise information and communication.
- be transparent in the application of these processes.
- clarify allocation of places through consistent communication and information sharing
- maintain confidentiality in relation to all information gathered for enrolment.

8. PROCEDURE

The authorised person/persons with overall management responsibility are responsible for the service and approval of any changes to this policy after appropriate consultation.

The early years education and care leadership team (Education and Care Coordinator, Team Leaders and Nominated Supervisors) are responsible for:

- enacting the policy and responding to any queries that arise in relation to any aspect of the policy and ensuring the central enrolment system complies with relevant legislation, policy and procedure.

Early Years staff are responsible for:

- distributing application forms to prospective parents / guardians and referring families to the Central Enrolments Officer as required and adhering to agreed protocols as per the Policy.
- Assisting families in completing the application process when needed.
- Communicating with the Central Enrolments Officer in a timely manner regarding any changes/concerns including specific needs of families and children.

Enrolment Staff are responsible for:

- the day-to-day implementation of this policy
- all administration of the Central Enrolment System, reporting to services, assisting families in completing the application process when needed and updating Management regarding the status of enrolments.
- Providing secure storage of documentation, as per Victorian Privacy Legislation.

Parent/guardians are responsible for:

- Completing the application process and providing all required document i.e. Child's proof of age, AIR immunisation history record or catch up schedule, current Concession / Veterans Affairs card or Visa.
- Ensuring all information provided is true and accurate at the time of submission, that enrolment staff are notified of any changes to status, preferences, contact details or other information as soon as possible.
- A new application is submitted for each child for each year of attendance e.g. 3 and 4 year old kindergarten, ESK, and Second year of 4 year old kindergarten, if applicable as well as centre based care. (An application needs to be completed to ensure all details are correct).

9. ATTACHMENTS

ATTACHMENT 1. Central Enrolment Procedures – Kindergarten

ATTACHMENT 2. General Enrolment Procedures – Centre Based Care

ATTACHMENT 3. Letter For Parents/Guardians Without Acceptable Immunisation Documentation

Version Number	Details of change
OD001 version 2	

ATTACHMENT 1. CENTRAL ENROLMENT PROCEDURES – KINDERGARTEN

Kindergarten is funded and supported by the State Government in Victoria. The guidelines and eligibility that are utilised in the Moyne Shire Council services are consistent with those set and communicated by the State Government and this should be the source of clarification on guidelines for this procedure [Starting kindergarten | vic.gov.au](http://www.vic.gov.au) (www.vic.gov.au)

Eligibility:

3-Year-Old Funded Kindergarten.

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

Children who are three years of age by the 30 April in the year of attendance and have not attended in the year before are eligible to attend funded 3 year old kindergarten.

Children must be three years of age prior to commencing in the 3 year old kindergarten program. They may enrol to attend in the year they turn 3 (if before 30 April) – and commence attendance once their third birthday has passed.

Please note under the National Quality Framework's (NQF) the educator to child ratio 11:1 for children three year of age is being used in most funded 3 Year Old and 4 Year Old Kindergarten programs. Families with children turning three years of age between February and April 30th in the year of attendance can apply and they will be offered a place. However, the child will be unable to commence in the program until they have had their third birthday.

You can use the starting age calculator to find out what year your child can start Three- and Four-Year-Old Kindergarten by entering their birth date. [Give your child the best start | Victorian Government](http://www.vic.gov.au) (www.vic.gov.au)

4-Year-Old Funded Kindergarten.

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

- Children who are four years of age by 30 April in the year of attendance and have not attended kindergarten the year prior
- Children who are eligible and approved for a second year of kindergarten by the regional office of the Department of Education (DE).
- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry age requirements by the regional office of the Department of Education and Training (DE).

- Children who are eligible under the Early Start Program (ESK) or have submitted a written request for early entrance to primary school to their regional office of the Department of Education and Training (DE)
- Children who attended 3 year old kindergarten in the previous year

Once a child has had a funded year of 3-year-old kindergarten, they will be expected to transition to 4-year-old kindergarten the following year and then onto school the next year. The only exception will be if the child has been recommended for a second year of 4-year-old kindergarten by an early childhood professional, as the child has at least two areas of developmental delay.

Families are therefore encouraged to:

- carefully consider the best time for their child to start kindergarten, as all children learn and develop in different ways.
- consult with relevant early childhood professionals for guidance.
- seek advice and reassurance about how the kindergarten program will support their child's learning and development.

Special considerations

Second year of funded 4-year-old kindergarten:

Children may be assessed as eligible for a second funded year of 4 year old kinder where there are delays in key outcomes of learning and development.

Early entry to 4 year old kindergarten:

May be appropriate for some gifted children, where families are seeking early entry to school. Early entry to kindergarten is no guarantee of early entry into school.

School exemption:

A child may be exempt from starting school if they turn 6 before or during their first funded year of kindergarten and there are special circumstances such as: the child's early education has been delayed due to chronic illness, they are a refugee, or recent arrival from a province where enrolment age is different to Victoria, or other such special circumstances.

Early Start Kindergarten:

Eligible children can access 15 hours of free kindergarten for 2 years before school.

Unfunded Kindergarten Places:

Are full fee-paying places accessed by children who are not able to access kindergarten funding. These places are allocated last in the enrolment process, must pay the full fee equivalent to the usually allocated funding, are not eligible for additional supports, and must if requested to do so, vacate their place for a higher priority child.

Registration and Enrolment Procedure

How do I get my child into kindergarten?

Getting your child into kindergarten is a simple four step process.

Step 1.

Prepare your documents

You will need to upload copies of the following documents:

- Immunisation History Statement from Australian Immunisation Record (AIR) (required)
- Child's birth certificate (required)
- Any current concession cards (if applicable)
- Court order (if applicable)
- Intervention order (if applicable)
- Medical management plans (if applicable)

Step 2.

Complete the registration process and create your XAP account.

You can use either:

- **an online registration form** on our website - [Kindergarten enrolments](#), or
- **a paper registration form** by contacting enrolments@moyne.vic.gov.au or by calling (03) 5568 0516.
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The form asks you for:

- contact details
- information about your child
- which kindergarten you would like your child to go to
- any circumstances that might give your child priority access to kindergarten.
- Two emergency contacts

This will create your XAP account.

Step 3

Complete enrolment form in XAP

You will need to provide copies of:

- **Child's proof of identity** such as your child's birth certificate, birth notice or passport (please speak to us if these are not available as a doctor's note and/or Medicare card and/or Immunisation History Statement may be used as proof of identity in some cases)
- **proof of immunisation** in the form of an Immunisation History Statement
- any **court orders** relevant to the child
- **proof of address** like a utilities bill, rental agreement or rates notice with your family name and address (this must be where your child lives most of the time)
- any **concession cards**
- any **evidence of Australian visas including ImmiCards**

- any **evidence of additional needs** such as documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability, or a letter from a doctor for complex medical needs
- proof **supporting employment** within Moyne by parent/guardians.
- Information supporting a sibling attending the kindergarten in the last 5 years
- any **medical management plans** relevant to the child

Step 4

Complete other required forms in XAP

Date	What happens?
July	Registrations open
August	Registrations close*
End of September	First round offers
Beginning of October	Acceptance of first round offers due
Mid-October	Second round offers
End of October	Acceptance of second round offers due
Weekly or when vacancies become available	Subsequent offers

* Registrations will still be accepted after July but will only be considered after registrations received before 30 July. Priority applications will be accepted and prioritised at any time.

An offer of a Kindergarten place is confirmed by the provision of an up to date Immunisation record (AIR Immunisation History Statement), or confirmation that the child is eligible for a 16 week grace period. [Resources and templates - Immunisation enrolment toolkit \(health.vic.gov.au\)](http://resourcesandtemplates-immunisationenrolmenttoolkit.health.vic.gov.au)

Where a service offers more than one kindergarten group, consideration will be given to meeting individual needs.

Parents / guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, will be requested to notify the Early Years Administration Team in writing as soon as possible.

Note: Places will not be allocated to children until any substantial debt owed by the family to Moyne Shire Council is paid, or a payment plan is agreed to between the family and council. (Refer to the Fees policy.)

How are kindergarten places allocated?

Moyne Shire Council allocates kindergarten places fairly.

When giving out places, Moyne Shire Council gives priority to children who meet the Department of Education and Training's Priority of Access Criteria.

These are children:

- are at risk of abuse or neglect, including children in Out-of-home care
- who are Aboriginal and/or Torres Strait Islander, or
- from asylum seeker and refugee families with an appropriate visa, or
- your family has had contact with child protection
- with additional needs
- who are eligible for the Kindergarten Fee Subsidy. For more information, visit <https://www.vic.gov.au/costs-kindergarten>

These children are given a place first to make sure they do not miss out on early childhood education. For more information on DE's Priority of Access Criteria, visit [Priority of access for early childhood education | Victorian Government \(www.vic.gov.au\)](#).

Children who meet our local priority criteria are given a place next:

- Children of families residing in Moyne Shire
- Children who attended the preferred kindergarten as a 3 year old enrolment now seeking 4 year old enrolment
- Children who have had siblings attend the preferred kindergarten in the last 5 years

For the rest of the children, a random ballot is used to give each child their highest available preference. There is no 'first in, first served' rule.

Can I still contact the kindergarten directly?

Yes, you can contact kindergartens you are interested in to ask questions or organise a visit. However, you cannot register with the kindergarten directly if it is participating in our CRES. Instead, kindergartens will tell you to use the Moyne Shire Council enrolment registration website or hard copy form.

How do I choose the right kindergarten for us?

Every child is different, so you should look for a kindergarten that works for you. We recommend visiting kindergartens you are interested in to see if they are the right fit. You should think about whether the session times, location and transport options suit you and your family.

PRIORITY OF ACCESS (AFTER KINDERGARTEN CARE – IF AVAILABLE)

Priority 1—a child at risk of serious abuse or neglect

Priority 2—a child of a single working parent,
---or couples/families with two working parents

Priority 3—any other child

Within these main categories, priority will also be given to the following children:

- *children in Aboriginal and Torres Strait Islander families*
- *children in families which include a person with a disability*

- *children in families with a non-English speaking background*
- *children in socially isolated families*
- *children of single parents.*

ATTACHMENT 2. GENERAL ENROLMENT PROCEDURES – CENTRE BASED CARE

ENROLMENT PROCEDURE

- Enrolments will be taken throughout the year subject to availability. If there are no placements available, the child will be placed on a waiting list. When a place becomes available the family will be considered against the priority of access and their requirements – an offer of placement will be made to the most suitable child from the waitlist. The family will be contacted by a Council Officer and enrolment will proceed.
 - Families are asked to specify requested attendance patterns on the Child Care Waitlist Application Form. Once placed and enrolment is confirmed, these will become the child's permanent days of attendance and payment will be required including absent days.
 - Casual bookings will be accepted from families currently enrolled subject to availability and charged in addition to regular booked days.
 - Annually in September / October places will be allocated according to the priority of access and the stated needs of the families (as best as practicable) for the following calendar year. Currently enrolled families will be contacted to confirm needs before consideration of waitlisted families against priority of access and available vacancies.
 - Once a place for a child has been confirmed, the family will need to:
 - Complete separate enrolment record **for** each child attending the service
- Provide the following information:
- child's name, address and details of any additional needs
 - information about themselves and any other parents, carers or guardians
 - details of the people who can pick up the child
 - child's birth certificate or other identity documents
 - details of any parenting orders or legal matters to do with the care or safety of the child (refer to Privacy and Confidentiality Policy)
 - the child's medical health and AIR Immunisation History Statement status.
 - should clearly identify any additional or specific needs of the child.
- Parent / guardian will create or access their Centrelink / Services Australia online account to lodge a Child Care Subsidy claim for each of their children
 - The service and parent / guardian will complete and sign a Complying Written Agreement (CWA - *refer to Definitions*), which includes:
 - The names and contact details of the approved provider and the parent/guardians(s)
 - the date the arrangement starts
 - the name and date of birth of the child (or children) if care will be provided on a routine basis and if so

- details about the days on which sessions of care will usually occur
- the usual start and end times for these sessions of care
- whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis)
- details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- additional information can be included to support the individual's understanding of their payment obligations.

IMMUNISATION – NO JAB NO PLAY

The Immunisation Statement 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. [Resources and templates - Immunisation enrolment toolkit \(health.vic.gov.au\)](https://www.health.vic.gov.au/immunisation-enrolment-toolkit)

The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered, and the enrolment can proceed.

Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Attachment 3).

CHILD CARE SUBSIDY ENROLMENT PROCESS

Enrolling children is a requirement under *Family Assistance Law* for all children who attend centre based care (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy.

PRIORITY OF ACCESS

Enrolments for centre based care will be accepted according to the following 'Priority of Access' Guidelines

Priority 1

a child at risk of serious abuse or neglect

Priority 2

a child of a single parent who satisfies the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999, or

a child of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999

Priority 3—any other child.

Within these main categories, priority will also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a person with a disability
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents.

Within these priorities, particularly priority 2, priority will be given to:

- Children of Moyne Shire Council educators / teachers, which results in a direct increase in the number of education and care places available at a service.
- Education and Care compliance-based roles which ensure regulatory requirements are maintained.
- Any child currently enrolled, who is due to progress to the next age group or has requested additional/alternative days.
- Siblings of a child already attending a centre-based care service (enrolled in the last 12 months not new enrolments)
- Residential proximity to the service (using Google maps)
- Children of families who reside or work in Moyne Shire

REQUIRING A CHILD TO VACATE A PLACE

Under the Priority of Access Guidelines, a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child. Families must have been notified of the following:

- advise given to the person liable for the payment of the child care fees, when the child first entered care, that the service followed this policy, and
- **at least 14 days notice of the requirement for the child to vacate the place.**

WAITLIST

Due to the unpredictable nature of childcare waitlists we are unable to guarantee that a place will be available when families require care, nor can we provide estimated times of when positions will be offered. Many factors influence the waitlist such as the days required, how many children leave the centre in a given period, individual family circumstances, flexibility of parents preferred days and priority of access guidelines.

Vacant positions will be filled according to the Priority of Access criteria above.

A place will not be offered to current families if fee accounts are in arrears or if there has been a history of non-fee payment or continual late fee payment.

When vacancies occur, and after Priority 1 and 2 have been assessed, places are offered to third priority applicants in order of the date that the application was received.

Families are not required to contact the service regarding their position on the waitlist unless their details require updating. Contact will be made with families should a position become available.

When a family is offered a position at a service, they will be given a maximum of 7 working days to accept the position. If no contact can be made or the offer is declined, the family will return to the waitlist and the vacancy will be offered to the next family on the list.

Waitlist applications for unborn babies will be accepted. Families are required to provide an estimated date of birth of the unborn child and confirm their child's birthdate to ensure they remain on the waitlist

ATTACHMENT 3. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

[Insert date]

Dear [insert name]

Re: Enrolment at [Service Name] for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] 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 AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence that your child:

- is fully vaccinated for their age; or
- 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, and your child is not eligible for the 16 week grace period, 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
- Moyne Shire Council Immunisation Service
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register:
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register>
- 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 AIR Immunisation History Statement. The new application would be considered in line with [Service Name]'s Enrolment and Orientation policy.

Yours sincerely