

Boroondara Kindergarten Central Enrolment Scheme Enrolment Policy

Effective for attendance at 3 and
4 year old kindergarten from 2022

Responsible Directorate: Community Support

Authorised By: Council

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1 Introduction

1.1 Purpose

This policy provides guidance for current and future parents/guardians who wish to have their children enrolled at a Boroondara Kindergarten Central Enrolment Scheme (BKCES) Member Kindergarten, staff and committees, and outlines:

- the criteria for enrolment at a BKCES Member Kindergarten;
- the process to be followed when enrolling a child at a BKCES Member Kindergarten;
- the criteria by which places within the BKCES Member Kindergartens and their programs will be allocated; and

an overview of the purpose of central enrolment including its aims.

1.2 Scope

This policy applies to BKCES Member Kindergartens, the BKCES Advisory Group, kindergarten staff, council officers and parents/guardians who wish to have their children enrolled at a BKCES Member Kindergarten, or have children already enrolled at a BKCES Member Kindergarten.

1.3 Corporate framework

This policy supports Council's Mission and Vision by addressing the following objective(s) in the Council Plan 2021-2025:

- Community services and facilities are high quality, sustainable, inclusive and strengthen resilience.

2 Background

The BKCES policy was originally endorsed by Council on 17 September 2007 and amended on 29 November 2010. Council endorsed an amended policy in May 2014. Further minor amendments were made in January 2018, 2019 and 2021. The policy was updated in May 2022 to include the introduction of State Government funded 3 year old kindergarten, supporting two years of funded kindergarten prior to starting school.

2.1 Policy context

In Victoria, preschool or kindergarten is a program delivered to children in the two years before school entry. Funding is provided to approved early childhood services by the Victorian Government Department of Education and Training (DET). Children are eligible to attend 3 year old kindergarten if they turn 3 years of age on or before 30 April in the year of attendance and 4 year old kindergarten if they turn 4 years of age on or before 30 April in the year of attendance. In line with the Victorian Government's Policy, the priority of the BKCES is to ensure that 3 and 4 year old

children are offered the opportunity to attend two years of funded kindergarten prior to attending school, dependent on the availability of each participating kindergarten's capacity.

While Council does not operate any education and care services directly, Council owns 31 facilities that are leased to community run, not for profit kindergartens and long day care services. These services are managed by a combination of Early Years Management and volunteer, parent-run Committees of Management. All kindergarten programming, including sessions, group sizes, and timetabling, are solely the responsibility of approved providers across the Boroondara municipality. Council has no direct role in the operations of kindergarten services.

Council plays a supporting role in the early childhood education and care sector through the provision of existing Council owned infrastructure for kindergarten programs. Council delivers a renewal program for Council owned infrastructure leased to early years education and care services. The purpose of this renewal program is to maintain the current infrastructure, noting it is not Council's role to undertake building works to increase the licensed capacity of existing facilities or construct new buildings for early years services.

The Victorian Government's Kindergarten Infrastructure and Services Plan (KISP) is an indicator of future unmet kindergarten place demand as predicted by currently available forecast data. The KISP is not and should not be interpreted as an indication that Council accepts responsibility for meeting future unmet demand. The Victorian Government has indicated it will work with early years services directly to maximise spaces available within existing facilities., Council does not have a role in supporting change management activities as a means to resolve unmet demand.

2.2 Consultation

After consultation with current and future users of the BKCES Member Kindergartens, the Committees of Management will:

- Determine the programs and hours of attendance to be offered at their kindergarten, based on applications received, the licensed capacity of the kindergarten and the financial viability of the programs to be offered.
- Member Kindergartens must advise the BKCES Kindergarten Central Enrolment Officers by mid-April of any program changes for the following year so that parents have the opportunity to change their preferences before the close of enrolments on the last day of Term 2.
- A Member Kindergarten Committee of Management may change its program after the last day of Term 2. Costs and notification of program change are the responsibility of the Member Kindergarten. The BKCES will advise these changes on the City of Boroondara website.

2.3 Review of policy

This policy shall be reviewed in line with any State Government legislated or required changes that are tied to kindergarten funding and service agreements. The BKCES Advisory Group will discuss these changes and their implications for participating member kindergartens. Council officers shall amend the policy to reflect Victorian Government implementation timelines with approval provided by the Director Community Support.

As Council is not the decision maker in regard to Victorian Government policy and funding, and kindergartens must fully comply with their funding and service agreement to continue to operate; it is not necessary to seek review and approval by Council.

If the Early Learning Association Australia (ELAA) provides an updated policy or an urgent change to this policy is proposed by DET, a BKCES Member Kindergarten, the BKCES Advisory Group or Council; an advisory group meeting will be held to discuss and endorse any proposed amendments.

Any major amendment to this policy, other than State Government legislated or required changes must be endorsed by Boroondara Council

3 Policy statement

This policy is committed to:

- Equal access for all children, based on the criteria set out in this policy.
- Compliance with the Education and Care Services National Law 2010 and Regulations 2011.
- Compliance with the DET Kindergarten Guide or subsequent document relating to the enrolment of children in government funded kindergarten places for the year in which an application is made.
- Maintaining confidentiality in relation to the details on Enrolment Application.

4 General Enrolment Procedures

4.1 Application for a place

Completed online Enrolment Applications for children to attend a BKCES Member Kindergarten will be accepted from the child's second (2nd) birthday.

Enrolment Applications are to be completed online via the Boroondara website at www.boroondara.vic.gov.au

An online Enrolment Application must be completed for each child for each year of entry.

To facilitate the inclusion of all children into the education program, Enrolment Applications should clearly identify any additional or specific needs of the child.

All applications must be accompanied by the Enrolment Application Fee. A separate application fee is charged for each year of entry as detailed on the online Enrolment Application. This fee is not refundable.

Parents/guardians will receive confirmation from BKCES on receipt of a completed Enrolment Application.

Access to Enrolment Applications is restricted to the BKCES officers, the Early and Middle Years Lead, the Children, Young People and Families Senior Coordinator and the relevant Member Kindergarten Enrolment Officer, in accordance with the Boroondara Information Privacy Policy.

Applicants will be placed in accordance with the BKCES Selection Criteria.

4.2 Applications for Children with Additional Needs

Parents/guardians must contact the BKCES Member Kindergarten on acceptance of an offer of placement to alert kindergarten staff of their child's additional needs. Member Kindergartens may be eligible for funding through the DET Kindergarten Inclusion Support Packages to provide support to children enrolled with additional needs. Strict eligibility criteria apply to the second year of 4 year old funded kindergarten. (Refer to the DET Kindergarten Guide)

4.3 Closing Dates for Applications

The closing date for enrolment applications is:

- the last day of Term 2 in the year preceding attendance.

4.3.1 Procedures for a Late Application for Enrolment

Applications received after the closing date will be placed at the end of the waiting list and will be allocated in accordance with the Date of Receipt and may not form part of the first round offers.

4.3.2 Procedure for Changing Preferences

To change preferences for the BKCES Member Kindergartens, the primary guardian must log into their online account by the last day of Term 2 in the year preceding entry. Change of preferences lodged after the last day of Term 2 will be considered as a new application and will be placed at the end of the waiting list.

4.4 Applications for a Second Year of Kindergarten

The Member Kindergarten Educator/Director must advise the parents/guardians of any child she/he considers may require a second year of funded 4 year old kindergarten before the close of enrolments on the last day of Term 2 for kindergarten inclusion the following year.

Parents/guardians of children applying for a second year of funded 4 year old kindergarten must contact the BKCES officer to arrange the submission of an online

Enrolment Application and the prescribed fee before the close of enrolments for a funded place to be held at the same kindergarten.

Applications for a second year of funded 4 year old kindergarten at an alternate Scheme Member Kindergarten will be considered as a new application. (For St Paul's Kindergarten Pre-Prep program allocation criteria, see Appendix C.)

Children attending a funded 3 year old kindergarten program are not eligible to access a second year of 3 year old kindergarten. Children accessing 3 year old kindergarten will transition to a funded 4 year old kindergarten program the following year.

4.5 Allocation of Places

Places will be allocated to eligible children who are on the waiting list in accordance with preferences indicated on the Enrolment Application and the Selection Criteria of this policy.

If in the event of unforeseen circumstances, a parent/guardian who has been offered a place at their first preferenced kindergarten may choose to be placed on the waiting lists of lower preferenced kindergartens. Places in lower preference kindergartens and groups will be allocated according to the date of request rather than the date the original application was received.

Places will be allocated if there is no outstanding debt to a Member Kindergarten. On the advice of the Treasurer from any Member Kindergarten, places will not be allocated until the debt owed by the family is paid, or a payment plan is agreed to between the family and the Member Kindergarten. (Refer to the Member Kindergartens' Fee Policy)

Where a kindergarten provides more than one 3 or 4 year old group, places within the groups will be allocated by the applicant's priority into the Member Kindergarten according to the selection criteria of this policy.

4.6 Offer of Places

Offers of places in the 3 and 4 year old funded kindergarten programs will be made in late July /early August in the year preceding attendance. The offers date will be set each year in accordance with Victorian School Term dates.

Applicants who are successful will be emailed a letter of offer. Parents must log in to their account to accept the offer.

Parents/guardians who do not wish to accept the offer of a place, or withdraw their enrolment, must log in to their account to process their response as soon as possible.

Subsequent offers will be made one week after First Round offers close as positions become available and will continue until all vacancies are filled.

Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of this policy.

Applicants who are unsuccessful will be notified by email and advised of the waiting list information for their preferred kindergartens. In November, the BKCES officers will contact all 3 and 4 year old applicants who remain on the waiting list for attendance in the following year. At this time, they will be advised of kindergartens that have vacancies. Applicants may choose to secure a vacancy at a non preferred kindergarten and remain on the BKCES waiting list for their preferred kindergarten.

Responses after the offer deadline date will not be accepted and the position will be offered to the next child on the waiting list.

Member Kindergartens will be notified of confirmed places. Member Kindergartens may then invoice parents for a Security Fee/Term Fee, to be paid directly to the kindergarten to hold the place. Non –payment of the required Security Fee will result in the place being offered to the next child on the waiting list. It is the parents' responsibility to ascertain the Enrolment Security Fee requirements of the Member Kindergartens they have preferred prior to submitting their application.

Children can only be funded for a kindergarten place at one service at any one time for one year of 3 year old and one year of 4 year old kindergarten (unless your child is assessed as being eligible for a second funded year of 4 year old kindergarten by your child's kindergarten teacher).

BKCES Member kindergartens require the kindergarten funding to be allocated to their service. If a child is also attending another service that offers a funded kindergarten program (e.g. long day care centre), families must advise the additional service that the Stage Government kindergarten funding is to be allocated to the BKCES Member Kindergarten the child is attending.

4.7 Eligibility and Access to 3 Year Old Program

4.7.1 Eligibility

As per the DET Kindergarten Funding Guide, the following children are eligible for attendance in a 3 year old kindergarten program:

- Children who turn three years of age by 30 April in the year they attend kindergarten. Children under 3 years of age may attend before they turn 3 if the service has the appropriate child to teacher supervision ratios in place.
- Children eligible for Early Start Kindergarten funding who identify as Aboriginal and/or Torres Strait Islanders, is from a refuge or asylum seeker background or family has had contact with child protection. Refer to section 12. Definitions.
- Children who were eligible to attend the 3 year old kindergarten program in the previous year but deferred from the 3 year old kindergarten program prior to the DET annual confirmation date and no later than last day of Term 1 with the intention of attending and accessing their 3 year old funding in the following year.

4.7.2 Selection Criteria for 3 Year Old Kindergarten

Commencing with applicants' first preference kindergarten, places are allocated according to the following criteria:

1. **High Priority children** - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
2. **Deferrals** – Children who were eligible to attend a 3 year old program at the Member Kindergarten in the previous year but deferred prior to the DET annual confirmation date are placed at the same kindergarten.
3. **Siblings** – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same kindergarten, within a 5 year timeframe.
4. **City of Boroondara residents** who apply to their closest City of Boroondara Member Kindergarten.
5. **All other residents** of the City of Boroondara.
6. (a) **Non City of Boroondara** residents who have been verified as high priority children.
(b) All other non-residents

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

Note: See Appendix B for amended Selection Criteria for Auburn South Preschool, Estrella Preschool and Cara Armstrong Kindergarten. See Appendix C for special consideration process.

4.8 Eligibility and Access to 4 Year Old Program

4.8.1 Eligibility

As per the DET Kindergarten Guide, the following children are eligible for attendance in a 4 year old kindergarten program:

- Children who turn 4 years of age by 30 April in the year they attend kindergarten.
- High priority children (refer to definition under section 12)
- Children eligible for Early Start Kindergarten funding who identify as Aboriginal and/or Torres Strait Islanders, are from a refugee or asylum seeker background or the family has had contact with child protection. (refer to definition under section 12)
- Children who have received funding for a second year of 4 year old kindergarten.

- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry by the DET regional office. (Refer to the DET Kindergarten Guide)
- Children who are younger than the eligible age, but whose parents/guardians have submitted a written request to the DET regional office for their child to attend school the following year. A copy of the written request for early entry to school must be attached with the application. Parents/guardians are advised that very few requests are approved by the DET for early entry. If the child attends kindergarten early, but does not proceed onto school the following year, the child will be unable to access another funded year of 4 year old kindergarten unless they meet the criteria for a second year of funded kindergarten. (Refer to the DET Kindergarten Guide)
- Children who were eligible to attend the 4 year old funded kindergarten program in the previous year but deferred from the 4 year old funded kindergarten program prior to the DET annual confirmation date and no later than the last day of Term 1 with the intention of attending and accessing their 4 year old kindergarten funding the following year.

4.8.2 Selection Criteria for 4 Year Old Kindergarten

Commencing with applicants first preference kindergarten, places are allocated according to the following criteria:

1. **High Priority children** - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
2. **Repeats** – Children currently enrolled at the kindergarten who have received funding for a second year of 4 year old kindergarten **are placed at the same kindergarten.**
3. **Deferrals** – Children who were eligible to attend a 4 year old program at the Member Kindergarten in the previous year but deferred prior to the DET annual confirmation date are placed at the same kindergarten.
4. **3 year old children** – Children who have attended and completed the 3 year old program at the Member Kindergarten in the previous year, and have applied for the 4 year old program at the same kindergarten.
5. **Siblings** – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same Member Kindergarten within a 5 year timeframe.
6. **City of Boroondara residents** who apply to their closest City of Boroondara kindergarten.

7. **All other residents** of the City of Boroondara.
8. (a) **Non City of Boroondara** residents who have been verified as high priority children.
(b) All other non-residents

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

Note: See Appendix B: Amended Selection Criteria for Auburn South Preschool, Estrella Preschool and Cara Armstrong Kindergarten. See Appendix C for St Paul's Kindergarten Pre-prep Selection Criteria. See Appendix D for special consideration process.

5 Additional Information

5.1 General Information

Applicants who live outside the City of Boroondara: Parents who live outside the municipality may apply for positions in the City of Boroondara.

Birth Certificates may be requested by the Member Kindergarten after a place has been confirmed.

Deferrals:

Parents/guardians who wish to defer their 3 or 4 year old kindergarten enrolment are required to log in to their account to submit a deferral request as soon as possible, prior to the DET annual conformation date and no later than the end of Term 1 in the deferral year. Enrolment Application Fees and Security Fees will be carried over to the year of attendance.

A deferred position only applies to the kindergarten where the position has been accepted. It cannot be transferred to any other kindergarten or year level, the year it is taken up. Any alteration will be treated as a new application and must comply with enrolment procedures. Deferral Applications are required to re-preference the groups within the kindergarten and will be placed according to the selection criteria in the following year.

Excessive applicants: Fulfilling the criteria for enrolment does not guarantee a placement at a Member Kindergarten due to the excessive number of applicants.

Extended Hours: It is the responsibility of the Member Kindergarten's Enrolment Officer to offer extended hours to applicants.

Grievances: Complaints, grievances or appeals regarding the process or procedures of the BKCES may be made in writing to the Early and Middle Years Lead and may be elevated to the Senior Coordinator Children, Young People and Families. Supporting evidence will be required. Outcomes of any complaint/grievances will be notified in writing as soon as practicable.

Group Sizes: Group sizes are determined by individual kindergarten committees.

Immunisation Status: The child's immunisations must be up to date to attend the kindergarten program. Parents must provide a copy of the up to date child's Immunisation History Statement (IHS) prior to commencement.

Late Applications: BKCES takes no responsibility for non-receipt or late applications. The onus is on the parents/guardians to ensure the completed Enrolment Application with the prescribed fee reaches the BKCES.

Late Start/Absence: If a child is absent for an extended period of time, the place will only be held at the Member Kindergarten if written notification has been made to the kindergarten and the prescribed term fees are paid in full and in advance.

Special Consideration: Requests for special consideration must be made in writing to the Early and Middle Years Lead preferably at the time of application and not after the close of enrolments in the year preceding desired attendance. Additional evidence will be required to support such requests. The Early and Middle Years Lead will notify on the outcome in writing as soon as practicable. (Refer Appendix D: Special Consideration Process Guidelines)

5.2 3 Year Old Kindergarten

Where a child is unable to start as they have not turned 3 years of age by the start of Term 1, the kindergarten will work with the family on a suitable orientation process. Children are only able to access one year of 3 year old kindergarten funding.

5.3 4 Year Old Kindergarten

Kindergarten staff will work with the family of children, whom after commencing attendance in a 4 year old kindergarten program, have been assessed as not ready to continue the 4 year old program.

Children repeating 4 year old kindergarten not authorised by DET to receive a second year of funding will be required to pay the full fee plus the cost of the per capita grant. Such children will only be considered for a place in a BKCES Member Kindergarten after all eligible enrolments for that particular kindergarten have been placed. Provided that an application for a place has been lodged by the close of enrolments, they will be eligible for any vacant places after 1 December.

6 Key Responsibilities and Authorities

The City of Boroondara is the responsible manager of this policy and must approve and endorse any amendments to this policy.

The BKCES Advisory Group:

- Oversees the implementation of this policy.
- Advises the BKCES officers and Council on issues relating to the implementation of the policy.
- Monitors and evaluates the policy to ensure it continues to achieve its stated values and purposes.

The BKCES Central Enrolment Officers are responsible for the day to day implementation of this policy, which includes:

- Maintaining current information on the City of Boroondara website.
- Maintaining the BKCES Enrolment database and liaising with parents/guardians
- Secure storage and maintenance of the confidential status of online Enrolment Applications and the information contained within the forms.
- Offering places by email in accordance with this policy.
- Sending letters by email to unsuccessful applicants and advising them of the waiting list information.
- Liaising with Enrolment Officers of the BKCES Member Kindergartens.
- Providing a regular report to the BKCES Advisory Group regarding the status of enrolments and any difficulties encountered.
- Providing the kindergartens with the advised immunization and concession status of the children enrolled within the kindergarten program of the member kindergarten.

7 Implementation and monitoring

7.1 Evaluation

In order to assess whether the policy has achieved the values and purposes set out under Key Responsibilities and Authorities, the BKCES Advisory Group will:

- Assess whether a satisfactory resolution has been achieved on issues relating to enrolment procedures.
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parent/guardian survey.
- Take into account feedback on the policy from the BKCES Central Enrolment Officers, BKCES Member Kindergarten Committees and staff.
- Monitor complaints and incidents regarding the enrolment of children.

7.2 Accountabilities

For all queries or feedback regarding this policy, please use the contact details for the responsible department below.

Position Title	Contact number	Contact department email
Early and Middle Years Lead	9278 4014	families@boroondara.vic.gov.au

8 Disclaimer

While the general intent of this policy will be adhered to, the BKCES may make modifications where extenuating circumstances arise. Where incorrect information has been supplied on the Enrolment Application, offers may be retracted.

9 References

9.1 Related documents

- Member Kindergartens Policy on Fees, Complaints and Inclusion of Children with Additional Needs
- Victorian Government Department of Education and Training Kindergarten Guide
- City of Boroondara Information Privacy Policy
- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Disability Discrimination Act 1992 (Commonwealth)
- Equal Opportunity Act 2010 (Victoria)
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Information Privacy Act 2000

9.2 Telephone numbers

- Department of Education and Training Inner East Early Childhood Improvement Branch - 1300 333 231
- Early Learning Association Australia (ELAA) - 9489 3500
- Boroondara Kindergarten Central Enrolment Scheme - 9278 4444

9.3 Definitions

Include a list of key terms and definitions if required.

Advisory Group	The BKCES Advisory Group comprises one representative from each Member Kindergarten, a BKCES Kindergarten Central Enrolment Officer and the Early and Middle Years Lead. Non-participating Boroondara kindergartens may also nominate a non-voting representative.
Applicant	A child whose parent/guardian has lodged an online Enrolment Application accompanied by the non-refundable Enrolment Application Fee.
Asylum seeker and refugee children	A child who holds or has a parent or guardian who holds one of the following: <ul style="list-style-type: none"> • Refugee visa (subclass 200) • In-country Special Humanitarian visa (subclass 201) • Global Special Humanitarian visa (subclass 202)

	<ul style="list-style-type: none"> • Emergency Rescue Visa (subclass 203) • A woman at Risk visa (subclass 204) • Humanitarian Stay visa (subclass 449) • Temporary Protection visa (subclass 785) • Temporary (Humanitarian Concern) visa (subclass 786) • Safe Haven Enterprise visa (subclass 790) • Protection visa (subclass 866) • A Bridging visa, and is in the process of applying for one of the above Refugee or Humanitarian visas. • Current or expired ImmiCard • An approved exemption from the department
Attended and completed	For the purposes of the selection criteria, a child is considered to have attended and completed the year if the child has attended at least 75% of classes since commencement of enrolment.
Ballot	Random computer allocation of applicants where applicants have equal 'weighting'.
BKCES	Boroondara Kindergarten Central Enrolments Scheme, the central registration and enrolment scheme managed by Council on behalf of member kindergartens.
Boroondara Kindergarten Central Enrolment Officer	The person who processes BKCES enrolment applications and responds to general enquiries regarding the content and implementation of this policy.
Children at risk of abuse or neglect	<p>Referred by:</p> <ul style="list-style-type: none"> • Child Protection • Child and Family Services Information referral and support team Child FIRST • Maternal and Child Health Nurse • Attendance at Early Start Kindergarten

Children with Additional Needs	<p>Defined as:</p> <ul style="list-style-type: none"> • Children who require additional assistance in order to fully participate in the kindergarten program • Children who require a combination of services which are individually planned • Children who have an identified/ diagnosed specific disability or developmental delay
Closest City of Boroondara Kindergarten	The City of Boroondara Kindergarten is the closest BKCES Member Kindergarten to the applicant's residential address as the <u>crow flies</u> .
Closest Proximity	The distance to the kindergarten from the applicant's residential address (as the crow flies).
Committees	BKCES Advisory Group and BKCES Member Kindergarten Committees of Management.
Confidential Enrolment Form	On acceptance of a place, a form is issued by the kindergarten and completed by the parent, in accordance with legislative requirements, which collects details about the kindergarten child.
Declaration of eligibility of a second year of funded kindergarten	A form 'Declaration of a child deemed eligible for a second year of funded kindergarten' completed by the educator and submitted to DET by the end of Term 3.
Deferral	A place that has been offered and accepted that the parent has then elected to defer the child's attendance until the following year and officially withdraws from the Member Kindergarten prior to the DET annual confirmation date and no later than the last day of Term 1.
DET	Department of Education and Training.
DET Annual Confirmation	The submission of the names of enrolled children accessing their kindergarten funding.

Early Start Kindergarten	<p>Early Start Kindergarten Grants enable eligible children to access a kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher in the year two years before school.</p> <p>The Early Start Kindergarten Grant is for children identified as being:</p> <ul style="list-style-type: none"> - from a refugee or asylum seeker background - Aboriginal and/or Torres Strait Islander - known to child protection <p>Early Start Kindergarten Extension Grants provides a free or low cost year-before-school kindergarten program for children:</p> <ul style="list-style-type: none"> - not eligible for the Kindergarten Fee Subsidy (KFS) - from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection. <p>Eligible children are not required to have accessed Early Start Kindergarten in the previous year to access the Early Start Kindergarten Extension Grant.</p> <p>Eligible children must turn 3 years old by the 30 April in the year in which they are enrolled to attend the funded kindergarten program.</p>
Eligible child	A child who is eligible to apply for a place in a BKCES Member Kindergarten as stated in this policy. Refer to the DET Kindergarten Guide 2016 for further information regarding eligibility for a funded place.
Enrolment Application Form	A form submitted to BKCES for the allocation of a 3 or 4 year old place at a BKCES Member Kindergarten.

Fees	<p>Payments for a place within a program at a BKCES Member Kindergarten. These include:</p> <ul style="list-style-type: none"> • A non-refundable Enrolment Application Fee payable to BKCES when lodging an Enrolment Application Form • A refundable/non-refundable Enrolment Security Fee required by some kindergartens payable to secure a kindergarten place • Term Fees payable to the kindergarten
Grievances	Grievances and Appeals (as distinct from Special Consideration) in relation to the application for enrolment process or procedures are directed through the BKCES officers or Early and Middle Years Lead.
High Priority Children	Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
Kindergarten	Kindergarten (sometimes referred to as preschool) is a facility that provides a universal early childhood program and is funded by the State Government, for children in the year prior to commencing primary school. The DET Kindergarten Guide.
Kindergarten Fee Subsidy	Enables eligible children to attend a funded kindergarten program free of charge. Eligibility for the fee subsidy include, children identified as Aboriginal and/or Torres Strait Islander; a multiple birth child (triplets or more); and where the child, parent or guardian holds a

	Health Care Card, Pensioner Concession Card, Veteran Affairs Gold or White Card; or one of the following visas – refugee, in-country special humanitarian, global special humanitarian, temporary humanitarian concern, protection, emergency rescue, women at risk and bridging visas A-E.
Residential Address	Refers to children whose residential address is in the City of Boroondara.
Selection Criteria	The criteria for enrolment in and allocation of places to kindergarten programs in a BKCES Member Kindergarten
Sibling	A sister or brother by birth, adoption, step or foster arrangement.
Special Consideration	A request by a parent/guardian for their child to gain a place at a preferred kindergarten as outlined in the policy.
Vacancy	A place in a program that becomes vacant as a result of a child leaving a BKCES Member Kindergarten or is available because all places are not filled.
Vacant funded place	A government funded place at the Kindergarten from which a child has withdrawn.

10 Appendices

10.1 Appendix A: Participating Kindergartens

Ashburton and Glen Iris

Alfred Road Kindergarten	48 Alfred Rd, Glen Iris 3146 9889 4038
Craig Family Centre	7 Samarinda Ave, Ashburton, 3147 9885 7789
Glen Iris Road Uniting Kindergarten	200 Glen Iris Road, Glen Iris 3146 9885 5798
Estrella Preschool	32 Chamberlain St, Ashburton 2147 9885 5398

Rowen Street Kindergarten 27 Rowen St, Glen Iris 3146
9889 7996

Summerhill Park Kindergarten 46 Audrey Cres, Glen Iris 3146
9889 1543

Balwyn and Balwyn North

Balwyn East Kindergarten 2A Caravan Street, Balwyn 3104
9857 8710

Bellevue Kindergarten 49 Bulleen Rd, North Balwyn 3104
9859 6000

Boroondara Preschool Cnr Midvale Ave & Turnley St, North
Balwyn, 3104
9857 6159

Deepdene Preschool Centre Inc. 7 Terry Street, Deepdene 3103
9817 4775

The Merrell Kindergarten 92 Maud St, North Balwyn 3104
9859 1259

Yongala Preschool 25 Nott St, Balwyn 3103
9817 4939

Camberwell, Canterbury and Surrey Hills

Canterbury and District Preschool 26 Guildford Rd, Surrey Hills 3127
9836 0016

Canterbury Norwood Baptist Kindergarten 2 Boronia St, Canterbury 3126
9836 0305

Fordham Avenue Kindergarten 24 Fordham Ave, Camberwell 3124
9836 9341

Surrey Hills Preschool Centre 18 Verdun St, Surrey Hills 3127
9836 4902

St Paul's Anglican Kindergarten Cnr Highfield Rd & Church St, Canterbury
3126
9836 5869

Hawthorn and Hawthorn East

Auburn South Preschool 5 Anderson Rd, Hawthorn East, 3123
9821 0190

Camberwell Baptist Church Kindergarten	1a Wills Street Hawthorn East, 3123 9882 6880
Cara Armstrong Kindergarten	169 Rathmines Road, Hawthorn East, 3123 9882 5908
Robert Cochrane Kindergarten	Minona Street, Hawthorn, 3122 9818 1063
West Hawthorn Preschool	39 Brook Street, Hawthorn, 9818 5153
Kew	
Glass Street Kindergarten	16 Glass St, Kew East, 3102 9859 6049
JJ McMahon Memorial Kindergarten	16A Argyle Road Kew 3101 9817 3624
Studley Park Kindergarten	31 Stawell Ave, Kew 3101 9853 7019
North Kew Preschool	162 Pakington St, Kew, 3101 9853 8294

10.2 Appendix B: Parent Participation

In addition to the selection criterion detailed in 4.7.2 and 4.8.2, Auburn South Preschool, Estrella Preschool and Cara Armstrong Preschool include an extra selection criteria as detailed below:

Applicants who have had a parent serve on the Cara Armstrong Kindergarten, Estrella Preschool or Auburn South Preschool Committee of Management within the past 5 years (according to the Cara Armstrong Preschool, Estrella Preschool or Auburn South Preschool Parent Participation Policy).

10.3 Appendix C: St Paul's Pre-Prep Selection Criteria

Commencing with applicants first preference kindergarten, places are allocated according to the following criteria:

1. High Priority children - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or

developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.

2. Repeats – Children currently enrolled at the kindergarten who have received funding for a second year of 4 year old kindergarten are placed at the same kindergarten.
3. Deferrals - Children who were eligible to attend a 4 year old program at the St Paul's Kindergarten in the previous year but deferred or withdrew from the program in writing to the Kindergarten Central Enrolment Officer on or before the last day of Term 1 are placed at the same kindergarten
4. Children who have St Paul's Kindergarten as their closest kindergarten and have received funding for a second year of 4 year old kindergarten
5. City of Boroondara residents who have received funding for a second year of 4 year old kindergarten.
6. 3 year olds - Children who have attended and completed the 3 year old program at St Paul's Kindergarten in the previous year, and have applied for the 4 year old program at St Paul's Kindergarten.
7. Siblings – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the St Paul's Kindergarten within a 5 year timeframe.
8. City of Boroondara residents who have St Paul's Kindergarten as their closest kindergarten
9. All other residents of the City of Boroondara.
10. (a) Non City of Boroondara residents who have been verified as high priority children.
11. (b) All other non-residents

The 4yo Pre-Prep program is a good option for children having a funded second year of 4 year old kindergarten or for the older child.

Children who attended and completed a 4yo program in the year prior who are not authorised by DET to receive a second year of funding will be required to pay the full fees plus the cost of the per capita grant. Such children will be considered for a place after all eligible enrolments for the Pre-prep program have been placed. Priority will be given to children who completed the 4yo program at St Paul's Kindergarten in the year prior, then other City of Boroondara residents.

10.4 Appendix D: Special Consideration Process Guidelines

Applications may be received for 3 and 4 year old entry into a BKCES Member Kindergarten:

- There needs to be demonstrated evidence of genuine need in the application.
- An objective and consistent criteria will be used when assessing Special Consideration applications.
- Assessment will take into account the circumstances of the child and/or the immediate family. (immediate family being either parents or siblings)
- Three main criteria/categories will be used in the assessment of applications in determining if they meet Special Consideration.

Disability

- ***Illness**
 - a) Physical
 - b) Mental

***Other** Other circumstances as they arise

- Priority will be given to applications that meet the following criteria:
 - Applications for 3 or 4 year old entry in a BKCES Member Kindergarten
 - Applications that demonstrate genuine need on the basis of Physical Illness, Disability or Mental Illness of the child or immediate family (parents and siblings)
 - City of Boroondara residents

All applications must provide supporting documentation from a medical practitioner or health care worker or an organisation/authority with particular expertise in a relevant field.

If a Special Consideration application is successful, the applicant will be granted a kindergarten place at their nominated first preference kindergarten. The Special Consideration Review Panel will assess which group within the kindergarten would best suit to the child's needs. If necessary and where appropriate the relevant kindergarten educator may be contacted for further information or guidance in relation to group allocations/kindergarten facilities.

The City of Boroondara has overall responsibility for implementing the BKCES on behalf of the Member Kindergartens and therefore must take responsibility to ensure the relevant legislative requirements are met. A panel of Council Officers from the Health and Wellbeing Department will assess and make recommendations regarding Special Consideration applications.

The panel of the Early and Middle Years Lead and one other representative from the Health and Wellbeing Department will make an assessment and recommendation to the Senior Coordinator Children, Young People and Families for endorsement.

Where appropriate, and if necessary, advice and clarification will be obtained from Council's lawyer in relation to the assessment of a particular application.

Special Consideration Application Process and Timeline

Parents may apply for special consideration as part of their online application. If special consideration is to be lodged after the child's application has been received, the parent/guardian should contact BKCES officers.

Parents wishing to submit an application for Special Consideration will be required to submit medical documentation in support their application.

Applications for Special Consideration need to be submitted prior to the end of Term 2 in the year preceding attendance.

Special consideration applications received after the close of enrolments will be assessed, but successful applications will not be guaranteed a place in the first round of offers.