

# ENROLMENT AND ORIENTATION POLICY

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## Mandatory – Quality Area 6

### PURPOSE

This policy outlines:

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

### POLICY STATEMENT

#### 1. VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

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

#### 2. SCOPE

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

#### 3. BACKGROUND AND LEGISLATION

##### Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

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

## Legislation and Standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
  - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
    - Element 6.1.1: There is an effective enrolment and orientation process for families
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

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

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

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the ANMK Policy *General Definitions* document.

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

**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*).

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

**Enrolment application fee:** A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

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

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

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

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

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Privacy and Confidentiality Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

## PROCEDURES

Alfred Nuttall Memorial Kindergarten is part of the City of Darebin Central Enrolment Registration Scheme. Information about central enrolment policy and procedures (including accessing the online central enrolment portal) are available from the City of Darebin website:

<http://www.darebin.vic.gov.au/Darebin-Living/Community-support/FamiliesandChildren/Childrens-Services>

### The approved provider is responsible for:

- liaising with the City of Darebin Central Enrolment team regarding criteria for priority of access to programs at Alfred Nuttall Memorial Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's

immunisation documentation is assessed as being acceptable

- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

**The Nominated Supervisor and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the Inclusion and Equity Policy)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

**All educators are responsible for:**

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
  - feel welcomed into the service
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child's strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child's learning

- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's Privacy and Confidentiality Policy in relation to the collection and management of a child's enrolment information.

**Parents/guardians are responsible for:**

- reading and complying with this Enrolment and Orientation Policy
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures**

**PROCEDURES SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN**

With reference to City of Darebin central enrolment framework and policies, DET requirements and local policies.

**Applications**

The City of Darebin operates a Central Enrolments Register for kindergartens in the Municipality. A family registers a child on this central list nominating, in order of preference, the four kindergartens that would suit you and your child best.

**Eligibility**

To be eligible for kindergarten (also known as 4 year old kindergarten), a child must turn four years of age by 30 April of the year of attendance. Children must be registered by the 30 April of the year prior to attendance, however allocation will not be made until term three in the year prior to kindergarten attendance.

To be eligible for pre-kindergarten (also known as 3 year old kindergarten), a child must turn three years of age by 30 April of the year of attendance. However, according to regulations, the children must be 3 years of age before commencement and so will need to defer commencement until they turn 3 years.

Parents may elect to pay Term One fees to hold their child's place. Children must be registered by the 30 April of the year prior to attendance, however allocation will not be made until term three in the year prior to kindergarten attendance (or later as places become available).

**Allocation**

Allocation of places is managed by the City of Darebin. Placement offers will be made in accordance with City of Darebin policy.

An exception is provided for children in the primary care of current ANMK staff. If a current member of staff wishes for their child to attend pre-kindergarten or kindergarten, and that staff member fulfils the relevant criteria outlined in the ANMK Staffing Policy, a place will be reserved prior to allocation of numbers to council.

**Central Enrolment**

Parents apply directly to City of Darebin Central Enrolment for kindergarten at Alfred Nuttall Memorial Kindergarten. Application can be made in hard copy via registration forms downloaded from the City of Darebin website.

### ***Acknowledgment***

Council will send letters confirming receipt of the registration form.

### ***Offers of Places***

Prior to the nominated year of attendance, council will send a letter via email (and/or via the City of Darebin Central Enrolment Portal (**Portal**)) advising in relation to which kindergarten the offer has been made. To confirm a placement a family must reply to the council or accept the place via the Portal. If there is no reply, the place will be offered to the next child on the waiting list.

### ***Alternative Reservation***

If a place cannot be allocated at the kindergarten of choice, efforts will be made by City of Darebin Central Enrolment to reserve a place at another local kindergarten or families can elect to stay on the waiting list.

### ***Late Enrolments***

Vacancies and applications after the commencement of the year must be referred to the City of Darebin.

### ***Confidentiality***

Council enrolment lists will only be given by Council to the ANMK Director, President and Enrolment Officer. The ANMK may share this with other ANMK staff as relevant and required in order to support the process for enrolment at ANMK.

### ***Internal Kindergarten Policy***

#### ***Kindergarten Information***

After the centre receives the enrolment list from the City of Darebin Central Enrolments, an email will be sent from ANMK (either from the ANMK central email address, the ANMK President or the ANMK Enrolment Officer) to each family giving further information, including information regarding kindergarten group allocations.

At the start of the year of attendance, an email detailing information regarding funding, procedures for applying for a second year of kindergarten etc will be sent to all families.

Deposits will be required to secure the child's place. Kindergarten Fee Subsidy eligible families are not required to pay the deposit.

#### ***Group Allocations***

The total number of maximum enrolments is determined on an annual basis dependent on projected enrolment numbers, licence capacity and staff to child ratios (the maximum number of four year olds attending at any one time is 29 and the maximum number of three year olds attending at any one time is 25).

As far as possible, session preference will be given based on parent's choice but this may not always be possible depending on group dynamics (such as children's needs, equality of numbers) and places available. The Director and Committee have the responsibility to allocate places so that the quality of the kindergarten programme is maintained. Families will be asked to return their child's enrolment form, indicating their group preference, by a certain date/time. If at this date/time there are more applicants for a particular group than places available, then places will be allocated on a random basis.

After the commencement of Term One, changes between groups will not be permitted unless there are exceptional circumstances and there has been agreement from the Director and Committee.

#### ***Withdrawal of Enrolment***

Notification of withdrawal after commencement must be made by a family in writing (email is sufficient) to both ANMK and City of Darebin as soon as possible prior to the finishing date.

**Attendance**

For the children to gain the maximum benefit from the programme it is recommended that the children attend for the full kindergarten programme each week. However, in exceptional circumstances, other arrangements may be made.

**Orientation**

Orientation Days and Parent Information Evenings will be held in Term 4 of the preceding year. Interviews with parents will be held during the first week of Kindergarten. The next session for each group will run as half groups to support children's transition.

Children who do not turn three until after the commencement of the kindergarten year will be able to attend two orientation sessions with a parent before turning three.

**Second Year of Kindergarten**

Places will be reserved for children requiring a second year. Applications for a child to have a second year of kindergarten will be made by the parent and teacher and if possible, supported by another professional with early childhood or special needs qualifications or experience. Wherever possible, a child making an application of a second year of kindergarten should attend the same centre.

Committees of management will be notified of the number of children requiring a second year of Kindergarten. Declarations of eligibility for a second year of Kindergarten are forwarded to DET.

An unfunded second year of kindergarten can be applied for by a parent and the parent will be required to pay the per capita grant. Unfunded second year of Kindergarten places will be subject to vacancies and allocated after funded second year of Kindergarten and new children have been placed.

**Immunisation**

Under the "No jab, No play" legislation, all children are to be age-appropriately immunised before enrolment in an early childhood service can be confirmed. With the child's enrolment form, parents are required to provide an accepted immunisation statement as evidence of their child's immunisation status. This is kept on a child's file in the office. If a child's immunisation is not up to date, the family may be eligible for the "Grace Period".

Immunisation documentation is assessed as outlined in the Immunisation Enrolment Toolkit for early childhood education and care services (search for Immunisation enrolment toolkit at <https://www2.health.vic.gov.au>). The Key Dates work form in the toolkit is used to determine the date at which immunisations must be up to date. The toolkit also provides guidance on assessing immunisation documentation to determine if a child is up to date or qualifies for an exemption.

The acceptable outcomes of the assessment for offering a confirmed place are:

- That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
- That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or;
- That the child has a medical reason not to be vaccinated, or,
- That the child has been assessed by Alfred Nuttall Memorial Kindergarten as being eligible for a 16 week grace period

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 acceptable immunisation documentation cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider (refer to Appendix 5 – Letter for parents/guardians who do not have acceptable immunisation documentation).

Exemptions will only be given for medical reasons. If a child has not been immunised and there is an outbreak of a particular illness, then that child will be asked to remain at home until the illness is finished. A medical exemption certificate must be provided if a child has not been immunised.

Conscientious objections are not grounds for exemption.

**Unfunded Vacancies**

Families enrolled in four year old kindergarten at ANMK will receive their four year old Kindergarten funding through our service. It is required for families to notify ANMK if they are attending another four year old funded program. Families already attending a funded program and requesting access to an unfunded, vacant position at the kindergarten will need to:

- Notify ANMK they are attending another four year old funded program
- Receive approval from ANMK Committee for access to the unfunded, vacant position
- Pay the amount equivalent to the sum of the per capita grant, ratio supplement grant and teacher supplement grant as applicable to the child's place in a group, plus any term fees and fundraising levy should the position be approved

If another family is requiring a funded vacant position, then the unfunded family will need to vacate the position. Any unfunded, vacant position will not be reallocated until the wait list is confirmed as empty by the City of Darebin Central Enrolment List.

**Staff member's children attending the kindergarten**

If staff would like their children to attend the kindergarten program, they need to apply to the committee in writing one month prior to the Centralised Waitlist cut off date. This provides the committee time to review the request and hold the requested places for staff children. To be eligible to apply, staff members must have been employed at ANMK for a minimum of 12 months and meet any other criteria as set out in the ANMK Staffing Policy. If the staff member does not apply in writing to the committee within the required timeframe noted in this policy that staff member will need to apply to the Centralised Waitlist in the same manner as all other families.

Enrolment/ Groupings - If staff member's children are attending ANMK, it is a strong preference that staff will work in an alternate group and therefore do not teach their own children. This may affect the staff member's existing work hours. Other staff members are not to be disadvantaged as a result e.g. have their employment hours altered to accommodate.

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Eligibility and priority of access criteria
- Attachment 2: Letter for parents/guardians without acceptable immunisation documentation

**AUTHORISATION**

This policy was adopted by the Approved Provider of Alfred Nuttall Memorial Kindergarten on 16 October 2017 and approved as updated on 17 September 2019

## ATTACHMENT 1

### Eligibility and priority of access criteria

#### 1. Eligibility and priority of access criteria for the funded kindergarten program

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

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- children who turn four years of age by 30 April in the year they will attend kindergarten
- children turning six years of age at kindergarten who have been granted an exemption from school- entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs
- three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: [www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx](http://www.education.vic.gov.au/about/programs/learningdev/pages/earllystartkinder.aspx)

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and *Inclusion and Equity Policy* to determine the priority of access. This will include:

- children who have received funding for a second year of kindergarten
- priority of access criteria as outlined in *The Kindergarten Guide* available at: [www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

Other considerations may include date of application, siblings already enrolled at the service, attendance in the three-year-old program and local community zoning. If participating in a central enrolment scheme, the priority of access for that scheme will be implemented.

#### 2. Eligibility and access criteria for the three-year-old kindergarten program

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement. Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers

- local community zoning.

### **3. Allocation within groups**

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated to groups by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

## ATTACHMENT 2

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

Alfred Nuttall Memorial Kindergarten

[Address]

[Insert date]

Dear [insert name]

**Re: Enrolment at Alfred Nuttall Memorial Kindergarten for [insert year]**

I am contacting you regarding your tentative place for [insert child's name] at Alfred Nuttall Memorial Kindergarten in the [insert 3 year old or 4 year old program] in [insert year].

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

Acceptable immunisation documentation includes evidence that your child:

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

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

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

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Childhood Immunisation Register Tel 1800 653 809
- Better Health Channel website: <https://www.betterhealth.vic.gov.au/no-jab-no-play>

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

Yours sincerely

[Insert name]

[Insert title]

Alfred Nuttall Memorial Kindergarten

