

### Step One: Wait list

#### Centre Director (or their approved delegate) will:

- Encourage parents/guardians (with their child) to visit the centre prior to completing a wait list application.
- Be responsible for maintaining the centre's wait list.
- Communicate with families and local community how the waiting list is prioritised.
- Consider a child to be on the wait list when a completed application has been received. Where possible, a waiting list fee should not be charged, but is permitted (if required) to prevent families from enrolling at multiple centres.

### Step Two: Enrolment Offer

#### Centre Director (or their approved delegate) will:

- Make enrolment offers as per Government Queensland Kindergarten Funding Essentials, Sessional Kindergartens requirements **AND** in order of the received date of wait list application.
- Prioritise eligible-age children (children who turn 4 years by 30 June in the year they attend kindergarten) before making enrolment offers to non-eligible-age children and eligible-age children wishing to enrol in a second approved kindergarten group at their centre.
- Specify an 'offer expiry date' when making an enrolment offer.
- Make enrolment offers for the current kindergarten year when vacancies exist.
- Make enrolment offers to non-eligible-age children when all enrolment offers to eligible age children on the wait list have been finalised **AND** after the beginning of February of the kindergarten year. Earlier enrolment offers cannot be made unless the centre has prior written approval of C&K (via [cgb@candk.asn.au](mailto:cgb@candk.asn.au)) and the Department of Education.
- Make enrolment offers of eligible-age children wishing to attend a second approved kindergarten group at their centre:
  - When all enrolment offers to eligible age children (attending one kindergarten group) on the wait list have been finalised.
  - After the beginning of February of the kindergarten year. Earlier enrolment offers cannot be made unless the centre has prior written approval of C&K (via [cgb@candk.asn.au](mailto:cgb@candk.asn.au)) and the Department of Education.
  - **Not** refuse an enrolment offer to an eligible-age child if kindergarten funding has been/is going to be claimed for that child by another approved kindergarten provider.
- **Never** prioritise enrolment offers of:
  - Children of committee members.
  - Children with siblings who are currently or have previously been enrolled at the centre.
  - Children who reside locally/close to centre.
  - Children of centre staff (unless approved by the committee).
- When determining the timing and number of enrolment offers, consider the number of vacancies and children on the waitlist and the expected number of delayed/exit children.

### Step Three - Enrolment Confirmation

- A child's parent/guardian is required to accept or decline an enrolment offer.
- A child's enrolment is confirmed when a parent/guardian has, by the specified date:
  - Accepted the enrolment offer.
  - Completed (and returned) a C&K Enrolment Booklet Affiliate and supplied the required documentation including evidence of child's date of birth and immunisation status. Refer to definitions for acceptable documentary evidence.
  - (If applicable) Paid an enrolment fee. A membership fee and enrolment fee can be charged. It is recommended that the enrolment fee does not exceed \$100. As stated in the centre constitution no other fees/levies are to be charged.

#### Centre Director (or approved delegate) will:

- Process any fees payable.
- Provide parent/guardian written confirmation of their child's enrolment.
- As soon as received, promptly sight and review enrolment records and documents, including medical, health and additional support needs/inclusion information **AND** complete the below actions. As per regulation 162(g), enrolment health information must be sighted/noted.

#### When a child has a diagnosed medical condition

- Promptly schedule a formal meeting with parent/guardian to discuss their child's health needs and begin completing a Medical Conditions Record / Complex Medical Condition Record.
- Obtain a copy of child's current Medical Management Plan issued within the previous 6 months (first day of commencement) and authorised by a doctor.
- When a child has a complex medical condition, immediately notify your ECPA for assistance. Educator volunteers must complete specialised health procedure training.
- Finalise all Medical Condition Procedure tasks before the child commences.

| When a child has a diagnosed or suspected additional need   |
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| <ul style="list-style-type: none"> <li>Schedule 'play and stay' sessions to support transition.</li> <li>Promptly schedule a formal meeting with parent/guardian to discuss their child's additional support/inclusion needs. Begin completing an <i>Education Support Plan</i> and Risk Minimisation Plan.</li> <li>Request copies of diagnosis or specialist reports.</li> <li>Ask parents to complete a <i>Permission to Access Services to Support Inclusion Form</i>.</li> <li>As applicable, (with parent written approval via <i>Permission to Access Services to Support Inclusion Form</i>), observe child in and discuss strategies with the centres/services they are currently accessing e.g. ECDP, Autism Qld, Childcare, AEIOU etc.</li> <li>When applicable and available, complete the C&amp;K <i>KISS Online Inclusion Form</i>.</li> </ul>  |
| When enrolment information or records have not been provided  |
| <ul style="list-style-type: none"> <li>Promptly contact parent/guardian and instruct them to provide missing information/records i.e. proof of date of birth, immunisation, current Medical Management Plan, specialist diagnosis and reports, custodial records etc.</li> <li>Scan and upload all records to child's Kidsoft record.</li> </ul>  |
| When a parent/guardian indicates they are claiming kindergarten funding at another centre for their eligible-age child  |
| <ul style="list-style-type: none"> <li>Contact the parent/guardian to discuss and confirm their understanding and intention.</li> <li>Support a family's choice regarding which centre will be claiming kindergarten funding for their child.</li> <li>Never refuse the child's enrolment.</li> </ul>   |
| When parent/guardian consent has not been provided for any item in the enrolment record   |
| <ul style="list-style-type: none"> <li>Promptly contact parent/guardian to discuss and confirm their understanding/intention and share the following information: <ul style="list-style-type: none"> <li>Delaying first aid treatment, may result in serious, even fatal health risks to children.</li> <li>Educators must follow <i>Administration of First-Aid</i>, <i>Exclusion Due to Illness</i> and <i>Centre and Child Incident Reporting Procedures</i> and directions of Triple 0 operators.</li> <li>Educators have current First Aid and emergency management of anaphylaxis and asthma training.</li> <li>An enrolment cannot be accepted when a parent/guardian has not provided their consent for a kindergarten employee to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service, and transportation of their child by an ambulance service.</li> <li>Sometimes a child experiences their first asthma/anaphylaxis medical emergency while in care. Under-treatment of anaphylaxis is more harmful (and potentially life threatening) than over-treatment of a mild or moderate allergic reaction. When appropriate, refer parents/guardians to <i>Asthma Australia</i> and <i>ASCIA</i>.</li> </ul> </li> </ul> |

### Step Four: Orientation

Prior to a child commencing, the centre Director (with their approved delegates) will:

- Complete orientation activities. Orientation activities will vary between centres; and be responsive to the needs of families and children.
- Encourage and welcome families to spend time at the centre.
- Consider and respond appropriately to the needs of families from diverse cultural and language backgrounds. Email the C&K Inclusion team ([inclusion@candk.asn.au](mailto:inclusion@candk.asn.au)) for access code to arrange TIS interpreter ([131450](tel:131450) | [tis@homeaffairs.gov](mailto:tis@homeaffairs.gov)). Free service for kindergarten programs
- Provide an opportunity for parents/guardians to share information about their child's current individual strengths, interests, and needs.
- When a child has inclusion or medical needs, schedule and facilitate a formal meeting with parents/guardians. Refer to *Medical Conditions Procedure* and *Communicating with families to support children's wellbeing and inclusion Procedure* for further direction.

### Tailored Transition Plans for children with complex support/inclusion needs

Some children (and families) with complex support/inclusion needs may benefit from a tailored transition plan when starting kindergarten. A tailored transition plan may involve a child attending kindergarten at reduced hours or days, starting and finishing kindergarten at a later or earlier time or a parent/guardian staying with their child for a defined period of time, to accommodate a child's and family's specific additional support needs. Such a plan must be made in agreement with the family and documented in the child's ESP.

Implementing a 'staggered start approach applied across groups of children', without consultation with and agreement of individual parents/guardians and C&K (Central Governing Body), is **not permitted**, as the annual kindergarten program provision of 600 hours cannot be met.

**Step 1: Centre Director/Nominated Supervisor will** during orientation, prior to a child commencing:

- As outlined in this procedure (page 2); promptly sight and review enrolment records and documents as soon as they received to identify children who (may) have additional support needs.
- Meet with parent/guardian to discuss their child's additional support needs and transition into kindergarten. When appropriate, discuss options for a tailored transition plan.
- In consultation and agreement the child's parent/guardian and Committee, confirm (via email to parent/guardian) the child's tailored transition plan for a defined period of time, and record in child's ESP. Plan must include a review date, and a plan to gradually increase hours of attendance.
- Schedule a transition plan review meeting with child's parent/guardian.

**Step 2: Centre Director/Nominated Supervisor will,** after child has commenced:

- As per agreed in the tailored transition plan, meet with parent/guardian to discuss and review their child's additional support needs and transition into kindergarten.
- In consultation and agreement with the child's parent/guardian and Committee, confirm (via email to parent/guardian) any updates and changes to the child's tailored transition plan, and record in child's ESP. Then updated plan must include a review date, and a plan to gradually increase hours of attendance.

### Kindergarten Funding Eligibility

- To be eligible for Queensland Kindergarten Funding, centres must meet the service provider eligibility criteria including the provision of 600 hours/year of an approved kindergarten program.
- Parents/guardians of an eligible child will receive Queensland Kindergarten Funding for only one (1) kindergarten program/group.
- Parents/guardians of non-eligible age children are not eligible for Queensland Kindergarten Funding and will be charged the standard daily fee or higher.

### Funding and Fees for eligible-age children attending more than one kindergarten program

- Parents/Guardians of eligible children attending two kindergarten groups at the same sessional kindergarten will be charged the standard daily fee or higher for their child's enrolment in the second kindergarten group.
- When an eligible age child has enrolled at more than one approved kindergarten program across two centres, their parents/guardians must indicate (via their child's *C&K Enrolment Booklet Affiliate*) which centre will receive Queensland Kindergarten Funding.
- Parents/Guardians of eligible children who have indicated they are claiming Queensland Kindergarten Funding at another centre will be charged the standard daily fee or higher.

### Definitions

- As defined by the Queensland Government, for the purposes of Queensland Kindergarten Funding, an '**eligible child**' is a child that turns 4 years old by June 30 in the year they attend kindergarten.
- **Evidence of date of birth** includes Birth Certificate, passport, Medicare-issued immunisation history, other government issued document stating Date of Birth, Statutory Declaration stating full name and Date of Birth certified by a Justice of the Peace or documentation provided by either a community elder/s or other relevant community member citing full name and Date of Birth.
- **Evidence of immunisation** includes an official record issued by the Australian Immunisation Register or a letter from a recognised immunisation provider i.e. General Practitioner or immunisation nurse. Evidence must indicate a child's immunisation status is 'up to date' or 'not up to date' as per Queensland Immunisation Schedule. An up-to-date status includes cases where a child is on a recognised catch-up schedule or has a documented approved medical exemption. Non-Australian government vaccination records are NOT recognised as approved documentary evidence. Parents/Guardians of children with non-Australian government vaccination records must seek advice of a General Practitioner or immunisation nurse to obtain evidence of immunisation.

### Acknowledgements and references

- Queensland Government. Funding essentials for sessional Kindergartens
- ACECQA. Information Sheet – Quality Area 6 Enrolment and Orientation