



Name of Service: ALEXANDRA & DISTRICT KINDERGARTEN  
 Address of Service- 15 Bayley st, Alexandra 3714 Phone No.- 03 5772 1387

This form must be completed by a parent or guardian who has lawful authority in relation to the child. A brief explanation of lawful authority is contained at the end of this form. The Education and Care service must collect the information in this form, as required by the education and Care services National regulations 2011 (Regulations 160 to 162). Questions marked with an asterisk \* are not required by the Regulations, but you are encouraged to answer these to assist the Education Care service in caring for your child.

FAMILY NAME..... Date of Birth ...../...../..... Gender  Male  Female

GIVEN NAMES..... \* Usually Called.....

Home address.....

.....Postcode.....

Postal address..... Postcode.....

\*Country of Birth..... (Office Use) Birth certificate sighted  Staff member Initials.....

\*Any other persons living in the child's home? (Do not include parents or siblings)  No  Yes

Name.....Relationship.....Name.....Relationship.....

\*Is the child of Aboriginal and/or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

Language used in the Child's home (other than English).....

Back ground information- Siblings?

Name..... Age..... Gender..... Name..... Age..... Gender.....

Name..... Age..... Gender..... Name..... Age..... Gender.....

The following people have the legal authority to : A. Collect or authorize collection of the child. B Authorise the taking of the child outside the premises by a staff member. C. Consent to medical treatment. D Request or permit the administration of medication for the child.

<b>Parent 1 (Adult A- Primary carer)</b>	<b>Parent 2 (Adult B)</b>
Name:	Name:
Address- as per child or:	Address- as per child or:
Phone (H) (W)	Phone (H) (W)
Mobile:	Mobile:
Date of Birth:	Date of Birth:
Email:	Email:
Occupation:	Occupation:
Does the child live with the parent? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the child live with the parent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred method of contact: Home phone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>	Preferred method of contact: Home phone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>
Guardian 1 (if applicable)	Guardian 2 (if applicable)
Name:	Name:
Address- as per child or:	Address- as per child or:
Phone (H) (W)	Phone (H) (W)
Mobile:	Mobile:
Date of Birth:	Date of Birth:
Email:	Email:
Occupation:	Occupation:
Does the child live with the guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the child live with the guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred method of contact: Home phone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>	Preferred method of contact: Home phone <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>

**Parent/Guardian Information**

Please list below the details of those people who you have authorised as emergency contacts for the child. This list can be amended at any time. In the event that the parents/guardians cannot be contacted the person/s listed below with appropriate authority will be contacted regarding - collection of the child, in the event of an emergency with the child, consent to medical treatment or administration of medication or to authorise an educator to take the child outside the service premises.

It is important that these EMERGENCY contacts live locally.  
As per the Regulations you must authorise at least 2 people to be emergency contacts.

Name:	Name:
Address:	Address:
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
Relationship to child	Relationship to child
This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency	This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency

**Court Orders in relation to the child**

Are there any:

- Court orders, parenting orders or parenting plans relating the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child? No  Yes
- Other court orders relating to the child’s residence or the child’s contact with a parent or other reason?

No  (move onto next section) Yes  (please complete the following)

1. Bring the original order/s for educators to sight and attach a copy to this enrolment form;
2. Please describe the orders and provide the contact details of any person given powers, duties, responsibilities or authorities;

.....

**Other people authorised to collect the child-** These people must be over 18 years of age

Name:	Name:
Relationship to child:	Relationship to child:
Address:	Address:
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency	This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency
Name:	Name:
Relationship to child:	Relationship to child:
Address:	Address:
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency	This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency
Name:	Name:
Relationship to child:	Relationship to child:
Address:	Address:
Phone (H) (W)	Phone (H) (W)
Mobile	Mobile
This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency	This person has authority to:- <input type="checkbox"/> Collect/Deliver to/from the service <input type="checkbox"/> Give permission for excursions out of the service <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Permit transportation by ambulance <input type="checkbox"/> Request/Permit medication to be administered <input type="checkbox"/> Be notified in the event of an emergency

## Child's Health and Medical Information

The information below is provided to the regulatory authorities who from time to time seek information on the characteristics of families who use this education and care service. This information is used in planning new policies, programs and resources to support services. This information can also help our centre in its planning.

Registered Medical Service .....Phone .....

Registered Medical Service address .....

\*Maternal and Child Health (MCH) Centre.....

Medicare no#.....Expiry date.....

\*Has the child had their 3 ½ year old assessment  NO  Yes

If yes, provide details by attaching a copy of the 3 ½ year assessment from the Child health record book.

\*Is the child currently attending or has previously attended:

Counsellor/Psychologist       Occupational Therapy       Paediatrician     Specialist  
 Speech Therapy                 Dietician                                 Other

If any, please provide details.....

Does your child have any **allergy** or **sensitivity**? (food, medication, insects etc)  NO  YES

If yes, please give details and outline management procedures to be followed.

### **Anaphylaxis** (Reg. 162 © (ii) & (d))

Has your child been diagnosed at risk of anaphylaxis?  NO  YES

Does your child have an auto injection device (e.g. EpiPen®)?  NO  YES

Has your child's anaphylaxis medical management plan been provided to the service  NO  YES

If your child has an auto injection device, has the device got a valid expiry date?  NO  YES

Have you provided the service with a medical management plan?  NO  YES

In the case of anaphylaxis you will be provided with a copy of the services anaphylaxis management policy. **You will be required to provide the service with an individual medical management plan for your child signed by the medical practitioner.** This will be attached to your child's enrolment record. More information is available at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

### **Specific Health care needs**

Does your child have a developmental delay or disability including intellectual, sensory or physical impairment?  NO  YES

If yes, please provide details-

Does either parent have a disability?  NO  YES

Does the child have specific medical need including any medical conditions that are relevant to the care and education of the child? (e.g. asthma, epilepsy, diabetes etc)?  NO  YES

If yes, please provide details-

**Dietary restrictions (Reg.162 (e))-**

Does the child have any Dietary restrictions:  NO  YES If yes, outline the restrictions and reactions that may occur:

**Childs Immunisation Record:**

Has your child been immunised?  No  YES

Under Victoria’s No Jab No Play law, children need to be fully immunised for their age to be enrolled in an early childhood education and care service

- The ACIT is a national register administered by Medicare that records details of vaccinations given to children in Australia.
- Parents/Caregivers must provide a copy of their most recent ACIR immunisation History statement issued by the ACIR. There are two kinds of Immunisation History statements issued by ACIR- an online version (that can be printed) via your mygov account and a posted version. Both copies are acceptable documentation.

Parents/Caregivers can get a copy of their Childs immunisation History statement:

- Through Medicare online accounts or the Express Plus medicare mobile app
- By requesting a statement be posted to them in the mail
- At a local Medicare service centre
- By calling the Immunisation register on 1800 653 809

<p>Cultural Background of the child and, if applicable, the child’s parents</p> <p>.....</p> <p>.....</p>	<p>Any special considerations for the child (e.g any cultural, religious, dietary requirements or additional needs)</p> <p>.....</p> <p>.....</p>
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**Other information**

If there anything else the Education and Care service should know about your child. (e.g. excessive fears, favourite activities, attendance in other early child hood services or early intervention services, etc), please detail below:

\*Has your child previously attended: Kindergarten  Playgroup  Long day care  Other

If any, - Name of service/s.....

\*Which school do you wish your child to attend next year?.....

\* Please indicate festivals/celebrations that your family recognises and/or list below any cultural/religious issues that the educators need to be aware of? Easter  Christmas  Birthdays  Mothers day  Fathers day

Please list any others.....

Pets: Name & Type .....Name & Type.....

Do you live  In town  Out of town  On a Farm  Other.....

Do you have any special skills or a Trade that could be of use to our Education and Care service? i.e Building, plumbing, electrical. Gardening, cooking etc

**Additional Information**

Publications- Photographs will be taken of your child whilst they are enrolled at Alexandra Kindergarten. These images may be used in our newsletter, the local Alexandra Standard or broader media including Social media.

Please complete the below authorisation:

I,.....(name of parent/guardian)

Consent to my child being photographed and/or visual images taken of my child by the kindergarten for use in its publications and/or local and broader media. I consent to the use of images to be used in publication in whole or in part, without acknowledgment and without being entitled to any remuneration or compensation.

Please tick the boxes next to the publications to which you give consent. Cross out the whole line of publications you do not give consent.

- Alexandra & District kindergarten newsletter
- Alexandra & District Standard
- DEECD Publications (Department of Education & Early childhood development)
- Social media
- Broader media (i.e Kindergarten website)

Parent/Guardian Name.....Signature.....Date.....

**Permission to Share information with other professionals who also work with my child for the duration of their kindergarten enrolment.**

I give permission for (Staff members).....to exchange Information regarding my child with the following (e.g. individual name/organisation, Alexandra Baby care, Family day care, Dindi, Foundation teacher etc)-

- 1..... 2.....
- 3..... 4.....

I understand that all exchanged information will be treated confidentially.

Parent/Guardian Name.....Signature.....Date.....

**Permission to use Sunscreen**

I give permission for my child to use the sunscreen provided by Alexandra kindergarten.

Parent/Guardian Name.....Signature.....Date.....

Would you be interested in Joining the committee of management? Please indicate your interest in one of the below positions:

- President  Vice President  Treasurer  Secretary  Fundraising  General Committee
- Policies Officer  QIP Team (Quality Improvement Plan)

As you can see we require lots of volunteers to keep the kindergarten running, any assistance would be greatly appreciated.

**Code of Conduct:** This Education and Care service is a place of learning for young children and therefore the rights of the child must be always considered first and foremost.

Interactions with children and adults will be respectful, honest, courteous, sensitive, tactful and considerate.

Whilst visiting, dropping off or picking up your child, volunteering or helping with duties, you agree to:

- Be a positive role model at all times.
- Always speak in an encouraging and positive manner to children and adults within our centre.
- Listen actively to children and offer empathy, support and guidance where needed.
- Regard all children equally and with respect and dignity.
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff).
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed.
- All interactions with children should be undertaken in full view of other adults.
- Never do things of a personal nature for a child that they can do themselves eg. assisting them in going to the toilet or changing their clothes.
- As the children get to know you and trust you they may reveal personal information about themselves. This information is considered confidential and may include details that fall into the categories of financial, health, behavioural, family or legal issues. If the child reveals something of concern, please speak with a staff member. Any personal information you hear is not to be shared within the kindergarten or local community.

*I hereby acknowledge that I have read this **Code of Conduct** for the Alexandra & District Kindergarten and agree to abide by the principles and practices set out within.*

*I understand that the Committee of Management will deal with any breach of this Code of Conduct and any serious breach could lead to the withdrawal of my child (ren)'s place at the kindergarten and result in the termination of my involvement at Alexandra & District kindergarten.*

*I understand that a signed copy of this statement of commitment will be kept on file while my child (ren) remain at the centre and will be disposed of at the end of this time.*

Parent/Guardian Name.....Signature.....Date.....

## AUTHORISATION AND DECLARATION

I,.....(Print full name)

A person with parental responsibility of the child referred to in this enrolment form (reg161);

- Authorise the Approved provider, Nominated supervisor, or an educator or in the case of family day care educator, to seek
  - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
  - Transportation of the child by and ambulance service; and
  - If relevant, an authorisation given under regulation 102 for the Education and Care service to take the child on regular outings.
- Agree that I am responsible for any expenses incurred during a medical emergency in relation to the child;
- Agree to collect or make arrangements for the collection of the child is he or she becomes unwell;
- Understand that in an emergency situation or where evacuation is necessary that the child may need to leave the Education and care service under the direction and supervision of the approved provider, nominated supervisor or educator;
- Have read & understood the Education and Care services policies and Fee payment contract
- Declare that the information in the enrolment form is true and correct and undertake to immediately inform the Education and care service in the event of any change to this information.

Signature of person with parental responsibility of the child.....Date.....

If you have any questions when filling out this enrolment form, please speak with a Staff member at Alexandra & District Kindergarten

**BUSH KINDER PERMISSION FORM (REGULAR WEEKLY SESSION)**

**BUSH KINDER DETAILS**

**What is the program?**

Bush kinder is a part of the Alexandra & District kindergarten program and will be run at the McKenzie’s Nature conservation reserve. The reason we run Bush kinder is to provide play opportunities within the natural environment. Children will learn and explore in nature with the guidance of their teachers and the additional activities organised by Pars Victoria and Local Aboriginal Elders.

The program will operate in all weather, except for the conditions listed in our Bush Kinder policy and handbook.

**When will it run?**

Bush kinder will run on Tuesdays during the kinder term.

**Morning Session:**

Morning group will attend the Bush kinder session which runs from 8.45am -11.45am.

**Afternoon session:**

Afternoon group will attend the Bush kinder session which runs from 12.45pm – 3.45pm.

**When will it not run?**

Bush kinder sessions may be cancelled on extreme weather days as per our policy. This information will be communicated to parents via text message/email and on our website.

**Drop Off/Pick up**

Families are responsible for transporting their child to and from the Bush kinder site.

**Who will run the program?**

One Teacher and One co-educator.

**What will the educator/child ratio be?** Two educators to 22 children

**What do children need to wear?**

Appropriate clothing for the weather conditions- i.e.. Shoes must have enclosed toes.

**What do the children need to bring?**

A water bottle, morning or afternoon tea snack, spare clothes and gumboots.

**Risk assessment.**

In accordance with the Education and Care Services National regulations 2011, a full Bush kinder Risk assessment has been undertaken by the kindergarten and is available for viewing at the kindergarten on request.

**AUTHORISATION**

I give permission for my child:..... to attend Bush kinder every Tuesday during 2019 (excluding school holidays).

Name of Parent.....

Signature.....Date.....



## Parental education and occupation details

Parent Name:		
	Adult A (Primary Carer)	Adult B (must be completed, except in cases of single parent families)
Education		
<b>What is the highest year of primary or secondary school the parent/guardian has completed?</b> (tick one) <i>For persons who have never attended school, mark 'Year 9 or equivalent or below'.</i>	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
<b>What is the level of the highest qualification the parent/guardian has completed?</b> (tick one)	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification
	<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Advanced diploma / Diploma
	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
Occupation		
What is the occupation of the parent/guardian?		
<b>What is the occupation group of the parent/guardian?</b> <i>Please tick the appropriate parental occupation group from the attached list (See Parental Occupation Group Codes).            If the person has not been in paid work for the last 12 months, tick 'N'.            Or if the person has not been in paid work for the last 12 months because the person cares for their own children full time, please tick H            If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</i>	<input type="checkbox"/> A	<input type="checkbox"/> A
	<input type="checkbox"/> B	<input type="checkbox"/> B
	<input type="checkbox"/> C	<input type="checkbox"/> C
	<input type="checkbox"/> D	<input type="checkbox"/> D
	<input type="checkbox"/> N	<input type="checkbox"/> N
	<input type="checkbox"/> H	<input type="checkbox"/> H

# Parental Occupation Index

MANAGERS		
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament	A
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers	A
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers	A
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers	B
PROFESSIONALS <i>generally with a bachelors degree or above</i>		
Arts and Media Professionals	Music Professionals, Photographers, Journalists and Other Writers	A
Business, Human Resource and Marketing Professionals	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals	A
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals	A
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers	A
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals	A
ICT Professionals	Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists	A
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion	A
TECHNICIANS AND TRADES WORKERS		
Engineering, ICT and Science Technicians	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians	B
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters	C
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers	C
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers	C
Food Trades Workers	Chefs	B
	Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks	C
Skilled Animal and Horticultural Workers	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers	C
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers	C
COMMUNITY AND PERSONAL SERVICE WORKERS		
Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists	B
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants	D
Hospitality Workers	Bar Attendants and Baristas, Cafe Workers, Gaming Workers	D
Protective Service Workers	Police	B
	Defence Force Members - Other Ranks, Fire and Emergency Workers	C
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants	D
Sports	Sports Coaches, Instructors and Officials, Sportspersons	C
	Fitness Instructors, Outdoor Adventure Guides	D
CLERICAL AND ADMINISTRATIVE WORKERS		
Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers	B
Personal Assistants and Secretaries	Personal Assistants, Secretaries, Legal Secretaries	C
General Clerical Workers	General Clerks, Keyboard Operators	D
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists	D
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers	D
Clerical and Office Support Workers	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers	D
Other Clerical and Administrative Workers	Conveyancers and Legal Executives	B
	Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors	C
	Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers	D
SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS		
Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents	C
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator	D
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers	D

## Four-year-old (funded) kindergarten program

### Fee payment contract

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that if I/we am/are entitled to obtain the Kindergarten Fee Subsidy, if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- **I/we agree to pay full Term fees of \$405 by the due date on the invoice.**
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management **will** implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Administration Officer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families.

#### Kindergarten Fee Subsidy

Please indicate if you are eligible for one of the following concessions:

- Health Care Card  Pensioner Concession Card
- DVA Gold Card  Bridging Visas A-F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200-217
- Triplets or Quadruplets  Aboriginal or Torres Strait Islander
- Fee subsidy Card number: \_\_\_\_\_ Expiry date.....

Supporting documentation will need to be sighted on commencement at Alexandra & District Kindergarten by the Administration officer.

*Families who hold a Health care card do not need to pay the deposit on enrolment, on condition the Education and Care service has sighted the eligible concession card.*

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at [www.education.vic.gov.au/ecsmangement/careankinder/funding/subsidy.htm](http://www.education.vic.gov.au/ecsmangement/careankinder/funding/subsidy.htm)**

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

Note: invoices, receipts and collection of fees will be in accordance with the Alexandra & District Kindergarten *Fees Policy*.

## Confidentiality of Enrolment records

The approved provider of the Education and Care service must ensure that the information in the child's enrolment record is not divulged or communicated directly or indirectly, to another person other than as prescribed under Regulations 181 and 182 of the Education and Care services National Regulations 2011. This includes, to the extent necessary for the education and care of the child or medical treatment of the child; or where expressly authorised, permitted or required to be given by or under any Act or law; or with the written consent of the person who provided the information.

### Privacy Policy Collection Statement

We believe your privacy is important.

We have put in place a Privacy Policy, which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.

Our service is, in some of its activities, bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.

If you are unsure about this, please contact the President/Secretary.

#### Purpose for which information is collected.

The reasons for which we generally collect personal information are:

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as we are required.
Committee members	For the management of the service by the Committee.
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be; To administer the individual's employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

#### Disclosure of personal information, including health information.

We may disclose some personal information, including health information, held about an individual to:

- 1) Government departments or agencies as part of our legal and funding obligations;
- 2) Local Government in relation to enrolment details for planning purposes;
- 3) Organisations providing services related to employee entitlements and employment;
- 4) Anyone to whom the individual authorises us to disclose information.

#### Laws that require us to collect specific information.

The Children's Services Regulations 2009, Children's Services Act 1996, Incorporations Act 1981 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- 1) A child's enrolment at the service;
- 2) An employee's employment;
- 3) The Committee's ability to function as an incorporated association.

#### Access to information.

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy Policy, which is available on request.

For information on the Privacy Policy please contact the President or Secretary.

# Fee information for families

## Alexandra & District Kindergarten 2019

### 1. Why fees are necessary

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. Services meet the balance of costs through charging fees and fundraising activities.

DEECD provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year-old kindergarten program free of charge, or at a minimal cost.

DEECD also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Alexandra & District Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

### 2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in the *Victorian kindergarten policy, procedures and funding criteria* document available at [www.education.vic.gov.au/ecprofessionals/kindergarten/](http://www.education.vic.gov.au/ecprofessionals/kindergarten/))

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

### 3. Other charges

Other charges levied by Alexandra & District Kindergarten are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on acceptance of enrolment. Families experiencing hardship should also discuss any difficulties with the service.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

**Maintenance Levy:** Maintenance levy of \$100 per family (\$25 per term- included in term fees) is charged so we can afford paid labour to complete maintenance tasks. The Maintenance Levy is not intended to be a barrier to participation in our kinder. Families experiencing financial difficulties should discuss this with Sally in the office.

### 4. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment.

### 5. Fundraising

Not all service costs are covered by DEECD per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in

fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

## **6. Subsidies**

### **6.1 Kindergarten Fee Subsidy (four-year-old programs only)**

The Kindergarten Fee Subsidy is provided by DEECD and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

### **6.2 Early Start Kindergarten fee subsidy**

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

## **6. Payment of fees**

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Term fees include all incursions within the program ie. Reptile visits, David the music man, Farmer Will and his animals etc.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact our Administration Officer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **7. Unpaid fees**

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.

- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

## **8. Refund of fees**

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

## **9. Notification of fee changes during the year**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

## Statement of Fees and Charges

### Alexandra & District Kindergarten

#### Fee schedule 2019

#### Four-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)
Kindergarten fee deposit-  Due by October 12 <sup>th</sup> 2017	\$50
Term 1 -Due by January 30 <sup>th</sup> 2019	\$355
Term 2- Due by March 22 <sup>nd</sup> 2019	\$405
Term 3- Due by June 21 <sup>st</sup> 2019	\$405
Term 4- Due by Sept 13 <sup>th</sup> 2019	\$405
Total	\$1620

#### Payment of fees

Invoices will be issued 4 weeks before the due date. Prompt payment is appreciated.

#### Kindergarten fee deposit

Parents/guardians are required to pay the fee deposit on offer of a place. Payment will secure the child's place in the four-year-old (funded) kindergarten program.

#### Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

#### Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).





Alexandra & District Kindergarten Inc.  
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Email: [alexandra.kin@kindergarten.vic.gov.au](mailto:alexandra.kin@kindergarten.vic.gov.au)  
ABN: 87 920 318 231

Dear Parent,

**Important information regarding your child's kindergarten year.**

The Victorian Government makes funding available to support all children to attend kindergarten in the year before they attend school. The funding, which contributes to the cost of providing the program, is based on the number of children enrolled in the program at the particular kindergarten location.

In 2019, your child will be attending a funded kindergarten program at

**ALEXANDRA & DISTRICT KINDERGARTEN**

If your child is currently attending another children's service that offers a funded kindergarten program you should draw this to their attention. For government funded purposes, each child can only be funded once at one location.

Yours Sincerely,

Tanya Jones  
Early Childhood teacher