

Bond Street Kindergarten Chilwell Inc.

PR - 00001423



Enrolment Handbook

25-35 Bond Street, Newtown 3220
ABN: 48 860 387 699

Ph: (03) 5221 5220
bond.st.kin@gmail.com

Updated 1 June 2018



Bond Street Kindergarten community acknowledges and pays respect to the traditional Aboriginal owners of country throughout Australia, their culture and Elders past, present and future. We acknowledge that the Wadawarrung people of the Kulin Nation have been caring and educating their children on these lands for thousands of years. We are committed to increasing our understanding of Aboriginal ways of being, knowing and connection to land within our childrens' programs.

Child Safety

Bond Street Kindergarten Chilwell Inc. (BSK) is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

BSK has zero tolerance for child abuse.

BSK is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in BSK has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Mission Statement

We aim to:

- offer a curriculum which is creative, stimulating and diverse
- foster a love of learning
- invite families to develop a partnership with experienced, qualified and caring staff
- respond through innovation and flexibility to the changing needs of the community.

Our Kindergarten's Philosophy

We believe our Children's Programs offer maximum and varied ways for their learning to be extended and for their needs to be met while they are with us.

We know that through the program our kindergarten children grow to:

- feel safe, secure, respected, valued, cared for, happy, encouraged and reassured
- know about themselves, others, the environment, routines and limits
- acquire living skills—social skills, language skills, physical skills and respect for all people and things

The adult role in the program is to provide a nurturing, stimulating, responsive environment. And to interact with children in a way which facilitates learning through intentional teaching and child initiated experiences.

We believe children learn through play. Children's play takes a variety of forms:

- modelling/imitating—adults and other children
- observing
- experiencing
- discovering/exploring
- considering

Philosophy Implementation

When we plan experiences forming the curriculum basis, we take into consideration different modes of play, the children's developmental stages and their current interests. This curriculum is in accordance with National and Victorian Early Years Learning Frameworks and Quality Standards. We provide balanced child-initiated and adult-supported experiences, utilising a range of equipment and materials, including improvised equipment and natural materials.

Our program is inclusive and sensitive to the needs of all children regardless of social or cultural backgrounds, gender and ability.

We believe that educators manage behaviour best through guidance, positive reinforcement and encouragement.

We value staff who have a range of early childhood qualifications and/or experience, and who are committed to young children and their families. The kindergarten is committed to staff continuing their professional development.

Our Program

Your child benefits from an individually integrated program, which is 'group specific' and rich in opportunities for the growth of self-esteem and socialisation.

Our curriculum actively incorporates:

- music and dance
- literature
- science
- environmental education
- health nutrition
- drama
- art
- physical education
- literacy and numeracy

In 2017 Bond Street Kindergarten was assessed and rated under the National Quality Framework in accordance with the Education and Care Services National Law Act 2010 (National law). We proudly advise that we were awarded the highest possible rating in all seven quality areas, with an overall rating of *Exceeding National Quality Standard* for our service.

RATED
EXCEEDING
NATIONAL QUALITY STANDARD



Important Dates

Date	Action
Ongoing	Enrolment applications will be accepted any time after the child has turned two years of age for both the 3 and 4-year-old programs.
Early-May	Families who have previously deferred their enrolment and/or families who have requested, and whose children are eligible to attend either program in the following year, will be contacted to confirm their enrolment intentions.
1 May	Closing date for consideration of first round enrolment offers. Any enrolment applications received after this time will not be considered until round two.
Early-June	<p>First round enrolment offers will be posted or emailed to families. Families are generally given 2 weeks from the date of offer to respond. Families who don't respond by the due date will be deemed to have declined our offer.</p> <p>Second and subsequent round enrolment offers will occur following this process.</p>
Late-July	Families who have accepted an enrolment offer will receive notice of group allocation.
October-November	Families will be mailed provisional enrolment confirmation letters, orientation schedule, their term 1 invoice and enrolment pack including paperwork for completion and return by set date (TBC).
Late January-early February	Term 1 orientation begins

Kindergarten Programs

Bond Street Kindergarten offers a funded four-year-old kindergarten program and an unfunded three-year-old pre-kindergarten program. The 2019 programs and sessions are as follows (subject to change in future years):

2019 Programs

3-YEAR-OLD PRE-KINDERGARTEN PROGRAM (unfunded)

Group	Group days	Session times	Hours per week	Cost per term	Annual levy	Room
Blue	Monday Thursday	9.00 – 12.00 12.15 – 3.15	6 hours	\$490.00	\$195.00	East
Red	Monday Thursday	12.45 – 3.15 9.00 – 11.30	5 hours	\$415.00		East
Yellow	Friday	9.00 – 2.15	5.25 hours	\$460.00		East

4-YEAR-OLD KINDERGARTEN PROGRAM (funded)

Group	Group days	Session times	Hours per week	Cost per term	Annual levy	Room
Orange	Monday Tuesday Wednesday	8.45 - 3.00 8.45 - 3.00 8.45 – 11.15	15 hours	\$480.00	\$195.00	West
Green	Tuesday Wednesday	8.30 – 4.00 8.30 – 4.00	15 hours	\$500.00		East
Purple	Wednesday Thursday Friday	12.30 - 3.00 8.45 - 3.00 8.45 - 3.00	15 hours	\$495.00		West

Application for a place

Enrolment applications will be accepted any time after the child has turned **two** years of age for both the three and four-year-old programs. Enrolment in each program are separate processes, however only one application form is required.

To facilitate the inclusion (refer to Inclusion and Equity policy) of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child.

To be accepted, the application must be accompanied by:

- a copy of the child's birth certificate;

- confirmation that this enrolment handbook has been read and understood; and
- an enrolment application fee of **\$50**. This fee is non-refundable. (Refer to the Fees section on page 14 for exemptions).

Completed enrolment applications are to be forwarded to the enrolment officer, or designated person, at the kindergarten. Applications will be accepted by post, hand delivery or by email. Access to completed enrolment application forms will be restricted to the enrolment officer (or designated person), staff, president and secretary, unless otherwise specified by the Committee of Management.

Applications will be entered in the waiting list using the eligibility and access criteria.

It is the sole responsibility of the Parents /Guardians of children to notify the enrolment officer if they change address since the time of lodging their enrolment application.

Once an application has been processed, an email will be sent to confirm receipt. If you do not receive a confirmation email within 4 weeks of lodging your application, please contact the kindergarten to ensure we have received your application.

Four-year-old program

Eligibility to attend a Funded Four-Year-Old Kindergarten Program

The following children are eligible to enrol in the funded kindergarten program:

- Children who will have turned four years of age by 30th April in the year that they are enrolled to attend kindergarten
- Children who have not previously accessed or are currently accessing their funded kindergarten year (at Bond Street or another service)

Enrolment of children with a birth date between 1 January and 30 April

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five.

All children learn and develop in different ways. Some children may benefit from starting school at a younger age, while other children may benefit from starting later. Families with children born between 1 January and 30 April need to make an informed

choice about which year they would like their child to commence school and therefore which year their child will attend a funded kindergarten program.

Prior to enrolment families with children who are born between 1 January and 30 April need to choose carefully, as children are expected to complete a full year of kindergarten in the year they enrol and begin attending and are only funded for one year of kindergarten before school (unless they are eligible for an Early Start Kindergarten grant or a second year of funded kindergarten).

Families who have questions about the best time for their child to commence school, and hence kindergarten, are encouraged to discuss this decision with an early childhood teacher, Maternal and Child Health nurse, Prep teacher or other professionals involved in supporting the development of their child. Information is also available from the Department of Education (DET): www.education.vic.gov.au

Enrolment of children outside the eligible age for kindergarten

*Children who turn six at any time during the kindergarten year must be exempted from attending school. Parents should apply for an exemption before the child starts kindergarten by submitting an *Exemption from school due to attendance in kindergarten program* form to the appropriate Departmental regional office by 1 November in the year prior to the child turning six.*

We must sight the approved exemption form and note that it has been sighted on the child's enrolment record.

Children less than four years of age

Giftedness is identifiable in very young children, and early identification is essential for the long-term wellbeing of the gifted child. Early entry to kindergarten may be appropriate for gifted or talented children who meet the criteria for early entry to school.

A child that is less than four years of age by 30 April (but at least 3 years and 6 months) in the year they are to attend a funded kindergarten program, may only attend the program if the child's parent(s)/guardian(s) have requested approval for early entry to school (a copy of the written response must be included with the application). Parents/guardians are to be advised that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed on to school the following year, the child will be unable to access another year unless they are funded by DET for a second year (see below). Please contact us for further information if you are considering early entry to kindergarten.

Second funded year

During the kindergarten year, the early childhood teacher and the child's parents will work together to plan for the child's transition to school. This will involve open and honest communication about the child's learning and development, and strategies to facilitate a smooth transition.

The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded kindergarten. The early childhood teacher can declare that a child is eligible to receive a second year of funded kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework and
- there is evidence to suggest the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Families should never enrol their child in a funded program with the expectation or plan that they will be able to complete two years. If multiple years of kindergarten are desired, then these should be completed in the unfunded three-year-old pre-kindergarten program.

Priority of access Four-Year-Old Kindergarten Program

DET stipulates operational requirements for service providers funded by the Department, including prioritising access to kindergarten places. In accordance with these requirements, children will initially be prioritised based on the following:

Children at risk of abuse or neglect, including children in Out-of-Home Care

Aboriginal and/or Torres Strait Islander children

Asylum seeker and refugee children

Children eligible for the Kindergarten Fee Subsidy

Children with additional needs, defined as children who:

- require additional assistance in order to fully participate in the kindergarten program
- require a combination of services which are individually planned
- have an identified specific disability or developmental delay

Following this, Bond Street will prioritise children as follows:

Children currently attending Bond Street Kindergarten who the early childhood teacher has declared are eligible to receive a second year of funded kindergarten

Children who were eligible to attend in the previous year but deferred or withdrew from the centre on or before the last day of Term 1.

Children currently attending and siblings of current and past students of Bond Street Kindergarten will be given priority in line with the family focus of the kindergarten. *Please note that this priority criteria only applies to applications received prior to 1 May in the year before attendance, that can be considered with first round offers.*

Children who the Committee of Management have granted special consideration to, by majority vote, after evaluation of the applicant's circumstances.

Date of Enrolment: date the enrolment application was received by the enrolment officer relative to the date the child turned two.

Proximity to the kindergarten: where two applications have equal status the place will be offered to the child whose residential address is closest in proximity to the kindergarten.

These have been agreed upon by the Committee of Management and are based upon the centre's values, philosophy, the DET's requirements and our Inclusion and Equity policy.

Kindergarten Fee Subsidy

DET provides a Kindergarten Fee Subsidy to promote participation in kindergarten programs and to realise the government's aim to provide all children with access to a high-quality kindergarten program in the year prior to school.

The Kindergarten Fee Subsidy enables eligible children to attend a funded kindergarten program for 15 hours per week for 40 weeks or 600 hours per year, free of charge.

Families are eligible in any of the following circumstances:

- the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- the child individually holds, or has a parent or guardian who holds one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card

- Refugee visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- Bridging visas A-E

- the child is identified on their birth certificate as being a multiple birth child (triplets or more).

Early Start Kindergarten extension grant

The Early Start Kindergarten extension grant enables eligible children to attend a funded kindergarten program for 15 hours per week for 40 weeks or 600 hours per year, free of charge.

To be eligible, all of the following criteria must be met:

- the child is at least four years old on 30 April in the year in which they are enrolled to attend the funded kindergarten program
- the child has previously accessed an Early Start Kindergarten grant or has participated in an Access to Early Learning program
- the child is ineligible for the Kindergarten Fee Subsidy

Three-Year-Old Program

Eligibility to attend an unfunded Three-Year-Old Pre-Kindergarten Program

The following children are eligible to enrol in the unfunded pre-kindergarten program:

- Children who will have turned three years of age by 30 April in the year that they are enrolled to attend the three-year-old pre-kindergarten program

Children will not be able to start in the program until they have turned 3. Parents can still accept an enrolment offer, however full term fees must be paid to hold the place until their child is eligible to start.

Priority of access Three-Year-Old Pre-Kindergarten Program

If more eligible children are seeking a place at Bond Street Kindergarten than there are places available, children will be prioritised based on the following:

Aboriginal and/or Torres Strait Islander children

Children known to Child Protection

Children who were eligible to attend in the previous year but deferred or withdrew from the centre on or before the last day of Term 1.

Children currently attending and siblings of current and past students of Bond Street Kindergarten will be given priority in line with the family focus of the kindergarten.

Please note that this priority criteria only applies to applications received prior to 1 May in the year before attendance, that can be considered with first round offers.

Children who the Committee of Management have granted special consideration to, by majority vote, after evaluation of the applicant's circumstances.

Date of Enrolment: date the enrolment application was received by the enrolment officer relative to the date the child turned two.

Proximity to the kindergarten: where two applications have equal status the place will be offered to the child whose residential address is closest in proximity to the kindergarten.

These have been agreed upon by the Committee of Management and are based upon the centre's values, philosophy, DET's requirements and the Inclusion and Equity policy.

Early Start Kindergarten Grants

There are two types of Early Start Kindergarten grants:

- the **Aboriginal Early Start Kindergarten grant** for children identified as being Aboriginal and/or Torres Strait Islander
- the **Early Start Kindergarten grant** for children known to Child Protection.

These grants enable eligible children to access a kindergarten program delivered by a qualified early childhood teacher for up to 15 hours per week for 40 weeks (or 600 hours per year), in the year two years before starting school.

We currently offer children eligible for these grants a place in one of our 3-year-old pre-kindergarten programs. Consultation will occur upon application for children to access these grants in one of our four-year-old kindergarten programs.

Eligibility for Aboriginal Early Start Kindergarten grant

- the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program, and
- the child has been identified as being Aboriginal and/or Torres Strait Islander.

Eligibility for Early Start Kindergarten grant

- the child is three years old by 30 April in the year in which they are enrolled to attend the funded kindergarten program, and
- the child is known to Child Protection.

A child known to Child Protection means:

- a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or
- a child who has been referred by Child Protection, Child FIRST, Integrated family Services or Services Connect.

Late Applications

The closing date for consideration of first round enrolment offers is 1 May in the year preceding enrolment. Any enrolment applications received after this time will not be considered until round two.

Allocation within groups

For both the funded four-year-old kindergarten program and unfunded three-year-old pre-kindergarten program, places within the programs will generally be allocated on acceptance of a place at the centre by:

- The applicant's date of enrolment relative to the date the child turned two.

We calculate the number of days between the date your child turned two and the date we receive a complete enrolment application. Group placements are then determined using this figure.

An exception to the above applies to the three-year-old pre-kindergarten program that offers a single, longer session per week. Older children will receive priority for this group.

Enrolment officers will not prioritise one family's personal circumstances and needs (such as work commitments) over another, in order to ensure equity and fairness.

In addition to the above, the Committee of Management will consult with educators to ensure optimal program allocations. Group allocations are at the final discretion of the Committee of Management.

Kindergarten Fees

Application Fee

A \$50 administration fee is payable with each application. This fee contributes to the administrative costs associated with the processing of the enrolment application and is **non-refundable**. This fee can be paid by bank transfer or by making a deposit directly to our account at any Bendigo Bank branch. Our account details are provided on the application form. Applications will not be processed until this fee is received. Your date of enrolment will be deemed the date the payment is received in our account; subject to receiving a complete enrolment application form. If an application fee is paid to our account and we do not receive an enrolment application form, we will return the payment when we commence our enrolment process for the following year.

A confirmation email will always be sent once an application is processed. Please ensure you contact us should you not receive this confirmation, to ensure we have received your application.

Families who are eligible for Kindergarten Fee Subsidy or Early Start Kindergarten are not required to pay this enrolment administration fee. Families may still elect to pay this fee, or part thereof, as a voluntary contribution.

Annual building and maintenance levy

This fee, currently \$195, is payable upon acceptance of an offered place and secures your child's place in the program for the year enrolled. This annual payment is **non-refundable** and represents the Building and Maintenance Levy. This fee can be paid by bank transfer or by making a deposit directly to our account at any Bendigo Bank branch. Our account details will be provided in our letter of offer.

Families who are eligible for Kindergarten Fee Subsidy or Early Start Kindergarten are not required to pay this annual levy. Families may still elect to pay this fee, or part thereof, as a voluntary contribution.

Term fees - 4-Year-Old Kindergarten Program

Bond Street Kindergarten will apply for and receive Government funding which contributes to the cost of running our four-year-old kindergarten programs. Term fees levied and paid by families make up the shortfall. Term fees are payable in advance and an invoice will be sent detailing particulars for payment.

Term fees - 3-Year-Old Pre-Kindergarten Program

Bond Street Kindergarten does not receive Government funding for this program, hence term fees levied and paid by families need to cover program running costs. Term fees are payable in advance and an invoice will be sent detailing particulars for payment.

All fees are set each year by the Committee of Management. Fees are set at an annual rate, with payment in four equal installments each term. Families are required to sign a Fee Agreement. Payment plans are available for families experiencing difficulty in paying fees. Our fee policy is available to view at any time at the kindergarten.

No Jab No Play Legislation

All enrolment offers and subsequent confirmation thereof are subject to the provisions of the No Jab No Play legislation, which came into effect on 1 January 2016. In an effort to improve childhood immunisation rates, the Victorian Government amended the *Public Health and Wellbeing Act 2008*. The amendments mean that in order to finalise an enrolment at our service:

- a current Immunisation History Statement from the Australian Immunisation Register must be provided, AND
- the statement must show that the child is up to date with all the vaccinations they are due/able to receive.

'Conscientious objection' to vaccination is not an exemption. For further information, please refer to the factsheet available at:

<http://www.health.vic.gov.au/immunisation/factsheets/no-jab-no-play.htm>

An Immunisation History Statement will be requested after acceptance of an offered place.

Complaints and Grievances

Any formal complaint or grievance received in writing will be referred to the Bond Street Kindergarten Committee of Management President. Complaints and grievances will be handled as outlined in our *Complaints and Grievances Policy*. A copy of this policy is available on request. All complaints and grievances received will comply with our *Privacy and Confidentiality Policy* and will not adversely affect any child's enrolment.

Privacy Statement

We believe your privacy is important.

Bond Street Kindergarten Chilwell Inc has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

Purpose for which information is collected

We collect personal and health information in relation to children and parents/guardians to enable us to provide for the education and care of the child attending the kindergarten and to manage and administer our service as required.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

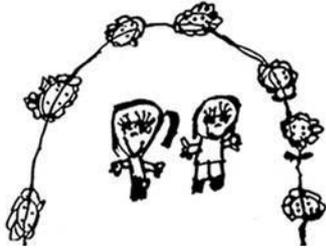
The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

Access to information

Individuals about 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 and Confidentiality Policy*, which is available on request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available at the service or contact the Committee of Management or Director.



Bond Street Kindergarten Chilwell Inc.

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ENROLMENT APPLICATION

CHILD INFORMATION			
Given Name:		Preferred name:	Surname:
Home Address:			Suburb:
Post Code:	Date of Birth: / /		Gender: MALE / FEMALE (Please circle)
Of Aboriginal and/or Torres Strait Islander origin? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PARENT OR GUARDIAN INFORMATION			
<i>Parent / Guardian 1</i>		<i>Parent / Guardian 2</i>	
Name:		Name:	
Address – as per child or:		Address – as per child or:	
Postal Address:		Postal Address:	
Ph: (Mobile):	(Other):	Ph: (Mobile):	(Other):
Email:		Email:	

ENROLMENT INFORMATION	
Please indicate which program/s you wish to apply for:	
<input type="checkbox"/> 3-year-old pre-kindergarten program in the year 20_____	
<input type="checkbox"/> 4-year-old kindergarten program in the year 20_____	
<i>*Please ensure you tick both boxes if you wish to apply for both the 3 and 4-year-old programs.</i>	
Does your child have any additional needs? <i>If yes, please provide details with your application.</i> Your educator will discuss your child's needs once their place is confirmed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you eligible for an Early Start Kindergarten Grant? (refer pages 12-13) <i>If yes, please indicate eligibility criteria:</i> <input type="checkbox"/> your child is Aboriginal and/or Torres Strait Islander, or <input type="checkbox"/> your family has had contact with Child Protection (or been referred by them to Child FIRST)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you eligible for the Kindergarten Fee Subsidy? (refer pages 10-11) <i>If yes, please indicate eligibility criteria:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child attended kindergarten previously? <i>If yes, where?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any siblings attended Bond Street Kindergarten? <i>Names:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

FURTHER INFORMATION / ACKNOWLEDGEMENTS

Tick to confirm

Please confirm you have read the 'Enrolment Handbook', which accompanies this application form, specifically noting the age eligibility requirements and immunisation requirements, prior to submitting an application.

Attach a copy of your child's birth certificate to this application.

Unless you qualify for a fee exemption, a **\$50.00** administration fee is payable with this application. A direct bank transfer or cash/cheque deposit at any Bendigo Bank branch is to be made as follows:

Bond Street Kindergarten

BSB: 633 000

AC: 122 955 925

Reference: Child's surname

CASH OR CHEQUES NOT ACCEPTED

Please note the date the bank transfer/deposit was made:

_____.

Only one year of 4-year-old kindergarten is government subsidised.

Acceptance of enrolment does not guarantee a position.

I declare that the information provided by me is true and correct.

PARENT / GUARDIAN _____

SIGNED _____

DATE ____ / ____ / ____

FOR ADMINISTRATION USE ONLY

DATABASE	DATE
Administration fee received	
Birth certificate attached	
Entered on database	
Confirmation emailed	

Change of contact details:

Comments:

25-35 Bond Street, Newtown 3220
ABN: 48 860 387 699

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