



# Enrolment Handbook 2023/24

Release date: 17 May 2023



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.

## **Diversity Statement**

We strive to provide an environment whereby all families, children, employees, students, and visitors to the kindergarten feel safe from discrimination. We endeavor to facilitate an inclusive environment where all people living with a disability, first nations people, people of all ages and genders, LGBTI and CALD communities feel valued, connected and safe.



## **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 programs offer a variety of ways for children's 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 Educator's role in the program is to provide a nurturing, stimulating, responsive environment. They 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.



## 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.
1 May (or previous business day if 1 May falls on weekend)	Closing date for consideration of first round enrolment offers. Any enrolment applications received after this time will not be considered until round two.
Mid-May	<p>All families on our waitlist for the following year will be informed of the programs set by the COM and will be asked to provide their session preferences.</p> <p>Should families not respond, we will deem that they no longer require a place for their child.</p>
Early-June	<p>First round enrolment offers will be issued to families. Families are generally given 1 week from the date of offer to respond. Families who don't respond by the due date will be deemed to have declined our offer. Payment of a Placement acceptance fee will be required upon acceptance of an offer.</p> <p>Second and subsequent round enrolment offers will occur following this process.</p>
October-November	Families will receive provisional confirmation of enrolment, an orientation schedule, their term 1 invoice (if applicable) and enrolment forms electronically via email, for completion by set date (TBC).
Late January-early February	Term 1 orientation begins. There will be a two-week period at the start of term 1, where children will attend for shorter times and/or in smaller groups.



## Kindergarten Programs

Bond Street Kindergarten offers funded three and four-year-old kindergarten. The 2024 programs and sessions are proposed as follows (subject to change in future years, fees shown reflect Free Kinder Initiative in 2024):

### 3-Year-Old Kindergarten

Group	Day/s	Session times	Hours per week	Cost per term	Placement acceptance fee <sup>1</sup>	Room
Blue	Monday	8.45 – 1.45	10 hours	Nil	\$150	East
	Thursday	8.45 – 1.45				
Red and Blue Monday	Monday	8.45 – 1.45	10 hours	Nil	\$150	East
	Friday	8.45 – 1.45				
Green <sup>2</sup>	Tuesday	8.30 – 1.30	10 hours	Nil	\$150	East
	Wednesday	8.30 – 1.30				
Red and Blue Thursday	Thursday	8.45 – 1.45	10 hours	Nil	\$150	East
	Friday	8.45 – 1.45				
Red	Friday	8.45 – 1.45	5 hours	Nil	\$150	East

In order to maximise the number of children receiving 10 hours of kindergarten, we are offering various combinations across the Red and Blue groups.

### 4-Year-Old Kindergarten

Group	Days	Session times	Hours per week	Cost per term	Placement acceptance fee <sup>1</sup>	Room
Orange (18 hrs) <sup>3</sup>	Monday	9.00 – 3.00	18 hours	\$300	\$150	West
	Tuesday	9.00 – 3.00				
	Wednesday	9.00 – 3.00				
Orange (15 hrs)	Monday	9.00 – 3.00	15 hours	Nil	\$150	West
	Tuesday	9.00 – 3.00				
	Wednesday	9.00 – 12.00				
Green <sup>2</sup>	Tuesday	8.30 – 4.00	15 hours	Nil	\$150	East
	Wednesday	8.30 – 4.00				
Purple	Thursday	8.30 – 4.00	15 hours	Nil	\$150	West
	Friday	8.30 – 4.00				

1. Families eligible for the Kindergarten Fee Subsidy (KFS) are not required to pay this fee.
2. The Green group is a mixed age program, comprising children enrolled in both 3 and 4-year-old kindergarten.
3. To offer families greater choice, we are proposing two options within the Orange group. The 15-hour offering is fully funded, with no term fees payable. The 18-hour program offers additional unfunded hours and as such, term fees will apply to cover additional staffing costs. Should the 18-hour option not be financially viable due to insufficient interest, only the 15-hour program will be offered. If the 18-hour is viable, it will run in conjunction with the 15-hour program. Families will always have a 'Free Kinder' option available.



## Application for a place

Enrolment applications will be accepted any time after your child has turned **two** years of age for both the three and four-year-old programs. Enrolment in 3 and 4-year-old kindergarten are separate processes, however only one application is required. Enrolment applications are to be submitted online via our website: [bondstreetkinder.com.au](http://bondstreetkinder.com.au). If families are unable to apply online, please contact us.

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 your child.

To be accepted, the application must be accompanied by:

- an upload 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 for exemptions).

*\*Please contact us for alternative options if you do not have a birth certificate.*

Access to completed enrolment applications will be restricted as per our Privacy and Confidentiality Policy. Applications will be recorded in our enrolment management software provided by EnrolNow.

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

***Once an application has been submitted, an email will be sent to confirm receipt. If you do not receive a confirmation email, please contact the kindergarten to ensure we have received your application.***

## Kindergarten starting ages – Important information for families with children born between 1 January – 30 April

Kindergarten starting ages are generally determined by your child's date of birth, however families with children who were born between 1 January and 30 April will have additional choices available to them.



With the introduction of funded 3-year-old kindergarten in 2022, it is more important than ever for families to make an informed decision about when their child should start kindergarten. Families can no longer elect for their child to undertake two years of 3-year-old kindergarten. Without exception, the Department of Education will only provide one year of 3-year-old kindergarten. Families cannot opt to pay for a second year either. A second funded year of 4-year-old kindergarten can only be granted where a child has delays in at least two developmental areas.

*In view of this, we would like to ensure that families enrolling their children in 3-year-old kindergarten in the year they turn three, understand that the intention must be that they go on to 4-year-old kindergarten in the year they turn four and will therefore start school the following year prior to turning five years of age.*

In our experience, historically, approximately 90% of children who started in the year they turned three, required a second year of 3-year-old kindergarten. As this is no longer an option, families now need to make important decisions before commencing 3-year-old kindergarten.

While we cannot make such a decision for you, we welcome the opportunity to talk with you and discuss how delaying the start of kindergarten may benefit your child, specifically how it can benefit and support their social and emotional development through play-based learning. We aim for every child to 'thrive, not survive' as they experience their kindergarten years and transition on to school.

For more information on 3-year-old funding, including kindergarten starting ages, please refer to the Department of Education's website:

<https://www.vic.gov.au/give-your-child-the-best-start-in-life>

## **Three-Year-Old Program**

### **Eligibility to attend Three-Year-Old Kindergarten Program**

Children born between 1 January and 30 April are eligible to attend 3-year-old kindergarten in either the year they turn three, or the year they turn four. Children born between 1 May and 31 December are only eligible to attend 3-year-old kindergarten in the year they turn four.

***Children will however not be able to start in the program until they have turned three. Parents can still accept an enrolment offer.***





## Early Start Kindergarten Grants

Early Start Kindergarten (ESK) gives eligible children up to 15 hours of free kindergarten a week for two years before starting school.

To be eligible, your child must be three by 30 April in the year they start kindergarten, and:

- is from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your family has had contact with child protection.

Consultation will occur upon application for children to access these grants in one of our three or four-year-old kindergarten programs.

## Four-year-old program

### Eligibility to attend Four-Year-Old Kindergarten Program

Children born between 1 January and 30 April are eligible to attend 4-year-old kindergarten in either the year they turn four, or the year they turn five. Children born between 1 May and 31 December are only eligible to attend 4-year-old kindergarten in the year they turn five.

Children must not have previously accessed, or are currently accessing, their funded 4-year-old kindergarten year (at Bond Street or another service).

### Enrolment of children outside the eligible age for 4-year-old 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 4-year-old kindergarten by submitting an *Exemption from school due to attendance in kindergarten program* form to the appropriate Department of Education 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 the Department of Education. 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 the Department of Education for a second year (see below). Please contact us for further information if you are considering early entry to kindergarten.

### **Second funded 4-year-old kindergarten 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 4-year-old kindergarten. The early childhood teacher can declare that a child is eligible to receive a second year of 4-year-old 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.

***From 2022, families are no longer be able to complete two years of 3-year-old kindergarten under any circumstances. Teachers can not approve a second year in the 3-year-old program. Families should never enrol their child in either program with the expectation or plan that they will be able to complete two years.***



## Priority of access for Three and Four-Year-Old Kindergarten Programs

The Department of Education stipulates operational requirements for service providers receiving funding from 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:

- Currently enrolled children (not applicable if attendance commenced during term 2, 3 or 4).
- Siblings of current and past students of Bond Street Kindergarten, where the application is received before the sibling applicant turns two years and six months old. ***Sibling priority will not apply for applications received after the child has turned two years and six months old.***
- Children who withdrew from the program in the previous year, prior to annual confirmation
- 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 submitted, relative to the date the child turned two (subject to complete Enrolment Application Form being received and payment of application fee unless eligible for exemption)
- 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 Department's requirements and our Inclusion and Equity policy.

### **Kindergarten Fee Subsidy (KFS)**

Where a service elects not to opt in to Free Kinder, the Department of Education provides a Kindergarten Fee Subsidy (KFS) to promote participation in kindergarten programs and to realise the government's aim to provide all children with access to high-quality kindergarten programs in the two years prior to school.

The Kindergarten Fee Subsidy enables eligible children to attend a funded 3-year-old kindergarten program for up to 15 hours per week for 40 weeks and a funded 4-year-old kindergarten program for 15 hours per week for 40 weeks (or 600 hours per year), at low cost or free of charge.

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).

or if your child 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 or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, you may still be eligible for the kindergarten fee subsidy. Please contact us to discuss.

All families, including KFS eligible families, who enrol in our 4-year-old 18 Hour Orange group program, will be required to pay fees for the unfunded portion (3 hours per week). Families can elect to enrol in a 15-hour orange group option; thus, no fees will be charged.



## Early Start Kindergarten extension grant

The Early Start Kindergarten (ESK) 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. ESK eligible children will have all fees waived.

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

## Late Applications

The closing date for consideration of first round enrolment offers is 1 May, or the previous business day should 1 May fall on a weekend, in the year preceding enrolment. Any enrolment applications received after this time will not be considered until round two.

## Group Allocations within Kindergarten Programs

Places within the three and four-year-old kindergarten programs will generally be allocated 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 the enrolment application was made. Group placements are then determined using this figure. Where two applications have equal status priority will be given to the child whose residential address is closest in proximity to the kindergarten.

The Committee of Management 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 Visa or Mastercard. Should you wish to make a bank transfer or deposit directly to our account at any Bendigo Bank branch, please contact us. Applications will not be final until this fee is received.

**Placement acceptance Fee:** This fee, currently \$150, 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**.

**Building and Maintenance Levy:** We ask families to consider making a voluntary, tax-deductible contribution to our Building Fund. Details will be provided during year of enrolment.

*Families who are eligible for Kindergarten Fee Subsidy or Early Start Kindergarten are not required to pay the above fees. Families may still elect to pay these fees, or part thereof, as a voluntary contribution.*

Families experiencing hardship should discuss any difficulties with the service.

### Term fees

Term fees for our funded programs will be covered by Government Funding in 2024. Term fees are only payable for unfunded hours, where families have chosen this option for this child.

## No Job No Play Legislation

All enrolment offers and subsequent confirmation thereof are subject to the provisions of the No Job No Play legislation, which came into effect on 1 January 2016. Under the Public Health and Wellbeing Act 2008, in order to finalise an enrolment for a child in a kindergarten, long day care, family day care or an occasional care service:

- a current Immunisation History Statement from the Australian Immunisation Register must be provided to the early childhood service, and
- the statement must show that the child is up to date with all the vaccinations they are due/able to receive or
- the child is eligible to enrol under the grace period.



'Conscientious objection' to vaccination is not an exemption. For further information, please visit: <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

An Immunisation History Statement will be requested after acceptance of an offered place. Children cannot commence and we reserve the right to cancel your child's enrolment if you are unable to meet the requirements of the legislation.

## **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 our website. 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 our website.

### **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.

### **Enrolment Management**

Bond Street Kindergarten Chilwell Inc utilises EnrolNow to electronically manage a child's enrolment at the service. EnrolNow sites include:

<https://www.enrolnow.com.au/>, <https://www.transact.enrolnow.com.au/>,  
<https://www.occupancy.enrolnow.com.au/>,  
<https://www.enrolnow.com.au/digitalsiso>, EnrolNow One (hosted on Zoho @ <https://crm.zoho.com.au/crm>)

EnrolNow is bound by the Privacy Act 1988 (Cth), which sets out a number of principles concerning the privacy of individuals. EnrolNow's privacy statement is available at any time upon request.

### **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 our website.

For information on the *Privacy and Confidentiality Policy*, please refer to the policy or contact the Committee of Management President or Director.

