



Enrolment Handbook 2027

Release date: 3 June 2026



Bond Street Kindergarten community acknowledges and pays respect to the traditional Aboriginal owners of Country throughout Australia, their culture and Elders past and present. 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 they play 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 endeavour to facilitate an inclusive environment where all people living with a disability, First Nations people, people of all ages and genders, LGBTIAQ+ 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 play-based curriculum actively incorporates:

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

Following our Quality Assessment and Rating visit in June 2023, we are proud to advise that we achieved an overall rating of **Exceeding National Quality Standard**.

More information on National Quality standards can be accessed from Australian Children's Education and Care Quality Authority - www.acecqa.gov.au



Enrolment Timeline

Date	Action
Ongoing	Enrolment applications will be accepted any time after your child has turned two years of age for both the 3 and 4-year-old programs.
1 June	First-Round Cutoff: Closing date for consideration of first-round enrolment offers each year. Applications received after this time will be considered for round two. <i>Note: Applications received from priority cohort families will be considered at any time.</i>
3 June 2026	Enrolment Handbook & Intentions Email Sent: 2027 Enrolment Handbook released. The parent or guardian who completed the initial application will receive an email asking to confirm enrolment intentions and family details. This applies to: <ul style="list-style-type: none"> • All families on our 2027 waitlist • All families on our 2026 3-year-old waitlist • Families with children currently enrolled in our 3-year-old program
9 June 2026	Confirmation Deadline: Please ensure you respond to the intentions email by this date (or the due date specified in the email). If we do not receive a reply, we will assume you no longer require a place at our service and your application will be withdrawn.
10 June 2026	Session Preferences Open: All families who confirmed their enrolment intentions will receive an email to submit their program session preferences.
13 July 2026	First-Round Offers Issued: First-round enrolment offers will be issued via email. Families have one week from the date of the offer to respond. If we do not receive a response, we will assume you have declined our offer and it will be withdrawn. Second and subsequent offer rounds will follow. <i>Families who are unsuccessful in receiving an offer will also be notified via email at this time.</i>
27 October 2026	Enrolment Packs Sent: Families will receive provisional confirmation of enrolment, an orientation schedule detailing start dates and initial sessions, a fee invoice (if applicable), and digital enrolment forms for completion.
Late January/early February	Term 1 Orientation: Term 1 orientation begins with various start dates for each group (TBC). There will be a short period at the start of Term 1 where children will attend for reduced times and/or in smaller groups.



Free Kinder

Bond Street Kindergarten participates in the Victorian Government's Free Kinder initiative. Free Kinder is available to all children enrolled in our funded kindergarten programs. You can only receive Free Kinder at one kindergarten service at a time. We are unable to offer unfunded places, so you must access Free Kinder with us, to enrol at our service.

Funded hours

Kinder programs are free at our service. There are no compulsory out-of-pocket fees or expenses to attend funded kinder. We are permitted to charge an enrolment application fee and may charge for one-off incursions or late pick-up fees. We are also permitted to charge an enrolment deposit, that will be returned on commencement or forfeited if your child does not commence (refer page 15 for further details and exemptions).

Free Kinder funded hours at our service, are as follows:

- **Three-Year-Old Kindergarten:** 10 hours per week (increasing to 15 hours by 2029)
- **Four-Year-Old Kindergarten:** 15 hours per week
- **Pre-Prep:** 18 hours in 2027 (16 hours from 2028 to accommodate rollout)

There will be a cost for your child to attend more than the funded hours (if offered) however you can choose to have them attend for only the free program.

For more information, please visit: <https://www.vic.gov.au/free-kinder>

Best Start, Best Life Reforms - Pre-Prep

As part of the Best Start, Best Life reforms, four-year-old kindergarten is becoming Pre-Prep through a staged roll out schedule across the State. At our service, Pre-Prep is currently available to:

- Aboriginal and Torres Strait Islander children
- children from a refugee or asylum seeker background
- children who have had contact with Child Protection services, and
- children who were previously supported by Early Start Kindergarten or the Access to Early Learning program during their Three-Year-Old Kindergarten year.

From 2028, Pre-Prep will also be available at our service to children who:

- have (or have a parent or guardian who has) a Commonwealth concession card, and
- children who are a multiple birth child (triplets or more).

For more information, please contact us or visit: <https://www.vic.gov.au/best-start-best-life-reforms>



Kindergarten Programs

The 2027 programs and sessions are as follows (subject to change, fees shown reflect Free Kinder Initiative):

3-Year-Old Kindergarten (10 hours per week of Free Kinder)

Group	Days	Session times	Teacher	Fees p.a.	Room
Blue (Mon/Thurs)	Monday & Thursday	8.45am – 1.45pm	Sharon Schueler	Nil	East
Blue (Mon/Fri)	Monday & Friday	8.45am – 1.45pm	Sharon Schueler	Nil	East
Green (3YO) ¹	Tuesday & Wednesday	8.30am – 1.30pm	Janet Humphries	Nil	East
Blue (Thurs/Fri)	Thursday & Friday	8.45am – 1.45pm	Sharon Schueler	Nil	East

4-Year-Old Kindergarten (15 hours per week of Free Kinder) & Pre-Prep (18 hours per week)

Group	Days	Session times	Teacher	Fees p.a.	Room
Orange (18hrs) ²	Monday, Tuesday & Wednesday	9.00am – 3.00pm	Cheryl Allan	\$1500	West
Orange (15hrs)	Monday Tuesday & Wednesday	12.00pm – 3.00pm 9.00am – 3.00pm	Cheryl Allan	Nil	West
Green (4YO) ¹	Tuesday & Wednesday	8.30am – 4.00pm	Janet Humphries	Nil	East
Purple	Thursday & Friday	8.30am – 4.00pm	Jodie Bath	Nil	West

1. The Green group is a mixed age program, comprising children enrolled in both 3 & 4-year-old kindergarten.
2. The Orange group 15-hour offering is fully funded, with no fees payable. The 18-hour program offers additional unfunded hours and as such, fees will apply to cover additional staffing costs. Children eligible for Pre-Prep in 2027 can access 18 hours of funded (fee free) kindergarten in this group (subject to availability at time of application). 2027 is the last year that the 18-hour program will be offered (see below).

Proposed changes from 2028 to 4-Year-Old Kindergarten/Pre-Prep

To accommodate the Pre-Prep rollout, we intend to restructure the Orange and Purple group programs from the 2028 enrolment year. We are considering various options for a 3-day attendance model for both groups. A general outline of the proposed model is provided below. The final model will be confirmed in June 2027.

*Free Kinder option – 15 hours per week (with one **optional** additional unfunded hour available in the Purple and Orange groups for a small annual fee). Children eligible for Pre-Prep in 2028 will be offered 16 funded hours per week in either the Purple or Orange group, subject to availability at time of application.*

Group	Days	Range of hours per session (Session times TBC June 2027)	Fees p.a.*	Room
Orange (16hrs)	Monday & Tuesday Wednesday	6 – 6.5 hours 3-4 hours	\$500	West
Orange (15hrs)	Monday & Tuesday Wednesday	6 – 6.5 hours 2-3 hours	Nil	West
Green (4YO) (15hrs)	Tuesday & Wednesday	7.5 hours	Nil	East
Purple (16hrs)	Wednesday Thursday & Friday	3-4 hours 6 – 6.5 hours	\$500	West
Purple (15hrs)	Wednesday Thursday & Friday	2-3 hours 6 – 6.5 hours	Nil	West

*Fees not applicable to children eligible for Pre-Prep. Free Kinder option always available in all programs.



Application for a place

You can apply for our three and four-year-old/Pre-Prep programs once your child reaches two years of age. While each program has a separate enrolment process, you only need to complete a single application form. Enrolment applications are to be submitted online via our website: bondstreetkinder.com.au. If you're unable to apply online, please contact us for assistance.

Please be aware that our programs are typically oversubscribed each year; therefore, we unfortunately cannot offer a place to every applicant. Places are allocated to eligible children in strict accordance with the [Department of Education's Priority of Access \(PoA\) criteria](#), followed by our locally agreed criteria (refer pages 12-14).

Before you apply

Prior to applying, we ask that you:

- read this Enrolment Handbook and contact us should you have any questions
- view our virtual tour and/or attend an onsite tour run each term by our Committee of Management
- visit the Department of Education's website and use the starting age calculator to enter your child's birth date to find out what year they are eligible to start three and four-year-old kindergarten. *Please note that your child cannot start kindergarten until they have had their third birthday.*

<https://www.vic.gov.au/how-enrol-kindergarten#starting-age-calculator>

Please visit our [website](#) to view our virtual tour and/or to register for our next onsite tour. Future updates to this Enrolment Handbook will also be uploaded in June each year for the following enrolment year.

Ready to submit?

Please ensure you have:

- your child's birth certificate (please contact us for alternative options if you do not have a birth certificate)
- supporting documentation such as concession cards, NDIS number, letters from medical practitioners if required (you will be prompted to upload these if applicable)
- a debit or credit card to make payment of our \$50 application fee (non-refundable). Fee exemptions apply (refer page 16).

If you require any assistance, please contact our Administration Officer:

e: admin@bondstreetkinder.com.au

m: 0493 519 612

To help us stay in touch and best support your child, please let us know if your contact details or family circumstances change after lodging your application.



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.

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

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

Families with children born between 1 January and 30 April have a choice regarding when to start kindergarten. If you chose to enrol your child in 3-year-old kindergarten in the year they turn three, you need to be aware that the expectation is that your child will progress to 4-year-old kindergarten/Pre-Prep the following year—and begin school the year after that. This means some children may start school before turning five. Furthermore, children cannot attend until their third birthday, resulting in a shortened first year for those turning three after Term 1 begins.

In our experience, most children who start in the year they turn three, would benefit from a delayed start. Families need to make this important decision before enrolling and commencing 3-year-old kindergarten as an additional funded year in the same program is only available in limited circumstances (see below)

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, please visit: <https://www.vic.gov.au/sending-child-kinder#when-to-start-three-and-four-year-old-kindergarten>

Second (additional) funded kindergarten year

During the kindergarten year, the early childhood teacher and the child’s parents/guardians will work together to plan for the child’s transition to four-year-old kindergarten/Pre-Prep, if enrolled in the 3-year-old program, or school, if enrolled in the 4-year-old/Pre-Prep program. 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 either 3 or 4-year-old funded kindergarten/Pre-Prep. 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 that the child will achieve better outcomes if they attend a second year of kindergarten to strengthen the learning and development of skills in these areas.

For further information, please visit: <https://www.vic.gov.au/additional-year-of-funded-kindergarten>

Families should never enrol their child in either a 3 or 4-year-old/Pre-Prep program with the expectation or plan that they will be eligible for an additional funded year of the same kindergarten program.

Early Start Kindergarten

Early Start Kindergarten (ESK) provides eligible children with 15 hours of free kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. Children enrolled in ESK will be eligible for [Pre-Prep](#) the following year.

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 ESK in one of our three or four-year-old kindergarten programs.

Access to Early Learning

Access to Early Learning (AEL) is an early intervention program that helps young children to take part in early childhood education and care programs. AEL is a targeted program for three-year-old children from families with complex needs. Children enrolled in AEL will be eligible for [Pre-Prep](#) the following year.

Children are eligible for AEL if they are referred by:

- Enhanced Maternal and Child Health (Enhanced MCH) service
- Child and family services
- The [Orange Door](#) or a Child Protection professional.

Children may also be referred by other services, including a Maternal and Child Health service, or Early Childhood Education and Care service. Consultation will occur upon application for children to access AEL in one of our three or four-year-old kindergarten programs.



Enrolment of children outside eligible ages

Children who turn six at any time during the kindergarten year – Exemption from attending school required. Parents should apply for an exemption before the child starts 4-year-old kindergarten. We must sight the approved exemption letter before we can confirm enrolment. Please refer to the Department's website for details:

<https://www.vic.gov.au/going-kindergarten-if-your-child-six-years-old>

Children less than four years of age – Early entry to Four-Year-Old Kindergarten may be appropriate for some gifted children where families are seeking an early entry to school for their child i.e. the child will not be 5 years of age before 30 April in the year of school commencement. Early entry to school is approved only when exceptional circumstances apply and is subject to an application process and rigorous eligibility criteria. Please contact us if you would like further information in this regard.

Late Applications

The closing date for consideration of a first round enrolment offer is 1 June in the year preceding enrolment. Enrolment applications received after this time will not be considered until round two. Applications received for children who meet a Department of Education priority criteria (priority cohort) will always be considered and prioritised, regardless of the time of application.

No Jab, No Play Legislation

All enrolment offers and subsequent confirmation thereof are subject to the provisions of the No Jab No Play legislation. 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.



Priority of Access (PoA) Criteria – 2027

Priority of Access (PoA) determines which children are offered a funded kindergarten place first, when there are more applications than places available.

To ensure a fair, equitable and transparent allocation of kindergarten places, each application is given a priority based on the Victorian Department of Education’s PoA criteria, followed by our locally agreed criteria.

In accordance with these requirements, children will be prioritised as follows:

High priority children	Criteria and processes for verifying need(s)
Tier 1	
<i>Children at risk of abuse or neglect, including children in out-of-home care</i>	<ul style="list-style-type: none"> The child is eligible for Early Start Kindergarten or Access to Early Learning, and/or The family, carer or legal guardian identifies the child as known to or having had contact with Child Protection or in Out-of-Home Care and/or The parent or carer or child is experiencing family violence and/or has had contact with The Orange Door and/or The child or family has previously accessed Flexible Support Packages and/or The child or family is referred by one of the following: <ul style="list-style-type: none"> Child Protection Child and family services Maternal and Child Health nurse (MCH) Out of Home Care provider.
<i>Aboriginal and Torres Strait Islander children</i>	As part of the enrolment process, service providers must respectfully ask families ‘Do you identify your child as Aboriginal and/or Torres Strait Islander?’ and record this information.
<i>Asylum seeker and refugee children</i>	<ul style="list-style-type: none"> The child, a parent, a carer or a legal guardian holds, has previously held, or is applying for, a refugee or asylum seeker visa (see list of visas in the Kindergarten Funding Guide), and/or The child, a parent, a carer or a legal guardian holds a current or expired ImmiCard, and/or Children, parents, carers or legal guardians who previously held a refugee or asylum seeker visa and now hold Australian Citizenship or permanent residency.
<i>Children and/or families holding concession cards</i>	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veterans’ Affairs Card.
<i>Children from families with multiple births</i>	Multiple birth children (i.e. triplets or more).



Children and/or families with additional needs who require additional assistance to fully participate in the kindergarten program

Child and family with additional needs who meet one of the following.

Child:

- is eligible under the National Disability Insurance Scheme (NDIS) or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist)
- is eligible for Early Childhood Intervention Service Continuity of Support (ECIS COS)
- is diagnosed with a disability or developmental delay or are undergoing diagnosis (supported by a letter from a medical practitioner or specialist)
- presents with developmental concerns that presents barriers to accessing a kindergarten program (supported by a letter or other evidence from a MCH nurse or similar practitioner such as an allied health practitioner)
- has complex medical needs that presents barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist)
- holds a Disability Health Care Card
- previously accessed the Kindergarten Inclusion Support Program, Commonwealth Inclusion Support Program or another similar program
- the child is referred by one of the following:
 - the National Disability Insurance Scheme
 - Early Childhood Intervention Service Continuity of Support (ECIS COS)
 - Preschool Field Officer program, or
 - MCH nurse or similar professional such as an allied health specialist, where developmental concerns have been identified.

Parent or carer:

- is eligible under the NDIS or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist)
- has complex medical needs that present barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist)
- holds a Disability Health Care Card.

Children accessing an additional year of Three- and Four-Year-Old Kindergarten or Pre-Prep

Children assessed with delays in two or more areas and are identified as eligible for an additional year of funded Three-Year-Old Kindergarten, Four-Year-Old Kindergarten or Pre-Prep.



Tier 2

Children currently attending the service

Children attending the service in the Three-Year-Old Kindergarten program and seeking to access Four-Year-Old Kindergarten or Pre-Prep at the same service for continuity of learning.

Priority should be given to these children to remain at the same service for their Four-Year-Old Kindergarten or Pre-Prep year.

Following this, Bond Street will prioritise children using the following criteria:

Siblings

Siblings of current and past students of Bond Street Kindergarten, subject to:

- the application being received by 1 June in the year preceding enrolment (*sibling priority does not apply for late applications*), and
- sibling status and details must be advised on application form (or prior to 1 June)

Special Consideration

Children can be granted special consideration from the Committee of Management, by majority vote, after evaluation of the applicant's exceptional circumstances.

Proximity to the kindergarten

The straight-line distance from the child's permanent address to the kindergarten.

Group Allocations within Kindergarten Programs

Group allocations within our programs will generally be determined 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 straight-line 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. Group allocations are at the final discretion of the Committee of Management.

Cancellation of Enrolment and Non-Attendance

Families must notify the Administration Officer in writing of their intention to cancel their child's enrolment. We ask that families contact us as soon as possible once a decision has been made to either not commence after acceptance of an enrolment offer or to withdraw from the service after starting. Our enrolment policy outlines the process we will take, should a child not attend or stop attending our service without contact. Please refer to the Enrolment and Orientation Free Kindergarten policy, available on our website for details.



Kindergarten Fees and Charges

Enrolment Application Fee

A **non-refundable** \$50 administration fee is payable on application by Visa or Mastercard, debit or credit card.

Enrolment Deposit

A \$150 deposit is payable upon acceptance of an offered place and secures your child's place in the program for the year enrolled. Enrolment deposits will only be refunded on commencement of the accepted place. The deposit will therefore be forfeited if your child does not proceed with enrolment of the accepted place.

Building Fund Donation

We ask families to consider making a voluntary, tax-deductible contribution to our Building Fund. Details will be provided during your child's year of enrolment.

Fees for Unfunded Program Hours

Fees are only payable for unfunded hours, where families have chosen this option for their child. A Free Kinder option of 15 hours will always be available. The \$1500 annual fee for Orange group in 2027 will be charged in two instalments; the first due in late October 2026 and the second instalment due in May 2027.

Kindergarten Hat Fee (\$30)

Families are encouraged to purchase a Bond Street Kindergarten Hat, that will have our logo and your child's name embroidered on it. The hat will remain at the kindergarten for the duration of your child's enrolment. It's also a lovely keepsake post kindergarten. With your consent, the \$30 hat fee can be deducted from the enrolment deposit to be refunded on commencement.

Should you not wish to purchase a Bond Street Kindergarten hat, you must provide a SunSmart approved bucket hat that will remain at the kindergarten. We will need to use a permanent marker to write your child's name on the outside brim of the hat (in lieu of embroidery).



Fee Exemptions

Families who meet a Department of Education Priority of Access Criteria are not required to pay the \$50 application fee nor the \$150 Enrolment Deposit.



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/digitalaiso>, 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.



**Bond Street Kindergarten acknowledges the support of the
Victorian Government**

