

**CONFIDENTIAL
ENROLMENT APPLICATION
Kindergarten [3YO PROGRAM]**

Office Use Only: (staff initial / date required)

Birth Cert filed: _____

(Immun) IHS from ACIR sighted: _____

HCC Filed (if applicable): _____

MAINTENANCE LEVY Paid: _____

IT LEVY Paid: _____

NDIS PLAN: ☐ TOILETING PLAN: ☐

ASTHMA: ☐ ALLERGY: ☐ ANAPHYLAXIS: ☐

Bush Kinder Consent: ☐ Kindyhub Consent: ☐ Walking Excur Consent: ☐

Office Use: Enrolment Received:/...../.....

START DATE:/...../2026

Allocated Program Days: FUNDED 3YO PROGRAM

/ Non-Funded Prog:

A parent or guardian who is the authorised nominee in relation to the child must complete this form. A brief explanation of 'authorised nominee' is found at the end of this form. The licensed children's services must collect the child's enrolment information in this form, as required by the Education & Care Services National Regulations (2011). Questions marked with an asterisk * are not required by the Regulations, but you are encouraged to answer these to assist in providing relevant children services.

YES, I AM SUBMITTING APPLICATION FOR MY CHILD TO ENROL IN THE FULLY FUNDED 3YO PROGRAM

TICK, If also interested in Non-Funded BUSH KINDER Program: *SUBJECT TO AVAILABILITY & STRUCTURE* ☐

Information about the child

Family Name: Date of Birth:/...../..... *Sex: Male / Female

Given Names: Preferred Name:

Language(s) spoken in the home:

THE QUESTIONS BELOW ARE ASKED FOR THE PURPOSE OF ASCERTAINING FUNDING ELIGIBILITY:

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

* Has the family had any dealings with child first/protection services? (please tick) ☐ Yes ☐ No

* Does the child have a developmental delay or disability including intellectual, sensory or physical impairment? ☐ Yes ☐ No

* Cultural background [if applicable]? (please tick) ☐ Yes ☐ No

If yes, and you consider it relevant to your child's pre-school education with Yackandandah Kindergarten, please provide additional information as an attachment to the enrolment form.

Home Address: Post Code:

Postal Address: Post Code:

*Does the child live in a shared care arrangement: ☐ Yes ☐ No

If yes, and there are no court orders in place relating to the child please provide additional information detailing the shared care arrangement: *you may wish to attach a separate note.

.....
.....

CONFIDENTIAL: Court Orders / Parenting Orders / Parenting Plans relating to the child

Are there any court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child?

☐ NO - go to the next section

☐ YES - the following must be completed:

PARENT		PARENT	
Name:		Name:	
Address - as per child or:		Address - as per child or:	
Telephone:		Telephone:	
Home:		Home:	
Work:		Work:	
Mobile:		Mobile:	
Email:		Email:	
Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)? ☐ Yes ☐ No		Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)? ☐ Yes ☐ No	
Does the child live with the mother? ☐ No ☐ Yes (please tick)		Does the child live with the father? ☐ No ☐ Yes (please tick)	
Cultural Background: [if applicable]		Cultural Background: [if applicable]	
Occupation:		Occupation:	

Carer / Guardian 1 (if applicable)	Carer / Guardian 2 (if applicable)
Name:	Name:
Address - as per child or:	Address - as per child or:
Telephone:	Telephone:
Home:	Home:
Work:	Work:
Mobile:	Mobile:
Email:	Email:
Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)?	Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)?
☐ Yes ☐ No	☐ Yes ☐ No

SFO Data Collection Form

Information required for assessment and reporting purposes

PARENTAL EDUCATION AND OCCUPATION DETAILS

		ADULT A MOTHER / PARENT 1 / GUARDIAN 1	ADULT B FATHER / PARENT 2 / GUARDIAN 2
	Surname		
	First Name		
1. Does the mother/guardian or father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)	No, English only Yes, Other	☐ ☐ Please specify.....	☐ ☐ Please specify
2. What is the highest year of primary or secondary school the parent/guardian has completed? (For person who have never attended school, mark "Year 9 or equivalent or below")	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below Not applicable	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
3. What is the level of the highest qualification the parent/guardian has completed?	Bachelor Degree or above Advanced Diploma or Associate Degree Certificate I to IV Trade Certificate Unknown/Not applicable	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
4. What is the occupation of the parent/guardian? If the person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months. <u>Please use the person's last occupation</u> If the person has not been in paid work in the last 12 months, enter N	Full time or Part Time Employed Employer or Self Employed Unemployed > 12 months Not Employed (not seeking work) Occupation Description (i.e. Farmer) Occupation Group Letter (i.e. A, B, C, D, N or U) See the attached Family Occupation Index following, as a reference guide.	☐ ☐ ☐ ☐ 	☐ ☐ ☐ ☐

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [eg. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [eg. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to:
-design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [eg. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [eg. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [eg. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [eg. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [eg. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [eg. scientist, geologist, meteorologist, metallurgist]
- **Computing** [eg. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [eg. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [eg. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [eg. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [eg. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [eg. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [eg. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts /media / sportspersons

- **Artist/Writer** [eg. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [eg. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer** technician/associate professional
- **Health/social welfare** [eg. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [eg. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [eg. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [eg. senior non-commissioned officer]
- **Other** [eg. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.

Tradesmen/women

- **Trades** [eg. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [eg. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [eg. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [eg. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [eg. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [eg. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [eg. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [eg. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [eg. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [eg. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [eg. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [eg. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [eg. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [eg. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Funded Kindergarten Place Declaration

The Victorian Government provides funding to kindergarten and long day care services to deliver high-quality kindergarten programs in the two years before school. This helps to ensure all Victorian children get the best start in life.

The Victorian Government also provides Free Kinder funding to your service so that you don't have to pay fees. This saves you and your family up to \$2,563 per year.

Your child can access one funded year in a Three-Year-Old Kindergarten program (between 5 and 15 hours per week) and one year in a Four-Year-Old Kindergarten program (15 hours per week).

Your child can only access **one funded kindergarten program** at a time. This means that only one service can claim kindergarten funding for your child so you can receive a Free Kinder program. If you accept a funded kindergarten place at more than one service and both services receive funding, you may be required to repay the funding and may lose your child's place in one program.

Please complete the form below to advise Yackandandah Kindergarten where you are claiming your child's one funded kindergarten place in 2026.

☐ Three-Year-Old Kindergarten (they will start primary school in 2028)
☐ Four-Year-Old Kindergarten (they will start primary school in 2027)
☐ No, my child will only attend this service
☐ Yes, my child will also attend another service
If yes, please provide the name of the other service/s:

Parent/Carer/Guardian declaration
☐ I am claiming my child's one funded kindergarten place and Free Kinder at (insert service name) _____.
☐ My child will not accept a funded kindergarten place at any other kindergarten or long day care service.
☐ I understand that if I accept a funded kindergarten place at more than one service, I may be required to repay the funding and may lose my child's place in the kindergarten program
☐ If my child attends any other long day care or kindergarten service, I will let them know where my child is receiving their funded kindergarten place.

Date:	Signature:
Child name:	Parent/carers/guardian name:

Kindergarten Information Sharing

Information for families with children enrolled in a funded kindergarten program

Each year, kindergarten providers collect information about the families and children enrolled at their services. This includes sessional kindergarten and long day care services that offer a kindergarten program.

How the Department Education uses your information

The Department uses your information to:

- work out how much funding to pay to your service to help them deliver the kindergarten program.
- plan any changes to funding and supports for services and families and help local councils plan their early childhood services.
- link kindergarten information with other Victorian Government information to help plan supports for Victorians. Data linkage is done in a safe way to make sure that your child's name is **not** linked to the enrolment information used for analysis.
- complete the Annual Kindergarten Census. Some enrolment and attendance information is shared with the Australian Bureau of Statistics so that they can report on the numbers of children attending kindergarten in Australia each year. This information is anonymous, meaning your child's name is **not** shared.
- help academic researchers study part of the childcare or kindergarten system in Victoria. If those researchers are approved, they may have limited access to anonymous information.

Any agency or researcher, whether it's the Australian Bureau of Statistics, or a researcher at a university, must meet strict criteria on how they use and store this information, even when it's anonymous.

Information sharing and Free Kinder

Occasionally, data needs to be shared without making it anonymous.

In Victoria, Free Kinder is available in funded kindergarten programs. Many children receive Free Kinder through their long day care service. Accessing Free Kinder means that those families will have their long day care out-of-pocket fees reduced.

To do this, the Australian Government requires that some information about those children is shared with them including a child's name, gender and Free Kinder funding amount received from the Victorian Government.

If you receive the Child Care Subsidy (CCS), the Australian Government already has most of that information. Sharing this information with the Australian Government simply lets them know that your child is attending a state-funded kindergarten program and the amount of Free Kinder offset applied to your fees.

Information may also be shared with an organisation engaged by the department to monitor and ensure that families are receiving the full benefit of Free Kinder.

The department must share information that is not anonymous where required by law.

Privacy policies

All information is handled in accordance with the Department of Education's [Privacy Policy](#) and relevant privacy legislation including the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001*.

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Emergency contact details

Please notify us of any changes to these details. It is important for us to maintain up-to-date contact details at all times so we can provide the best care for your child.

In the unlikely event of an emergency, please nominate the people you would like us to contact (including yourselves if appropriate). A copy of this form will be kept securely in your child's room.

Emergency contact 1

(parent/guardian/person with parental responsibility)

Name: _____

M ☎: _____

H ☎: (____) _____ W ☎: (____) _____

Street address: _____

Suburb: _____

State: Postcode:

Emergency contact 2

(parent/guardian/person with parental responsibility)

Name: _____

M ☎: _____

H ☎: (____) _____ W ☎: (____) _____

Street address: _____

Suburb: _____

State: Postcode:

Emergency contact 3 (other than parent/guardian)

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____ First name: _____ Surname: _____

Relationship to child: _____ M ☎: _____ H ☎: (____) _____

W ☎: (____) _____ Preferred contact number: ☐ Mobile ☐ Home ☐ Work

Street address: _____

Suburb: _____ State: Postcode:

Please tick all statements that apply to this contact:

☐ This person is an authorised nominee to collect my child from the Centre, and to give permission to another person to collect my child from the Centre.

☐ This person is an authorised nominee to consent to medical treatment and administration of medication and sign incident reports for my child.

☐ This person is an authorised to give permission to an educator to remove my child from the early learning centre for excursions or medical treatment from a registered medical practitioner, hospital or ambulance service.

Emergency contact 4 (other than parent/guardian)

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____ First name: _____ Surname: _____

Relationship to child: _____ M ☎: _____ H ☎: (____) _____

W ☎: (____) _____ Preferred contact number: ☐ Mobile ☐ Home ☐ Work

Street address: _____

Suburb: _____ State: Postcode:

Please tick all statements that apply to this contact:

☐ This person is an authorised nominee to collect my child from the Centre, and to give permission to another person to collect my child from the Centre.

☐ This person is an authorised nominee to consent to medical treatment and administration of medication and sign incident reports for my child.

☐ This person is an authorised to give permission to an educator to remove my child from the early learning centre for excursions or medical treatment from a registered medical practitioner, hospital or ambulance service.

Emergency contact 5 (other than parent/guardian)

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____ First name: _____ Surname: _____

Relationship to child: _____ M ☎: _____ H ☎: (____) _____

W ☎: (____) _____ Preferred contact number: ☐ Mobile ☐ Home ☐ Work

Street address: _____

Suburb: _____ State: Postcode:

Please tick all statements that apply to this contact:

☐ This person is an authorised nominee to collect my child from the Centre, and to give permission to another person to collect my child from the Centre.

☐ This person is an authorised nominee to consent to medical treatment and administration of medication and sign incident reports for my child.

☐ This person is an authorised to give permission to an educator to remove my child from the early learning centre for excursions or medical treatment from a registered medical practitioner, hospital or ambulance service.

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- Medical information about your child

Medical Information

In the unlikely event of a medical emergency, your child's medical practitioner's contact details may be required.

Medical Practitioner's name:

.....

Street Address:

.....

Suburb: Postcode:

Telephone: Facsimile:

MY CHILD'S KNOWN ALLERGIES:

.....
.....

MY CHILD'S REGULAR MEDICATIONS:

.....
.....

MY CHILD'S CULTURAL, RELIGIOUS OR HEALTH DIETARY RESTRICTIONS:

.....
.....

NOTE: If any medications need to be taken during the kinder day, please ask staff for a MEDICATION RECORD form to complete.

Child's medical and health information

Name of Maternal & Child Health (MCH) Nurse:

.....

*Maternal & Child Health (MCH) Centre:

**DID YOUR CHILD HAVE THEIR 3½ YEAR OLD BRIGANCE SCREENING TEST,
UNDERTAKEN BY YOUR MCH NURSE? ☐ Yes ☐ No**

If YES, please attach a copy of the Brigance Screening

Child's Allergy and/or Medical Condition Information

Does the child have any ALLERGY OR SENSITIVITY? ☐ Yes ☐ No

Has this condition been formally diagnosed by a Medical Practitioner? ☐ Yes ☐ No

What is the allergy?

If yes, you must attach a copy of management plans.

I,a person with lawful authority of the child referred to in this enrolment form, consent to the staff of the children's service to display a picture of my child and/or their name and relevant emergency or medical details. This is for the purpose of staff awareness and my child's safety.

Does the child suffer from ANAPHYLAXIS? ☐ Yes ☐ No

If yes, you must attach a copy of the Anaphylaxis Management Plan and also complete an Individual Anaphylaxis Risk Management Plan in conjunction with Kindergarten staff.

I,a person with lawful authority of the child referred to in this enrolment form, consent to the staff of the children's service to display a picture of my child and/or their name and relevant emergency or medical details. This is for the purpose of staff awareness and my child's safety.

Does the child suffer from ASTHMA? ☐ Yes ☐ No

Has this condition been formally diagnosed by a Medical Practitioner? ☐ Yes ☐ No

If yes, you must attach a copy of the Asthma Management plan.

I,a person with lawful authority of the child referred to in this enrolment form, consent to the staff of the children's service to display a picture of my child and/or their name and relevant emergency or medical details. This is for the purpose of staff awareness and my child's safety.

Does the child have any other medical conditions and needs (eg. epilepsy, diabetes, etc.) which are relevant to the children's service? ☐ Yes ☐ No

If yes, you must attach a copy of management plans eg. Diabetes Management Plan.

I,a person with lawful authority of the child referred to in this enrolment form, consent to the staff of the children's service to display a picture of my child and/or their name and relevant emergency or medical details. This is for the purpose of staff awareness and my child's safety.

Parent/Guardian's/Carer's Signature: Date:/...../.....

IS YOUR CHILD TOILET-TRAINED ? ☐ Yes ☐ No

IF NO, please request a meeting with staff to discuss and prepare a Toilet Care & Learning Plan

.....
.....
.....

EMERGENCY MEDICAL TREATMENT DECLARATION

I,, a person with lawful authority of the child referred to in this enrolment form, consent to the staff of the children's service seeking, or where appropriate, administering, such emergency medical, hospital, dental, or ambulance services, or treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service.

Parent/Guardian's/Carer's Signature: Date:/...../.....

MEDICARE AND AMBULANCE DETAILS

Does your family have a current Ambulance Subscription? ☐ Yes ☐ No

If yes, please provide the membership number if known:

Please list the Medicare Number for your child:

CHILD'S IMMUNISATION RECORD

Enrolment requirements in Victoria

By law*, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation status certificate that shows your child is:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

"Conscientious objection" is not an exemption under the 'No Jab No Play' legislation.

Refer to the Vic State Govt brochure *Starting childcare or Kindergarten? Immunisation information for parents enrolling a child.*

What is an Immunisation Status Certificate?

It is a statement showing the vaccines your child has received. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register². [Medicare]

'Homeopathic immunisation' is not a recognised form of immunisation.

**Under the Public Health and Wellbeing Act 2008, in effect from 1 January 2016*

Has your child been immunised? ☐ Yes ☐ No

Office Use Only:

☐ Original IHS from ACIR sighted by Kinder Staff

If yes,

provide the details by attaching an updated Immunisation History Statement from the Australian Childhood Immunisation Register [Medicare].

[Note: Child Health Record Book records are not acceptable]

If no,

only a signed declaration by a medical practitioner stating that the child has a medical condition preventing them from being fully vaccinated, is acceptable.

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*Other information

If there is anything else that the children's service should know about the child (eg. excessive fears, favourite activities, other languages, social skills, speech):

.....

.....

.....

.....

Does your child currently take part in any referral / specialist services? (eg. Speech, Occupational Therapy) (please tick) ☐ Yes ☐ No

If yes, please note the service name and details of the area in which your child is being assisted:

Service Name:

Details:.....

.....

.....

Does your child attend any other children's service? [eg: Childcare, Family Day Care, Long Day Care]

☐ Yes ☐ No

If yes, please note the service name and days/times of attendance, noting any other detail that you think may assist our staff in understanding your child's routine:

Service Name:

Details:.....

.....

.....

Photographs

I consent to my child's photo appearing in videos, newspapers, Yackity Yak, other publications that may be published outside of Yackandandah Kindergarten? ☐ Yes ☐ No

I consent to my child's photo appearing in Kindergarten publications such as the monthly newsletter, kindergarten group photos and internal display & Storypark? ☐ Yes ☐ No

Do you consent to your child's photo appearing on the Kindergarten's Facebook site?

[This is a closed group] ☐ Yes ☐ No

Obtain and Release Information

Do you give permission for the Director/Teachers from this service release/obtain information regarding your child? ☐ Yes ☐ No

Person/s or organisations that we would wish to share this information with, or obtain information from, would include Primary Schools, Maternal Child and Health Care Nurse, Speech Therapists and Early Years Development Advisor. I understand that I will receive a copy of letters/reports released under this authority.

Parent/Guardian's/Carer's Signature: Date:/...../.....

Sunscreen Application

Whilst sunscreen should be applied to the child prior to leaving home, there may be instances where staff need to apply sunscreen to your child.

Do you give permission for staff to apply sunscreen provided by the Kindergarten to your child as part of the sun protection routine? ☐ Yes ☐ No

NOTE: If you have a preferred brand that is specific to your child's skin needs, please pack this in their bag and advise our staff. ☐ **My child only uses the sunscreen I provide.**

Name of Sunscreen provided:

Health

I give permission for a member of staff to check my child's hair if they have reason to suspect my child has head lice. I understand that if head lice are found in my child's hair, I will be asked to collect my child from kinder.

☐ Yes ☐ No

Declaration

I, am aware that the Yackandandah Kindergarten holds policies in regard to Privacy and Health Acts and I am able to view these upon request. I understand that the permission I have granted for the above will be in accordance with these policies.

Parent/Guardian's/Carer's Signature: Date:/...../.....

Health Care Card

Do you have a current Health Care / Pension Card / Veteran Affairs Card / Asylum-seeker Bridging Visa or other card? ☐ Yes ☐ No **CARD type:**

If yes, please provide details below.

PARENT'S NAME:
CHILD'S NAME:

PARENT'S CRN:
CHILD'S CRN:

EXPIRY DATE:
EXPIRY DATE:

We seek this information for reporting purposes to the Dept of Education confidential records.

Is the child identified on the birth certificate as a triplet or quadruplet? ☐ Yes ☐ No

Birth Certificate

A copy of your child's birth certificate must accompany this enrolment form.

The original must be sighted by a staff member at enrolment interview.

PERMISSION TO TAKE YOUR CHILD FROM THE PREMISES IN THE EVENT OF AN EMERGENCY EVACUATION

I, (Print full parent/guardian/carer name)

GIVE PERMISSION FOR THE STAFF MEMBERS of Yackandandah Kindergarten to take my child out of the kindergarten grounds for the purpose of an Emergency Evacuation or an Emergency Evacuation rehearsal (as outlined in the Policy Manual).

.....
Signature

.....
Date

I, (Print full name)

a person with nominated authority of the child referred to in this enrolment form

- declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information;
- agree to collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service;

.....
Signature

.....
Date

AUTHORISED NOMINEES / LAWFUL AUTHORITY

Parents

All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The *Education and Care Services National Regulations 2011* refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Guardians/Carers

A guardian of a child also is an authorised nominee and can have lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the *Education and Care Services National Regulations 2011* also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.

Please forward your completed enrolment form to:



Yackandandah Kindergarten
30 Isaacs Avenue, Yackandandah VIC 3749
yackandandah.kin@kindergarten.vic.gov.au
www.yackandandahkinder.com.au

AGREEMENT STATEMENT FULLY STATE GOVERNMENT FUNDED 3YO PRE-SCHOOL PROGRAM

This form must be completed IF YOU ARE ENROLLING YOUR CHILD IN THE FULLY FUNDED DEPARTMENT OF EDUCATION PRE-SCHOOL PROGRAM.

Given name of child: _____

Parent's/guardian's/Carer's full names: _____

- I/We acknowledge the termly fees for this Department of Education 15 hours/pw 3yo pre-school program are met by the State Government of Victoria.
- I/We understand that if we hold one of the concessions listed below, that we are to declare this below for the purposes of DoE reporting regulations.

Signed (parent/guardian/Carer): _____ Date: _____

Signed (parent/guardian/Carer): _____ Date: _____

CONCESSION CARD HOLDERS

Please indicate below [if applicable] the concession card you hold. ie:

Health Care Card Holders /
Pensioner Concession Card Holders /
Department of Veteran's Affairs Gold Card or White Card holders /
Bridging Visas A-E / 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) /
Humanity Stay Visa (subclass 449) /
Temporary Protection Visa (subclass 786) /
Safe Haven Enterprise Visa (subclass 79) /
ImmiCard /
Aboriginal or Torres Strait Islander children /
Triplets or quadruplets attending a funded program in the same year.

Concession Type: *Enter name*

Supporting documentation will need to be sighted on commencement at Yackandandah Kindergarten by the Administration Officer or Director.

If your eligible card status changes over the year, please advise the Kinder. The eligibility of concessions may vary from time to time. Up to date information can be found in The Kindergarten Guide (Department of Education and Training) available under early childhood / service providers on the DET website: www.education.vic.gov.au

NON-FUNDED PROGRAM FEE PAYMENT AGREEMENT BUSH KINDER PROGRAM

This form must be completed IF YOU ARE ALSO ENROLLING YOUR CHILD IN THE ABOVEMENTIONED NON-FUNDED PROGRAM.

Given name of child: _____

Parent's/guardian's/Carer's full names: _____

- I/We acknowledge that the Bush Kinder program is not funded by the state government - the fees for this non-funded program are to be paid fully by parents/guardians. Yackandandah Kindergarten relies on fees to operate the programs.
- I/We understand that term fees are non-refundable except in accordance with Attachment 1, Section 7 of the Fees Policy.
- I/We acknowledge that once we have formally confirmed our acceptance of a place for our child in any of the non-funded programs [ie Bush Kinder or a 3yo fee-paying program day], the subsequent fee invoice issued by YPS will reflect a full termly charge. If we change our mind after formal acceptance and decide not to enrol our child for that non-funded program, we understand we are still liable to pay the term cost in full. *[Extenuating circumstances will be considered by management]*
- **I/We agree to pay fees by the due date on the fee invoice.**
- I/We agree that if our financial circumstances change and we are unable to pay as agreed, we will contact the Yackandandah Primary School Business Manager to discuss alternative payment options.
- I/We acknowledge that if fees are not paid by the due date, and we have failed to contact the Yackandandah Primary School Business Manager to discuss alternative payment options, the committee will implement the late payment of fees procedures (Attachment 1, Section 7 of the Fee Policy), which could result in the cancellation of my child's place at the kindergarten should fees remain unpaid.
- **I/We acknowledge that we have read the Fees Policy contained within this enrolment form and we agree to abide by the policy. Policy on Pages 21 – 31.**
- I/We understand that there are no concessions for this program.

Signed (parent/guardian/carers): _____ Date: _____

Signed (parent/guardian/carers): _____ Date: _____

ONLINE FEE STATEMENT AUTHORISATION

It is Yackandandah Primary School's practice to email Kinder family non-funded program fee statements out to families. Excursion cost statements will also be emailed to parents in funded and non-funded programs.

Please provide the preferred email address below.

STATEMENT OF INTENDED PURPOSE: The online statement and any attachments will be confidential and will be intended solely for the information of the individual to whom it is addressed.

Parent/Guardian/Carer Name: _____

Email address: _____

SMS AND/OR EMAIL NOTIFICATION AUTHORISATIONS

It may be necessary for the Yackandandah Primary School to contact kinder families by either SMS or email. Please provide your consent below along with your preferred mobile number and email address. *NB If email address is the same as the email address you have provided above, please write "AS ABOVE".*

☐ **Yes, I consent to receiving SMS &/or EMAILS from Yackandandah PS**

Parent/Guardian/carers No. 1 Name: _____

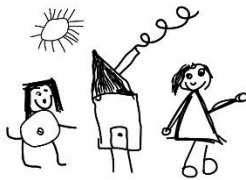
Preferred Mobile No: _____

Email address: _____

Parent/Guardian/carers No. 2 Name: _____

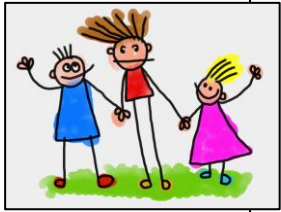
Preferred Mobile No: _____

Email address: _____



ALL ABOUT ME

3YO PROGRAM, 2026



My full name is:

I like to be called:

In my family I have:

Things I like to do are:



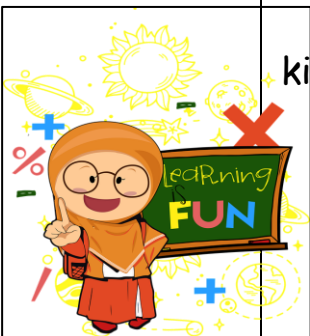
Things I like to do with my family are:

My pets are:

My favourite books are:



What my Family would like me to work towards this year at kinder:



Family Assistance

I would like to be a helper at Kinder and can help with:

- ☐ Art activities
- ☐ Music activities
- ☐ Helping in the Kindergarten room. Days
- ☐ Being a member of a Kindergarten Sub Committee of Mgmt
- ☐ Helping with fundraising events
- ☐ Policy writing
- ☐ Healthy Achievement Program
- ☐ General maintenance
- ☐ Making dress ups/costumes
- ☐ Displaying children's artwork
- ☐ Working Bees / Gardening
- ☐ Grant applications
- ☐ Bush Kinder
- ☐ Cooking programs
- ☐ Helping set up for special occasion events

Skills I can offer Kinder :

.....

Name Phone Number

Fee Policy 2025

Quality Area 7

PURPOSE

This policy will provide clear guidelines for how Yackandandah Kindergarten complies with the Free Kinder initiative.

POLICY STATEMENT

Values

Yackandandah Kindergarten is committed to:

- supporting the Victorian Government's Free Kinder initiative
- increasing access to quality kindergarten programs for all Victorian children
- ensuring there are no financial barriers for families wishing to access an early childhood program for their
 - child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, parents/guardians attending Yackandandah Kindergarten.

RESPONSIBILITIES	Approved provider and persons with management	Nominated supervisor and persons in day-to-day	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Implementing and reviewing this policy in consultation with parents/guardians, the nominated supervisor and staff, and in line with the requirements of DE's Free Kinder initiative (<i>refer to Definitions</i>)	R	Ö	Ö	Ö	
Ensuring that policies and procedures are in place for the payment of fees (if applicable) and the provision of a statement of fees charged by the service (<i>Regulation 168</i>), and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)	R	Ö			

Ensuring that families are informed of the operating hours including term dates, planned closures and additional hours to account for closures.	R	Ö			
Ensuring families are informed of the total annual fee amount, including any applicable fees for e.g. excursions and any additional hours	R	Ö			
Ensuring families are not charged any compulsory out-of-pocket levies or maintenance fees (voluntary fundraising and payments/donations are permitted)	R	Ö			
Ensuring any non-funded positions are enrolled in accordance with the Kindergarten Funding Guidelines (<i>refer to Sources</i>)	R	Ö			
Providing communication to families explaining their access to one year of three-year-old and one year of pre prep program	R	Ö			
Ensuring families that attend both sessional kindergarten/pre prep and a long day care service nominate and document which service the child will participate in the funded kindergarten/pre prep program	R	Ö		Ö	
Ensuring any voluntary parent payments/donations are explicitly agreed to in writing and receipted	R	Ö			
Charging families only for an occasional special event/ excursions that occur outside the normal program/curriculum	R	Ö	Ö		
Ensuring that any child that is eligible for Early Start Kindergarten is still enrolled at the service and recorded on the KIM/ARRIVAL system	R	Ö	Ö		
Collecting all relevant information regarding those with entitlement to concessions and recording it on the KIM/ARRIVAL system	R	Ö	Ö		
Ensuring that the <i>Fees – Pre-Prep Policy</i> is readily accessible at the service (<i>Regulation 171</i>)	R	Ö			
Providing all parents/guardians with information about Free Kinder (<i>refer to Attachment 1</i>)	R	Ö			
Providing all parents/guardians with a statement of additional hours fees and charges (<i>refer to Attachments 2</i>) upon enrolment of their child NOTE: parents should also be advised that enrolling for hours over 15 in a 3-year-old kindergarten is optional and families can choose to only enrol for 15 hours and receive this program at no cost.	R	Ö			
Providing all parents/guardians with an additional hour's payment fee agreement (<i>refer to Attachments 3</i>)	R	Ö			
Informing parents of any action that will be taken if additional hours fees are not paid (<i>refer to Attachments 3</i>)	R	Ö			
Reading the Yackandandah Kinder Free Kinder information for families (<i>refer to Attachment 1</i>), the Statement of Additional Hours Fees and Charges (<i>refer to Attachments 2</i>), and the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>)				Ö	
Signing and complying with the Additional Hours Fee Payment Agreement (<i>refer to Attachments 3</i>)				Ö	
Ensuring any additional hour's fees are collected and receipted by the approved provider	R	Ö			
Notifying the approved provider if experiencing difficulties with the payment of additional hours fees				Ö	
Providing agreement in writing if any additional payments are made to the Yackandandah Kindergarten				Ö	
Complying with the service's <i>Privacy and Confidentiality Policy</i> regarding financial and other information received, including in relation to the payment/non-payment of additional hours fees	R	Ö	Ö	Ö	
Notifying parents/guardians a minimum of 14 days of any proposed changes to the additional hour's fees charged, or the way in which the fees are collected (<i>Regulation 172(2)</i>), ideally providing one term's notice.	R	Ö			

Implementing and reviewing this policy, in consultation with parents/guardians, the approved provider and staff, and in line with the requirements of DE's Free Kinder initiative (<i>refer to Sources</i>)	R	Ö	Ö	Ö	
Informing the approved provider of any complaints or concerns that have been raised regarding additional hours fees at the service		Ö	Ö		
Referring parents'/guardians' questions in relation to this policy to the approved provider.		Ö	Ö		

BACKGROUND AND LEGISLATION

Background

The Best Start, Best Life reform will help all Victorian children dream even bigger through increased access to quality early childhood education and care. A critical part of the reform is Free Kinder, which will support access to two years of high-quality kindergarten programs for all Victorian children. All families with a child enrolled in a funded kindergarten program are eligible for Free Kinder this includes both 3 old kindergarten and Pre-Prep.

Free Kinder supports families to access a funded kindergarten program by:

- providing up to free 30-hours of Pre-Prep to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service.

Free kinder supports every Victorian child to get the best start in life no matter where they live. Research shows that play-based learning is a powerful way to support children's learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

Regulation 168(2) (n) of the *Education and Care Services National Regulations 2011* requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. Any voluntary parent donations and/or fundraising must comply with the Free Kinder subsidy guidelines and be responsive to the local community.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 168(2)(n)
- Equal Opportunity Act 1995 (Vic)
- National Quality Standard

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated Supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Additional Hours/Wrap around care: care that is provided by a kindergarten service to 3-year-old kindergarten children only outside of the 15 hours per week program. Wrap around care fees are not funded by the Victorian Government but may be covered by CCS (*refer to Definitions*).

Approved Child Care: Approved childcare services are services that have Australian Government approval to receive the Child Care Subsidy (*refer to Definitions*) on behalf of eligible parents. Approved childcare includes centre-based day care, including long day care and occasional care, family day care, outside school hours care and in-home care.

Child Care Subsidy (CCS) if applicable: A Commonwealth Government means tested subsidy to assist eligible families with the cost of childcare. Payments are paid directly to approved childcare providers. Further information can be found at: www.education.gov.au/child-care-subsidy

Early Start Kindergarten (ESK): A funding program that provides eligible children 15 hours of free or low-cost kindergarten program each week for two years before starting school. To be eligible a child must be 3 by 30 April in the year they start kindergarten and be from a refugee or asylum seeker background, or identify as Aboriginal or Torres Strait Islander, or the family has had contact with child protection. Details are available at: www.vic.gov.au/early-start-kindergarten If a child is eligible for ESK, they should be enrolled in ESK, even where Free Kinder and/or 15 hours per week of funded three-year old kindergarten is offered. This ensures eligible children have priority access to 15 hours of funded kindergarten provided by an early childhood teacher and that service providers receive additional funding and support. ESK enrolments contribute to School Readiness Funding (SRF) calculations for service providers. It also allows the Department to continue to monitor efforts to engage the most vulnerable children in kindergarten across Victoria and provide additional targeted support where required through SRF or Early Childhood LOOKOUT.

Waitlist fee: A fee for when families register their child directly with a service (not part the councils central enrolment scheme). This fee will not be refunded as it is not part of the Free Kinder subsidy and not related to the fee charged for delivery of the kindergarten program.

Excursion/service event charge: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge (*refer to Excursions & Service Events Policy*)

Fees: A charge for program hours over and above the 15 funded hours of 3-year-old kindergarten per week (600 per year) and/or wrap around care.

Free Kinder: A Victorian Government Best Start, Best Life initiative providing Free Kinder programs for four-year-old and three-year-old children in funded services, which have opted into the initiative.

Free Kinder supports families to access a funded kindergarten program by:

- providing up to free 30-hour program to 4-year-old children enrolled at a sessional service.
- providing a free 5 to 15-hour program to 3-year old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for 3 and 4-year-old children enrolled at a long day care service.

Funded Kindergarten: The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. The funding is a contribution towards meeting the cost of the kindergarten program. Funded kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours children attend and whether there are extra costs such as excursions.

Enrolment deposit: A charge to secure a place that has been offered in a program at the service. This should not act as a barrier to enrolling for any families. Services must ensure that families understand that the enrolment deposits will only be refunded if the child commences in the service.

Pre-Prep: Four-Year-Old Kindergarten will gradually transition to Pre-Prep over the next decade from 2025. Funded kindergarten hours will double from 15 to up to 30 hours a week. Pre-Prep will be delivered through sessional kindergartens and long-day-care centres. By 2036, children across Victoria will have access to 1,800 hours of funded kindergarten before school, comprising 600 hours of Three-Year-Old Kindergarten and 1,200 hours of Pre-Prep.

Voluntary parent/guardian payment/donation: A voluntary payment/donation for items not directly related to the provision of the children's program. Explicit and written agreement from a parent is required for any voluntary payments. Attendance at the service is not conditional on this payment.

SOURCES AND RELATED POLICIES

Sources

- Best Start Best Life: <https://www.vic.gov.au/give-your-child-the-best-start-in-life>
- The Kindergarten Funding Guide (Department of Education): www.vic.gov.au/kindergarten-funding-guide
- Resources for Funded Kindergartens: <https://www.vic.gov.au/resources-funded-kindergartens>
- The constitution of Yackandandah Kindergarten

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-

RELATED POLICIES

- Compliments and Complaints
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions and Service Events
- Governance and Management of the Service
- Inclusion and Equity
- Privacy and Confidentiality

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
- monitor the implementation, compliance, complaints and incidents in relation to this policy.
- keep the policy up to date with current legislation and government policy, research, policy and best practice.
- revise the policy and procedures as part of the service's policy review cycle, or as required.
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

Attachment 1: Fees and charges information for families

Attachment 2: 4YO Funded Program Agreement – *not attached with this application form*

Attachment 3: 3YO Funded Program Agreement – *not attached with this application form*

Attachment 4: Non-Funded Program Fees Payment Agreement – *not attached with this application form*

Attachment 5: Fees Schedule for non-funded programs

AUTHORISATION

This policy was originally adopted by the approved provider Yackandandah Kindergarten in 2013.

NEXT REVIEW DATE: 2026

FURTHER PROCEDURAL INFORMATION:

The Approved Provider, in consultation with the Kindergarten Sub-Committee is responsible for:

- Implementing and adhering to the Fees Policy Guidelines as outlined in Attachment 1.
- Implementing and reviewing this policy, in consultation with the families and staff and in line with the

requirements of the DET *Victorian Kindergarten, Policy, Procedures and Funding Criteria*.

- Developing a fees policy that balances the capacity of the families' capability to pay, providing a high-quality program and maintaining service viability.
- Considering any issues regarding fees that may be a barrier to families enrolling at Yackandandah Kindergarten and removing those barriers wherever possible.
- Ensuring the Fees Policy is accessible to all families upon enrolment of their child and making the Fees Policy readily accessible at the service.
- Documenting the type of concession card and expiry date of eligible concession card holders
- Complying with the kindergarten's Privacy Policy in regard to any information received relating to the financial situation of families and the payment/non-payment of fees.
- Notifying families within 28 days of any changes to the arrangements for the payment of fees
- Ensuring a notice outlining the fees charged by Yackandandah Kindergarten is displayed prominently in the main entrance.
- Ensuring all families are aware of how to make their payments.

The Business Manager at Yackandandah Primary School in conjunction with the Kindergarten Administration Officer is responsible for:

- Ensuring term fees are invoiced and issued, collected and receipted in line with the Fees Policy
- Responding to enquiries from families regarding fee payments

The Kindergarten Staff and Administration Officer are responsible for:

- Informing the committee of any complaints or concerns that have been raised regarding the service fees.
- Referring families' questions in relation to this policy to the Committee
- Assisting the Program Director as required in sighting supporting documentation for Families' eligibility to access the kindergarten fee subsidy.
- Ensuring that at the time of interview and application process, it is verbalised to families that upon signing their enrolment application and acceptance of offer, they are acknowledging they have read, understood and commit to the Kindergarten's Enrolment and Fee Policies terms regarding payment of non-funded program fees and the fee expectations for non-attendance.

The families are responsible for:

- Reading the Fees Policy prior to accepting a place at Yackandandah Kindergarten
- Signing, returning to the kinder and complying with the Fees Payment Agreement form
- Notifying the Business Manager/Director/Principal/Approved Provider if experiencing difficulties with the payment of fees

Payment of Fees

Fees can either be paid by:

- Direct deposit into the Yackandandah Primary School's Bank Account. Details are: Westpac Bank BSB: 033-222 Account No. 018848 OR
- Cash or cheque at the Yackandandah Primary School Office – EFTPOS facilities are not available.

A receipt will be sent home to families after payment has been receipted into the Educa finance system.

ATTACHMENT 1.

Fee and charges information for families.

YACKANDANDAH KINDERGARTEN

1. Why fees are necessary

Whilst the State Government fully funds Department of Education and Training (DET) kindergarten program costs for two years before school, Services such as Yackandandah Kindergarten who offer non-funded, stand-alone additional and school readiness program days do charge fees to provide such extra programs. The balance of costs is met through fundraising activities.

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

2. How fees are set

As part of the budget development process, the Yackandandah Primary School Council sets fees for the programs for the following year (prior to letters of offer being sent out), taking into consideration the:

- The financial viability of the service
- The level of govt funding provided for the program, including the Kindergarten Fee Subsidy
- The availability of other income sources, such as grants
- The fees charged by similar services in the area
- The capacity of parents/guardians to pay fees
- Reasonable expenditure in meeting agreed program quality and standards
- Requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details can be found in *The Kindergarten Guide*, available under *early childhood / service providers* on the DET website:

www.education.vic.gov.au

Fees set for the year would only be reviewed in extraordinary circumstances; for example, if attendance rates fall below the budget 'break even' point. Families will be given notice one term in advance of any required fee increase. -Families- will be provided an option of requesting a payment plan.

3. Other Charges

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

- **Maintenance Levy:** This fee has been established as a family contribution to the maintenance of our kindergarten grounds rather than rely on parent rosters for general weekly upkeep.
- **IT Levy:** This fee relates to the use of iPads by the children and the Storypark communication medium used by staff to share photos, stories and observations of the children and communicating with parents.
- **Voluntary Fundraising Contribution:** Introduced to allow equitable sharing of the fundraising load across the whole parent body.
- **Late Collection Charge:** The committee reserves the right to implement a late collection of children charge when parents/guardians are frequently late in collecting a child/ren. In these situations, the following procedures will apply:

- The qualified staff member will inform the parents/guardians/carer that if late collection continues the committee will be notified and the family will be charged a late fee.

Late fees will be applied at the Principal's discretion using the following guidelines as per the Delivery and Collection of children policy:

- An initial \$10 fee will be applied if parent/guardians or carers are 10 minutes late to pick-up their child.
- \$1 per minute will apply for each following minute between 11 and 20 minutes and \$3 for per minute will apply for any time following 20 minutes.

- Parents will be required to sign a 'Late Pick Up Form' acknowledging that they were late and confirming the time in question to allow charges to be calculated.
- A photocopy of the form will be provided to parents for their record and for attaching charge details.
- The fee amount is to be paid directly to Yackandandah Kinder as per normal procedures.
- The original form will be forwarded to the administration officer.
- On receipt of Late Pickup Fee charge, a receipt will be issued.
- If the charge is not paid it will be added to the family in question's next kinder term fees.

4. Statement of Fees and Charges

The Kindergarten Handbook is provided to parents at the time of seeking enrolment application forms [either in person or via our website]. This details the Kinder fees and charges for funded and non-funded programs.

5. Fundraising

Fundraising is important as it pays for additional/expensive resources while bringing together families and the wider community. Participation in fundraising is voluntary however the support of every family evens the load. The committee will ensure that fundraising income is not included in the calculation of the program fees and that families will be informed about expenditure of fundraising income.

6. Subsidies

6.1 Kindergarten Fee Subsidy (fully State Government funded programs only)

We are a service who have opted in for the 15 hours per week free kindergarten. Therefore, the Kindergarten Fee Subsidy (KFS) formerly provided by DE and applicable to families who hold cards such as listed below, is no longer applicable to Yackandandah Kindergarten, as the State Government is offering 15 hours per week fully funded kindergarten to 3yo & 4yo children.

Families who hold any of the below listed concessions, are asked to declare this on their enrolment application paperwork.

• Health Care Card / Foster Care Health Care Card or ex-carer Allowance Health Care Card	• Department of Veteran's Affairs Gold Card or White Card
• Pensioner Concession Card	• In-country Special Humanitarian Visa (subclass 201)
• Bridging Visas A-E	• Global Special Humanitarian Visa (subclass 202)
• Refugee Visa (subclass) 2000	• Temporary Humanitarian Concern Visa (subclass 786)
• Protection Visa (subclass 866)	• Temporary Protection Visa (subclass 786)
• Emergency Rescue Visa (subclass 203)	• Safe Haven Enterprise Visa (subclass 79)
• Woman at Risk Visa (subclass 204)	• Aboriginal or Torres Strait Islander children
• Humanity Stay Visa (subclass 449)	• Triplets or quadruplets attending a funded program in the same year
• Immicard [current or expired]	

6.2 Early Start Kindergarten Fee Subsidy

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

The child:

- Has been identified by family at enrolment as being Aboriginal or Torres Strait Islander, or is known to Child Protection;
- Turns three years of age on or before 30 April of the year of enrolment; and

To obtain the Early Start Kindergarten funding, supporting documentation *must* be sighted by the Program Director prior to or at commencement or when the child becomes eligible.

7. Payment of Fees

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

Fees will be invoiced to parents/guardians directly from Yackandandah Primary School and must be paid by the date indicated on the invoice. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of commencement at the service. Parents/guardians who elect to hold a place (for holidays or a late start) must pay the full term fees to hold that place. Receipts will be provided for all fee payments.

Once a family formally confirms that they accept the offered place for their child in any of our non-funded programs (Bush Kinder, 4yo School Readiness or a 3yo fee paying program day) they will be charged for all of Term One. Families must ensure they are committed to the placement as they will be charged even if the child does not attend. This charge is necessary as staff are employed, and resources purchased, based on acceptance, not on later attendance.

As per our Fee Policy, we will consider extenuating circumstances on a case-by-case basis. These circumstances will be considered by the approved provider of the Kindergarten – Yackandandah Primary School Council. Extenuating circumstances may include moving interstate or a significant distance away. Extenuating circumstances would not include changing your mind to attend an alternative setting.

Please note: withdrawing from all kinder/pre-kinder enrolment requires 2 weeks' notice. If families decide to withdraw their child from the following Term, a written notice must be sent on Week 8 or earlier.

METHOD OF PAYMENT

Payment can be made by cash, money order or cheque (made out to "Yackandandah Primary School"), directly to the school office, or by direct deposit to the Yackandandah Primary School account.

Yackandandah Primary School's banking details appear on the relevant invoice, in the enrolment handbook, and on the website. The child's invoice reference code should be specified when making a direct deposit payment.

Any fee incurred due to dishonoured cheques will be payable to the kinder by the drawer of the cheque.

DIFFICULTY IN PAYING FEES

Families experiencing difficulty in paying fees are requested to contact the Business Manager at Yackandandah Primary School to arrange suitable alternative payment arrangements. The *Privacy and Confidentiality Policy* will be complied with at all times in relation to a family's financial/personal circumstances.

LATE PAYMENT / NON-PAYMENT OF FEES DURING THE CALENDAR YEAR

If families have not communicated to the Business Manager or Principal reasons for late or non-payment of fees, the following procedures will be implemented:

Step 1: In Week 3 of the Term, a friendly 'reminder notice' stating fees are overdue and providing 10 working days for payment, will be mailed to families.

Step 2: If payment has not been received by the specified date or no contact has been made with the Principal or Business Manager, a second and final demand for full payment within 7 days will be mailed to the families to ensure the child's place at kindergarten is not forfeited.

Step 3: If the family fails to make a payment, the Principal will telephone the family on Week 6 of the Term to discuss alternative payment options and to develop an agreed payment plan which will be signed and copied to both parties.

Step 4: If the payment plan agreed to and signed by both parties is not adhered to, the matter will be referred by the Principal to the School Council for direction. The School Council reserves the right to cancel the child's place at the kindergarten and to not allow further placements in non-funded programs until all outstanding monies are paid. If, at the committee's discretion, a decision is made to cancel the child's place at the kindergarten, the family will be provided 14 days' written notice by Service Provider via registered mail.

It is the kindergarten's policy that if fees are not paid or no payment plan is in place, enrolment will be withdrawn by the Kinder/YPS Council if:

- Term 1 fees are not paid by the start of Term 2
- Term 2 fees are not paid by the start of Term 3
- Term 3 fees are not paid by the start of Term 4

NON-PAYMENT OF FEES FROM ONE YEAR TO THE NEXT

It is the kindergarten's policy that if the previous year's fees are not fully paid, your enrolment application for a non-funded program in the next year will not be confirmed until debt is cancelled.

REFUND OF FEES

Non-funded program fees are non-refundable (exceptional circumstances may apply and are at the discretion of School Council).

There will be no refund of fees in the following circumstances:

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

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

8. Children turning 3 years of age during the year

Payment in full from the first day of term one will apply if a place is reserved for a child turning three during the year (but before 29 April). Such children can only commence the program when they have turned three years of age or if a responsible adult accompanies the child during the session.

Definitions

Registered Care: provided by nannies, grandparents, relatives or friends, kindergartens, occasional care centres and outside school hours care centres that are registered with the Family Assistance Office. Eligible families can receive some reimbursement of costs when using a registered care provider.

Health Care Card: a commonwealth government entitlement for low-income earners (incorporating the foster child health care card, the ex-carer allowance (child) health care card and the low-income health care card).

Kindergarten Fee Subsidy (KFS): a now defunct former State Government subsidy paid directly to the funded organisation to enable eligible families to attend a kinder program free of charge or at minimal cost prior to 2023.

ATTACHMENT 5

Fees Schedule

4yo School Readiness Non-Funded Programs [subject to program operating]

Fee Type	Description	Amount
Term Fee	Term Fees per term which are not refundable.	In 2025: \$688.80 (for 4 year olds: 7.5 hours/wk) per term per child In 2026: \$712.90 (for 3year old & 4 year olds: 7.5 hours/wk) per term per child

- No Health Care Card subsidy available to the School Readiness non-funded program.
- Multiple Child Enrolment discount structure:
Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

Fees Schedule

Bush Kinder Non-Funded Program

Fee Type	Description	Amount
Term Fee	Term Fees per term which are not refundable.	\$688.80 (for 7.5 hours/wk) per term per child In 2026: \$712.90 (for 3year old & 4 year olds: 7.5 hours/wk) per term per child

- No Health Care Card subsidy available to the Bush Kinder non-funded programs.
- Multiple Child Enrolment discount structure:

Families with two or more children enrolled at Yackandandah Kindergarten will be given a 20% discount off the second or further child's full term fees only. Any further application for discounted fees should be directed to the Principal for consideration.

CODE OF CONDUCT POLICY FOR FAMILIES AND VOLUNTEERS 2023

Quality Area 4

PURPOSE

This policy provides a clear set of guidelines and procedures for Yackandandah Kindergarten to:

- establish the expected standards of behaviour for the approved provider, nominated supervisor, early childhood teachers, educators, other staff, contractors, volunteers, students on placement, parents/guardians and visitors
- create and maintain a child safe environment that reflects the philosophy, beliefs, objectives, and values of Yackandandah Kindergarten
- articulate desirable and appropriate behaviour
- promote interactions at the service and online which are respectful, honest, courteous, sensitive, tactful, and considerate.

POLICY STATEMENT

Values

Yackandandah Kindergarten:

- respects the rights of the child and values diversity
- values the contribution of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability
- has zero tolerance of discrimination
- maintains a duty of care (*refer to Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff and the members of our service's community
- is committed to supporting staff to act cohesively and ethically as a team and provide an environment that is conducive to children's learning and development
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages relationships that are based on the principles of mutual respect, equity and fairness.
- encourages both adults and children to identify and raise concerns through the appropriate channels to maintain a culture of reporting and pro-actively responding to concerns
- encourages volunteers, students, parents/guardians and visitors to support and participate in the program and activities of the service.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Yackandandah Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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R indicates legislation requirement, and should not be deleted					
Ensuring that copies of the <i>Code of Conduct Policy</i> is readily accessible and available to all staff, volunteers and families	R	√			
Providing a safe environment for everyone attending the programs and activities of Yackandandah Kindergarten	R	R	Ö		
Acting in accordance with Yackandandah Kindergarten child safety and wellbeing policies and procedures at all times.	R	R	R		R
Behaving respectfully, courteously and ethically towards children and their families and towards other staff.	√	√	√		√
Promoting the human rights, safety and wellbeing of all children in Yackandandah Kindergarten	√	√	√		√
Demonstrating appropriate personal and professional boundaries <i>refer to Attachment 5</i>	√	√	√		√
Providing a workplace that is free from unlawful discrimination, harassment, victimisation and bullying where all persons attending are treated with dignity, courtesy and respect	R	Ö	Ö		
Ensuring racism within the service is identified, confronted and not tolerated.	R	√	√	√	√
Ensuing all early childhood teachers/educators/other staff, volunteers, students and parents/guardians are aware of behaviours that are considered concerning, misconduct, or criminal conduct within the service (<i>refer to Attachment 5</i>)	R	R	√	√	√
Ensuring that the children educated and cared for at [Service Name] are protected from harm and from any hazard likely to cause injury (<i>National Law: Section 167</i>)	R	R	Ö		
Identifying and mitigating risks to children's safety and wellbeing as required by Yackandandah Kindergarten risk assessment and management processes	R	R	√		√
Responding to any concerns or complaints of child harm or abuse promptly and in line with Compliments and Complaints policy	R	R	R		R
Providing guidance through leadership and by being a positive role model; putting children first, prioritising training and education and having a culture of continuous improvement	R	Ö			
Developing, updating and reviewing Code of Conduct for Yackandandah Kindergarten in collaboration with all stakeholders within the service (refer to Attachments 1 and 3)	R	Ö	Ö	Ö	
Ensuring that early childhood teachers/educators/other staff, volunteers, students and parents/guardians are provided with a copy of this policy on employment, engagement or enrolment at the service and that the current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors	R	Ö			
Ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations	R	Ö			

Developing a culture of accountability within the service for complying with the code of conduct and responding when behavioural expectations are not adhered to (<i>refer to Attachment 5</i>)	R	Ö	Ö	Ö	Ö
Ensuring that all children being educated and cared for at [Service Name] are protected from harm and any hazard likely to cause injury (<i>National Law: Section 167</i>)	R	R	Ö		Ö
Providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct	Ö	Ö	Ö	Ö	Ö
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for (<i>Regulation 157</i>), except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the approved provider, nominated supervisor or early childhood teachers and educators under the <i>National Law: Section 167 & 171</i>	R	R			
Ensuring that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child	R	R	Ö		
Ensuring all staff and volunteers receive relevant cultural training so they have an understanding of Aboriginal culture, and an appreciation for culturally sensitive issues	R	R			
Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal. Paying particular attention to the needs of Aboriginal and Torres strait Islander children, children with disability and children from CALD backgrounds	Ö	Ö	Ö	Ö	Ö
Engaging in open, two-way communication with families and communities about the service's child safety approach and providing relevant and accessible information	Ö	Ö	Ö		
Ensuring children are supported to express their culture and enjoy their cultural rights.	R	R	R		R
Listening and responding to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.	√	√	√		√
Ensuring all staff, contractors, volunteers and students do not consume or are under the influence of alcohol or be affected by drugs (<i>refer to Tobacco, Alcohol and other Drugs Policy</i>)	R	R			
Not consuming or being under the influence of alcohol or be affected by drugs (<i>refer to Tobacco, Alcohol and other Drugs Policy</i>)	R	R	R	Ö	R
Notifying DE within 24 hours of a serious incident (<i>refer to Definitions</i>) or of a notifiable complaint being made (<i>refer to Definitions</i>) at the service (<i>National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b)</i>) via the NQAITS	R	Ö			
Referring notifiable complaints (refer to Definitions), grievances or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee/investigator (refer to Compliments and Complaints Policy)	R	√			
Notifying Worksafe of any reportable incidences (refer to Definitions) that have occurred in the workplace	R	Ö			

Activating the <i>Compliments and Complaints Policy</i> on notification of a breach of the <i>Code of Conduct Policy</i>	R	Ö			
Taking appropriate disciplinary or legal action, or reviewing the terms of employment in the event of misconduct or a serious breach of the <i>Code of Conduct Policy</i>	R				
Contacting police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the <i>Child Safe Environment and Wellbeing Policy</i> .	R	R	R	Ö	R
Reading the <i>Code of Conduct Policy</i> (refer to Attachment 1) and signing the Code of Conduct Acknowledgement for staff (refer to Attachment 2) and that these are filed with individual staff records upon engagement in the service		Ö	Ö		
Adhering to the Code of Conduct at all times	R	R	R	R	R
Informing the approved provider in the event of a serious incident (refer to Definitions), of a notifiable complaint (refer to Definitions) or of a breach of the <i>Code of Conduct Policy</i>		R	Ö		
Providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct	Ö	Ö	Ö		
Ensuring that parents/guardians, students and volunteers sign the Code of Conduct Acknowledgement (refer to Attachment 4)	Ö	Ö		Ö	Ö
Ensuring children can access abuse prevention programs and information	R	Ö	Ö		
Understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment		Ö	Ö	Ö	Ö
Being attentive to signs of harm and facilitating child-friendly ways for children to communicate and raise their concerns	R	R	R		R
Reporting and acting on any concerns or observed breaches of this Code of Conduct Policy (refer to Compliments and Complaints Policy)		R	R	R	R
Ensuring duties are performed in a professional, safe and satisfactory manner at all times.	Ö	Ö	Ö		Ö
Reviewing and updating the Code of Conduct following any incidents, complaints, concerns or near misses	R	√			

BACKGROUND AND LEGISLATION

Background

Codes of conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The approved provider, nominated supervisor, early childhood teachers, educators and all other staff have a duty of care to the children attending the service and must ensure ‘that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury’ (*National Law: Section 167*).

The *National Quality Standard* requires that all staff be respectful and ethical and that ‘professional standards guide practice, interactions and relationships’ (*National Quality Standard: 4.2 and 4.2.2*).

Employers also have a legal responsibility to provide, as far as is practicable, a safe workplace that is free from discrimination, bullying and harassment.

Child Safe Standards requires services to ensure the Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities, and breaches to the Code of Conduct are acted upon and reported.

A Code of Conduct should be informed by the service's philosophy, beliefs and values, and based on ethical principles of mutual respect, equity and fairness. Consideration should be given to the Victorian Teaching Profession *Code of Conduct and the Code of Ethics* and to the Early Childhood Australia's *Code of Ethics* in developing the code of conduct.

The approved provider must ensure that the nominated supervisor, early childhood teachers, educators, other staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Yackandandah Kindergarten adhere to the expectations outlined in the Code of Conduct when communicating to and interacting with:

- children at the service and their parents and family members
- each other
- others in the community.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Safe Standards (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010: Sections 166, 167, 173, 174
- Education and Care Services National Regulations 2011: Regulations 83, 155, 156, 157, 168, 170, 171, 174, 175, 176
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Victorian Institute of Teaching the Victorian Teaching Profession Code of Conduct
- Victorian Institute of Teaching the Victorian Teaching Profession Code of Ethics

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Behaviour: the way in which one acts or conducts oneself, especially towards others.

Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Ethical conduct: Behaviour which reflects values or a code of conduct.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- **racial taunts**
- **taunts about sexual orientation or gender identity**
- **sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature**
- **repeated insulting remarks.**

Investigator: A person/staff member assigned or organisation engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved provider

Physical attack: the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by another person, where that application creates a risk to health and safety.

Respect: Demonstrating regard for the rights of individuals, for different values and points of views.

Sexual harassment: includes offensive gestures, leering, staring or suggestive comments about a person's physical appearance, inappropriate physical contact, unwanted invitations of a sexual manner, sexually orientated jokes, sending of obscene letters, notes, telephone texts or emails.

Support: Work in a co-operative and positive manner.

Threat: a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

Unreasonable behaviour: includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, or threatening.

Verbal harassment: includes name-calling, offensive language, putting people down.

SOURCES AND RELATED POLICIES

Sources

- Early Childhood Australia, *Code of Ethics*: www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/
- United Nations, *The Universal Declaration of Human Rights*: www.un.org/en/universal-declaration-human-rights/
- United Nations, *Convention on The Rights of the Child*: www.unicef.org/crc/
- Victoria Legal Aid: www.legalaid.vic.gov.au
- Victorian Institute of Teaching – *The Victorian Teaching Profession Code of Conduct and Code of Ethics*: www.vit.vic.edu.au
- Commission for Children and Young People: www.ccyp.vic.gov.au

Related Policies

- Child Safe Environment and Wellbeing
- Compliments and Complaints
- Delivery and Collection of Children
- Inclusion and Equity
- Information Communication Technology
- Interactions with Children
- Occupational Health and Safety
- Privacy and Confidentiality
- Rest and Sleep
- Staffing
- Tobacco, Alcohol and other Drugs

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- **regularly seek feedback from everyone affected by the policy regarding its effectiveness**
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

- Attachment 1: Code of Conduct for approved provider, nominated supervisor and all staff
- Attachment 3: Code of Conduct for parents/guardians, students, contractors and volunteers
- Attachment 4: Code of Conduct Acknowledgement for parents/guardians, students, contractors and volunteers
- Attachment 5: Defining concerning behaviour, misconduct and criminal conduct in a Code of Conduct

AUTHORISATION

This policy was adopted by the approved provider of Yackandandah Kindergarten in 2023.

NEXT REVIEW DATE: 2026

ATTACHMENT 1. CODE OF CONDUCT FOR THE APPROVED PROVIDER, PERSONS WITH MANAGEMENT AND CONTROL, NOMINATED SUPERVISOR, PERSON IN DAY-TO-DAY CHARGE AND ALL STAFF

This attachment was informed by the Victorian Institute of Teaching's *the Victorian Teaching Profession Code of Conduct* and *A Guide for Creating a Child Safe Organisation*, available from the Commission for Children and Young People (*refer to Sources*).

The approved provider, persons with management and control, nominated supervisor and all staff at Yackandandah Kindergarten are responsible for promoting the safety and wellbeing of children and their families by:

- welcoming all children and their families and being inclusive
- treating everyone with respect, including listening to and valuing their ideas and opinions
- contributing to a culture of child safety
- adhering to the *Child Safe Environment policy* and all other policies
- taking all reasonable steps to protect children from abuse
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*
- reporting and acting on any breaches of this *Code of Conduct*, complaints or concerns.
- acknowledging the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and having zero tolerance of discrimination

Professional responsibilities

The approved provider, persons with management and control, nominated supervisor and all staff demonstrate our commitment to our professional responsibilities by:

- undertaking duties in a competent, timely and responsible way
- ensuring our knowledge and expertise is up to date and relevant to our roles
- being aware of the role of other professionals and agencies and working collaboratively and within the limits of our professional expertise
- understanding and complying with legal obligations in relation to:
 - discrimination, harassment and vilification
 - negligence
 - grooming
 - disclosure of child sexual abuse
 - protection of a child from child sexual abuse
 - mandatory reporting
 - privacy and confidentiality
 - occupational health and safety, including emergency evaluation procedures
 - raising any complaints or grievances in accordance with the *Compliments and Complaints policy*
 - maintaining teacher registration and Working with Children checks as applicable.
- raising any complaints or grievances in accordance with the *Compliments and Complaints policy*.

Relationships with children

The approved provider, persons with management and control, nominated supervisor and all staff at Yackandandah Kindergarten demonstrate our commitment to high-quality education and care for children by:

- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- being a positive role model at all times
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service

- regarding all children equally, and with respect and dignity
- having regard to their cultural values and supporting them to express their culture
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service
- working with children in an open and transparent way by informing other staff about the work being done with children
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- informing children if physical contact is required for any purpose, asking them if they are comfortable with this interaction and complying with the *Interactions with Children policy*.

Relationships with parents/guardians and families

In our relationships with parents/guardians and families, the approved provider, nominated supervisor and all staff demonstrate our commitment to collaboration by:

- maintain professional and ethical relationships with families attending the service
- respecting the role of parents/guardians as the child's first educator
- working collaboratively with parents/guardians and families
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- communicating with parents/guardians and families in a timely and sensitive manner
- responding to concerns expressed by parents/guardians and families in a timely and appropriate manner.

Relationships with employer and between colleagues

In relationships with the approved provider, persons with management and control, nominated supervisor and staff and between colleagues demonstrate collegiality by:

- encouraging others to act in accordance with this *Code of Conduct* and taking action when they observe behaviours which are outside of the *Code of Conduct*
- developing relationships based on mutual respect, equity and fairness
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing expertise and knowledge in appropriate forums, and in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- being prepared to have difficult conversations and use constructive processes to address differences of opinion.

ATTACHMENT 3. CODE OF CONDUCT FOR PARENTS/GUARDIANS, STUDENTS, VOLUNTEERS, CONTRACTORS AND VISITORS

I commit to contributing to creating an environment at Yackandandah Kindergarten that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (*refer to Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In my relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the approved provider, persons with management and control, nominated supervisor, staff and others

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*
- following the directions of staff at all times
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Compliments and Complaints Policy*.

ATTACHMENT 4. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR PARENTS/GUARDIANS, STUDENTS, CONTRACTORS AND VOLUNTEERS

I hereby acknowledge that on [Insert Date][Date], I received a copy of the *Code of Conduct policy* for Yackandandah Kindergarten.

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst my child is attending Yackandandah Kindergarten.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance at the service.

Signature

Name (please print)

Date

Witness signature

Name (please print)

Date

Thank you for your contribution to making Yackandandah Kindergarten an open, safe, welcoming and friendly environment.

ATTACHMENT 5: DEFINING CONCERNING BEHAVIOUR, MISCONDUCT AND CRIMINAL CONDUCT IN A CODE OF CONDUCT

CONCERNING BEHAVIOURS INCLUDES, BUT IS NOT LIMITED TO:

- disciplining or correcting a child or young person in an unreasonable manner
- making excessive and/or degrading demands of a child or young person
- taking photos of a child or young person who is in the care of the organisation outside of official duties
- creating situations to be alone with a child or young person
- repeatedly visiting a child/young person and/or their family at their home for no professional reason
- providing gifts or favours to a child/young person or their family
- wearing inappropriate clothing around children or young people (for example, clothing with sexually explicit images or messages or clothes that expose or accentuate the genitals or breasts).

Misconduct that may be, but is not limited to:

- using sexual language or gestures
- making written or verbal sexual advances
- sharing sexual photos or videos or other photos of the child or young person
- sharing details of one's own sexual experiences with a child or young person
- taking a child or young person to one's house to be alone with them
- sharing phone numbers with a child or young person except as allowed by the organisation's policies and procedures
- engaging with a child or young person via social media except as provided by the organisation's policies and procedures
- asking children or young people to keep a relationship secret
- showering or dressing or undressing with the door open (for example, on excursions and in residential situations)
- not respecting the privacy of children/young people when they are using the bathroom or changing (for example, on excursions and in residential situations).

Examples of conduct, which if proven, would be criminal includes, but is not limited to:

- intentionally or recklessly applying physical force against a child or young person
- obscene exposure
- having, attempting to have or facilitating any kind of sexual contact with a child or young person
- possessing, creating or exposing children to pornography
- giving goods, money, attention or affection in exchange for sexual activities or images
- sexting
- grooming offences (as defined by law in most jurisdictions)
- trafficking, possession, supply, or use of a prohibited drug
- manufacture or cultivation of a prohibited drug.

Appendix 1



Code of Conduct for Families & Volunteers

Acknowledgement of receipt

I hereby acknowledge that on(date) I read the above **Code of Conduct for the Yackandandah Kindergarten.**

I have read this Code of Conduct, I understand its contents and I agree to abide by the principles and practices set out within.

I understand that the Educational Leader / Licensee / Principal of Primary School will deal with any breach of this Code of Conduct and any serious breach could lead to the withdrawal of my child(ren)'s place at the kindergarten.

I understand that a signed copy of this statement of commitment will be kept on file while my children remain at the Kindergarten and will be disposed of at the end of this time.

Signature..... Name Date

Witness Signature..... Name Date



DELIVERY AND COLLECTION OF CHILDREN POLICY 2024

Quality Area 2

PURPOSE

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Yackandandah Kindergarten by ensuring:

- children are given into the care of a parent/guardian or authorised nominee named in the child's enrolment record, or a person authorised by the parent/guardian or authorised nominee
- children leave in accordance with the written authorisation of the child's parent or authorised nominee
- Children are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
- Children are given into the care of a person, or taken outside the premises, because the child requires medical, hospital or ambulance care or treatment, or because of another emergency

POLICY STATEMENT

Values

Yackandandah Kindergarten is committed to:

- the safety, health and wellbeing of the children at our service
- ensuring all Yackandandah Kindergarten policies and procedures safeguard the safe delivery and collection of children being educated and cared for at the service
- ensuring that service leaders, ECT's, educators and staff are provided with the necessary training and support to implement the policies and procedures for the delivery of children to, and collection from, the service premises
- meeting its duty of care obligations under the law

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of [Service Name], including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students	
	R indicates legislation requirement, and should not be deleted					
	Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met	R	☐	☐	☐	☐
	Ensuring parents/guardians have completed the authorised nominee (<i>refer to Definitions</i>) section of their child’s enrolment form, and that the form is signed and dated (<i>refer to Enrolment and Orientation Policy</i>) <i>Regulation 160, 161</i>	R	☐		☐	
	Providing an attendance record (<i>refer to Definitions</i>) that meets the requirements of <i>Regulation 158(1)</i> and ensure the arrival and departure times are recorded by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day	R	☐			
	Ensuring the arrival and departure times are recorded in the attendance record is by the parent/guardian, authorised nominee, nominated supervisor or an educator, detailing the child’s time of arrival and departure from the service (<i>Regulation 158(1)</i>)	R	☐	☐	☐	☐
	Developing safety procedures for the mass arrival and departure of children from the service	R	☐	☐		
	Ensuring educators and parents are aware that their child has arrived at/been collected from the service and to have procedures in place to ensure this process			☐	☐	☐
	Ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (<i>refer to Attachment 1</i>) or in the case of a medical or other emergency (<i>Regulation 99</i>) (<i>refer to Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy and Child Safe Environment Policy</i>)	R	☐	☐		☐
	Refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is no written authorisation of one of these (<i>refer to Attachment 1</i>) (<i>refer also to Acceptance and Refusal of Authorisations Policy</i>)	R	☐	☐	☐	☐
Ensuring a child is not taken outside the service premises on an excursion or regular outing except with the written authorisation of a parent/guardian or authorised nominee (<i>refer to Excursions and Service Events Policy</i>)	R	☐	☐	☐	☐	
Ensuring authorisation procedures are in place for excursions, regular outings and other service events (<i>refer to Excursions and Service Events Policy</i>), including the authorisation for transporting children (<i>Regulation 102D</i>)	R	R	☐			
Ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other	R	☐				

emergency (<i>refer to Emergency and Evacuation Policy and Incident, Injury, Trauma and Illness Policy</i>)					
Implementing the authorisation procedures outlined in <i>Attachment 1</i> in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child	R	☐			
Ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed (<i>refer to Attachment 1</i>)	R	☐			
Following the authorisation procedures (<i>refer to Attachment 1</i>) and contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the service	R	☐			
Following the procedures to ensure the safe collection of children (<i>refer to Attachment 1</i>)	R	☐	☐	☐	☐
Following procedures in the event that an inappropriate person (<i>refer to Definitions</i>) attempts to collect a child from the service (<i>refer to Attachment 1</i>)	R	☐	☐		☐
Informing the approved provider as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (<i>refer to Definitions</i>)		☐	☐		☐
Keeping a written record of all visitors to the service, including time of arrival and departure	R	☐	☐		
Ensuring procedures are in place for the care of a child who has not been collected from the service on time (<i>refer to Attachment 1</i>)	R	☐			
Following procedures for the late collection of children (<i>refer to Attachment 1</i>)	R	☐	☐	☐	☐
Collecting their child on time at the end of each session/day				☐	
Alerting the service if they are likely to be late collecting their child				☐	
Paying a late-collection fee if required by the service's <i>Fees Policy</i>				☐	
Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of <i>Regulations 123 and 360</i> (<i>refer also to Supervision of Children Policy</i>)	R	☐	☐		☐
Should any incidents occur relating to the delivery of children to, or collection from, the service premises, ensuring that the response meets all regulatory requirements, including implementing the <i>Incident, injury, trauma and illness policy</i> (<i>Regulations 86 and 87</i>)	R	☐	☐		☐
Ensuring children are adequately supervised at all times (<i>refer to Supervision of Children Policy</i>)	R	☐	☐		☐
Supervising their own child before signing them into the program & after they have signed them out of the program				☐	
Supervising other children in their care, including siblings, while attending or assisting at the service				☐	
Ensuring the entry/exit doors and gates are kept closed during program hours	R	☐	☐	☐	☐
Notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (<i>refer to</i>	R	☐			

<i>Definitions</i>), including when a child has left the service unattended by an adult or with an unauthorised person (<i>Regulations 12, 86, 176</i>)					
Providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service	R	□			
Ensuring that early childhood teachers; educators, staff and parents/guardians comply with the service's <i>Road Safety and Safe Transport Policy</i>	R	□	□	□	□
Displaying an up-to-date list of the telephone numbers of the Approved Provider, DET, Child FIRST, DHS Child Protection Service and the local police station	R	□			

BACKGROUND AND LEGISLATION

Background

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while they are on the service's premises even if they haven't yet been signed into the service or has been signed out of the service and is legally under the care and supervision of the parent/guardian (*refer to Supervision of Children Policy*).

The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court/parenting order from having contact with the child. An exception is made in the event of a medical or other emergency (*refer to Incident, Injury, Trauma and Illness Policy and Emergency and Evacuation Policy*) and for excursions (*refer to Excursions and Service Events Policy*).

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Children, Youth and Families Act 2005 (Vic)
- Education & Care Services National Law Act 2010
- Education & Care Services National Regulations 2011
- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children's Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (*National Law: Section 171(3)*).

Unauthorised person: (in relation to this policy) is any person who has not been listed as an authorised nominee on the child's enrolment form.

SOURCES & RELATED POLICIES

Sources

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- Department of Education and Training (DET) Licensed Children's Services, phone 1300 307 415 or email licensed.childrens.services@edumail.vic.gov.au

Related Policies

- Acceptance and Refusal of Authorisations
- Child Safe Environment and Wellbeing
- Dealing with Medical Conditions
- Emergency and Evacuation
- Enrolment and Orientation
- Excursions and Service Events
- Fees
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Road Safety and Safe Transport
- Supervision of Children

VALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Attachment 1: Authorisation procedures / Procedures to ensure the safe collection of children / Procedures for the late collection of children

AUTHORISATION

This policy was adopted by the approved provider of Yackandandah Kindergarten.

REVIEW DATE: 2027

ATTACHMENT 1

PURPOSE:

To provide clear guidelines for parents/guardians or carers, committee and staff in relation to their responsibilities relating to the delivery and collection of children at Yackandandah Kindergarten.

PROCEDURES:

Delivery of the child to Yackandandah Kindergarten by parents/guardians or carers:

- An attendance book will be provided in which parents/guardians or carers will sign in their children on their delivery to Yackandandah Kindergarten and note the time of delivery.
- The staff will complete this task if it's not completed by the parent/guardian or carer.
- Once the attendance book has been signed and delivery time entered or the parent/guardian or carer leaves the kinder, the supervision of children at the kinder becomes the responsibility of the staff at the kinder.
- At drop-off, parents are required to remain with their child until their child is settled and able to accompany the child inside to their classroom.

Collection of the child from Yackandandah Kindergarten by parents/guardians or carers:

- An attendance book will be provided in which parents/guardians or carers will sign out their children on their collection from Yackandandah Kindergarten and note the time of collection.
- The staff will complete this task if for any reason it's not completed by the parent/guardian or carer.
- Once the attendance book has been signed and collection time noted, the children's supervision is the responsibility of the parents/guardians or carers while they are still on the premises.
- Staff will only release a child to the parent/guardian, or a person authorised to collect the child. If staff are concerned that releasing a child to the parent/guardian or authorised person to collect the child could put the child at risk, they will seek an opinion from the Kindergarten Director, Educational Leader, another staff member and/or the Service Provider or their delegate before making a decision. Mandatory Reporting procedures may be enacted.

Before and after session times:

- If parent/guardians or carers and their children are on the premises of Yackandandah Kindergarten prior to the session commencing, the supervision of the children will be the responsibility of the parent/guardians or carers.
- While parent/guardians or carers and their children are welcome to remain on the premises of the kinder after a session has concluded, the supervision of the children will again be the responsibility of the parent/guardians or carers.
- Staff will be involved with non-contact duties at the kinder both prior to and after the sessions.

Responsibility for children accompanying their parent/guardian or carers but who are not enrolled in the session operating at the kinder at that time, is the responsibility of the parent/guardians or carers while they are on the premises.

Procedure in relation to the late collection of a child:

- Parent/guardians must notify the kinder of any changes to contact details such as address, phone numbers, and emergency contact person immediately as they occur.

- The kinder should be notified immediately in the event that a person authorised to collect a child is expected to be detained. Notwithstanding this, the following late collection procedures may be implemented:

Where an authorised collector is 10 minutes late, staff will:

- Attempt to contact the parent/guardians or carers through contact details provided to the kinder. If this is not successful, attempt to contact the emergency contact person(s) for that child through contact details provided to the kinder.
- Continue to attempt to contact the parent/guardians or carers or emergency contact person(s).
- Place the child into the care of the Yackandandah Primary School OSHC staff member running the After Kinder Care Program on-site at the kindergarten. Current AKC fees [Care from 3.45pm] is \$22 per child.

If the AKC Program is not running on that day, late fees at staff discretion will apply, using the following guidelines:

- an initial \$10 fee will be applied if parent/guardians or carers are 10 minutes late to pick-up their child
- \$1 per minute will apply for each following minute between 11 and 20 minutes and
- \$3 for per minute will apply for any time following 20 minutes.
- Parents will be required to sign a 'Late Pick Up Form' (see Attachment 1 in our Policy File and at the foyer desk to view) acknowledging that they were late and confirming the time in question to allow charges to be calculated.
- A photocopy of 'Late Pick Up Form' will be provided to parents for their record and for attaching charge details.
- The fee amount is to be paid directly to Yackandandah Primary School YPS as per normal procedures.
- The original form will be forwarded to the YPS Business Manager.
- On receipt of Late Pickup Fee charge, a receipt will be issued by the YPS Business Manager.
- If the charge is not paid, it will be added to the family in question's next kindergarten term fee statement.

Where an authorised collector is 45 minutes late and staff have been unable to make contact with the parent/guardians, staff will:

- Notify police and seek their assistance in locating the parents/guardians.
- In the event that one or both staff members need to leave the kinder, the child will remain at the kinder with two adults, one being a delegated person of our Authorised Service Provider.
- Continue to contact the parent/guardians or carers or emergency contact person(s).

Where an authorised collector is 1 hour late and no contact has been received from the parent/guardians and staff have been unable to make contact themselves, staff will:

- Notify the regional DE and the DFFH of the current situation and procedure being undertaken. If they cannot be contacted, staff will document the date, time and reason for the call and contact the Children's Services Advisor as soon as possible.
- After a period of time determined by the Committee of Management and staff, they will contact the DFFH Child Protection Services stating that they are unable to contact the parent/guardian, carer or emergency contacts for the child. They will then follow the advice given to them by the Child Protection Services.

KEY RESPONSIBILITIES:

The Committee of Management is responsible for:

- Implementing and approving any changes to this policy.
- Nominating two emergency caregivers at the first Committee of Management for the year. These caregivers must have an approved police check.

The staff are responsible for:

- Making the attendance book available for parent/guardians/carers to enter the time children are delivered and collected from the kinder.
- Ensuring the attendance book accurately reflects the attendance of children in the session.
- Signing the attendance book if for any reason it is not completed by the parent/guardians/carers. Staff will monitor the book regularly. This includes immediately prior to the commencement of the session, during the session and after the collection of children from the session.
- Attempting to contact the parent/guardians/carers or authorised collection person(s).
- Staying at the kinder with the child until they are collected, relieved by a Committee of Management member, handed to a nominated emergency caregiver or advice from DFFH Protective Services is implemented and the child is no longer at the kinder.

The parents/guardians/carers are responsible for:

- Supervising their children who are not enrolled in the session.
- Supervising their children prior to and after signing the attendance book.
- Ensuring the kinder has up to date contact details for the parent/guardians/carers and emergency contact person(s) of their child.
- Signing a consent form allowing the removal of their child to a nominated emergency caregiver's home if the kinder has been able to contact them or their emergency contact person(s).

REVIEW:

In accordance with the Policy Review Table, the Delivery & Collection of Children Policy will be scheduled for a review in 2027.



Delivery & Collection of Children Acknowledgement of receipt

I hereby acknowledge that I have read the above copy of the **Delivery & Collection of Children Policy** within the enrolment paperwork signed herein.

I have read this Delivery & Collection of Children Policy, I understand its contents and I agree to abide by the principles and practices set out within. I acknowledge that the drop-off and pick-up times for my child's program will be advised in the confirmation of enrolment letter.

I understand that a signed copy of this statement of commitment will be kept on file while my children remain at the Kindergarten and will be disposed of at the end of this time.

Signature..... Name Date

Witness Signature..... Name Date



Yackandandah Kindergarten

2026 BUSH KINDER EXCURSION PARENT CONSENT FORM:

3yo Enrolment: *Consent for regular and dedicated Bush Kinder Programs*

BUSH KINDER IS LOCATED AT THE REAR OF KINDER'S LICENCED PREMISES & IS ACCESSIBLE THROUGH A SECURE GATE IN THE REAR BOUNDARY FENCE. THE AREA IS OF SLOPING TERRAIN WITH A SMALL CREEK AT THE BOTTOM. GRAVEL PATHWAYS & A TIMBER BOARDWALK ENABLE ACCESS. NO CHILDREN ENTER BUSH KINDER WITHOUT ADULT SUPERVISION. A GATHERING AREA IS CLEARLY MARKED AND SHADE CANOPIES ERECTED FOR SUN & RAIN SHELTER. CHILDREN ENROLLED IN DEDICATED BUSH KINDER PROGRAM DAYS CAN BE IN THIS ENVIRONMENT BETWEEN 9AM – 3PM. CHILDREN ENROLLED IN OTHER FUNDED/NON-FUNDED PROGRAMS MAY ACCESS BUSH KINDER AS A CLASS [WHEN ARRANGED BY THEIR TEACHER] BETWEEN 9AM – 3PM. EACH CHILD MUST HAVE SUNSCREEN, HAT, CLOSED-TOE SHOES, LONG-SLEEVE TOPS & APPROPRIATE OUTDOOR WEAR. ALL-WEATHER SUITS ARE PROVIDED ON WET DAYS.

Date: 2026: Terms 1-4 inclusive on program days

Educational Purpose of the Program

Recognition of bush in Australian folklore and significance of the land in Aboriginal culture. It draws upon and extends our service philosophy and pedagogy offering a unique educational program.

Staff to Children Ratio is 1: 7. Bush Kinder Days: A maximum of 14 students daily.

All other program days: Up to a maximum of 25 students per group

Supervising Staff: Will be those staff rostered to work on the program/s day/s ie. 2 - 4

Plus up to 3 parent helpers, if necessary, to help staff supervise & meet ratios.

Costs: NIL

Name and Contact Details of the 24 Hour School Emergency Contact:

The kinder emergency contact number is 0427 078 928. Landline at Kinder 02 6027 1560.

Distance from expert medical care:

Level 2 First aid is provided on site – all staff have this qualification.

Travel Arrangements:

Walking between the kinder grounds [through the gate] to the bush kinder environs.

Adventure activities undertaken or that may be offered to students throughout the program:

Children and adults benefit from using only what nature has provided. Outdoor spaces with plants, trees, rocks, mud and water invite open-ended interactions, spontaneity, risk taking and a connection with nature. gathering, exploring, climbing, exploring are some of the activities that will take place. (NQS element 3 Physical Environment)

Activities within this program present the potential for students to sustain physical injury.

A Risk Management Plan for this program has been developed by staff and is available for parents to review on request.

What students need to bring:

A water drink bottle and lunch box as per usual. Gumboots to stay at the kinder, a hat and protective clothing. Sunscreen is to be applied before attending kinder.

PLEASE TICK YOUR CONSENT BELOW:**Student Behaviour TICK FOR YES)**☐

'I understand that in the event of my son's/daughter's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, the Kindergarten Director or staff may contact me to discuss.'

Photograph consent for Newsletter and Storypark publication TICK FOR YES)☐

'I consent to my child being photographed and/or visual images of my child being taken during activities by the kinder for use in the kinder's newsletter and Storypark without acknowledgment and without being entitled to any remuneration or compensation.'

 **If you do not consent to this Photograph statement, please mark an 'X' in the box.**

Photograph consent for External media upload and publicity purposes TICK FOR YES)☐

'I also consent to my child being photographed and/or visual images of my child being taken during activities by the kinder for use in the kinder's website, closed Facebook site, Enrolment Handbook or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.'

 **If you do not consent to this Photograph statement, please mark an 'X' in the box.**

Consent for emergency transportation☐

'In the event of an emergency, I consent to my child being transported in a privately-owned vehicle driven by a member of the supervisory staff listed on this excursion form.'

PARENT CONSENT & SIGNATURE

I have read all of the above information provided by the kinder in relation to the excursion to:

Bush Kinder experience including any attached material.

I give permission for my daughter/son.....
(full name) to attend.

Parent/guardian/carer: (full name) (Signature) (Date)

In case of emergency I can be contacted on:

..... OR



Yackandandah Kindergarten

Confidential Medical Information Form for 2026 Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

COVERING ALL YACKANDANDAH KINDERGARTEN EXCURSIONS HELD IN TERMS 1 – 4. 2026 INCLUSIVE. This Form relevant to regular Kinder & Bush Kinder

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Emergency telephone numbers: *After hours*

Business hours

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

Business hours

Name of family doctor: _____

Address of family doctor:

Phone number:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber? ☐ Yes ☐ No If yes, ambulance number:

Please tick if your child is living with any of the following health conditions:

- ☐ Asthma (if ticked complete Asthma Management Plan)
- ☐ Anaphylaxis (if ticked review and update the Individual Management Plan for the excursion)
- ☐ Blackouts ☐ Diabetes ☐ Dizzy spells ☐ Migraine
- ☐ Heart condition ☐ Travel sickness ☐ Seizure of any type
- ☐ Other: _____

Allergies

Please tick if your child is allergic to any of the following:

☐ Penicillin ☐ Other Drugs: _____

☐ Foods: _____

☐ Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? ☐ Yes ☐ No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) _____

Date: _____

Note: You should receive detailed information about the excursion prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.

PERMISSION FORM

PROGAM LOCAL [WALK TO] EXCURSIONS

- Yackandandah Men's Shed
- Yackandandah Community Garden
- Yackandandah Museum
- Sir Isaac Isaacs Park Boardwalk
- Yackandandah Primary School
- Yackandandah CFA Station
- Sir Isaac Isaacs Park
- Butson Park Sports Oval
- Yamaroo Hostel
- Yackandandah Skate Park
- Yackandandah Library &/or Public Hall
- Yackandandah Main Street

From time to time, and with parents fully informed by teachers beforehand, children in all our programs may walk to any of the abovementioned locations as part of a supervised excursion.

Full staff [and parent volunteers where necessary] supervision will apply at all times. Risk Management Plans will be completed for all venue excursions and available for parents to view.

I give my consent for my child [under staff/adult supervision] to participate in walk-to excursions to the any of the abovementioned venues. I understand that I will be informed of any outing details.

CHILD'S NAME Date

Parent/Guardian Name Signature

Contact Numbers

Emergency Contact & Number

RELEVANT ADDITIONAL INFORMATION:

TICK IF ANY ☐ Asthma ☐ Migraines ☐ Anaphylaxis: what to avoid:

APPLY: ☐ Allergies ☐ Other

Consent for emergency transportation

☐ 'In the event of an emergency, I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.'

☐ 'I understand that in the event that my child's misbehaviour or behaviour poses a danger to himself/herself or others during the excursion, staff may contact me to discuss.'

Photo/Media Consent for photos or visual images taken during activities [☒ for YES or ☒ for NO]

- ☐ Photo upload to Kinder's Face Book page ☐ Photo placement in Kinder newsletter
- ☐ Photo upload to Kinder website ☐ Photo used for promotion purposes in external media
- ☐ Photo used by any of the abovenamed organisations for promotion purposes in external media

Yackandandah Kindergarten
30 Isaacs Avenue, Yackandandah VIC 3749
Telephone: 02 6027 1560
Email: yackandandah.kin@kindergarten.vic.gov.au
www.yackandandahkinder.com.au

PARENT PERMISSION FOR THE USE OF STORYPARK IN 2026

Dear Families

As part of our commitment to providing your child the best early learning experience, we use **Storypark** at our Early Learning Service.

Storypark is a digital communication tool, allowing us to easily share your child's early learning experience with you at the end of each day. Our educators capture your child's achievements throughout the day via Storypark with photos, notes and stories. Storypark saves us time, in-turn allowing us to spend more time with your child.

As a parent/carer/guardian, you (and your chosen relatives) will have a secure private login to access a snapshot of what your child does throughout the day via email or the Storypark smartphone Parent App. This will be sent to you with photos, a daily report from your child's group and the learning outcomes they met.

The key with Storypark is to ensure it compliments the face-to-face communication we already have when you visit us. Our face-to-face communication is undeniably one of the most important aspects of maintaining great relationships between our educators and your family. Storypark is here to enhance communication and provide the parents that are unable to visit us with photos and information about the child. For further information regarding Storypark you may visit <https://main.storypark.com/families>

We require your written consent to use your personal information for the communication. Please promptly complete and sign the 'Parent Permission' form attached. If you would **not** like to receive this communication, please contact me to discuss this as soon as possible.

We would love your feedback and any suggestions you may have to improve communication and parent engagement.

Thank you,



Marisel Blefari

Director, Yackandandah Kindergarten

PARENTAL / CARER/ GUARDIAN CONSENT FOR THE USE OF STORYPARK IN THE KINDERGARTEN'S PRE-SCHOOL PROGRAM

I/We, the Parent/Guardian/Carer of _____, agree to the terms of use and give consent for my personal information to be used as part of the communication purposes for delivering information to the nominated Parent/s & Guardian/s & Carer/s of my child/children for participation in the centre's communication tool via Storypark. I understand that the information is protected by The Privacy Act 1988 under Australian Law.

Terms of use for sharing information

Sharing information outside of Storypark, whether it be documentation or your children's photos, is at the discretion of the family. Families are responsible to make sure what is shared is in the best interests of their children. Your child may be included in group experiences that can be viewed by the families of the other children in the group. In these instances, it is prohibited to share or upload any photos or information without the consent of those children's families.

Nominated Parents/ Carer/ Guardians:

Child's Name:	
Child's Date of Birth:	
Kindergarten Programs [enrolling in]: ☐ FULLY FUNDED 3YO PROGRAM ☐ NON-FUNDED BUSH KINDER PROGRAM	
Parent/ Carer/ Guardian 1 (Primary Carer: Y / N)	
Name:	Relationship:
Email:	
Signature:	
Parent/ Carer/ Guardian 2 (Primary Carer: Y / N)	
Name:	Relationship:
Email:	
Signature:	