



CONFIDENTIAL ENROLMENT APPLICATION Bush Kindergarten

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:**/...../2025

Allocated Program: NON-FUNDED BUSH KINDERGARTEN [no enrolment sought in funded programs]

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.

SELECT YOUR PREFERRED DAY: **Monday 4YO GROUP** **Tuesday 3YO GROUP**

Please note that days are subject to staffing and enrolment numbers



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:

1. Bring the **original** court order/s, parenting orders or parenting plans for staff to see and a copy to attach to this enrolment form;

2. If these orders:

- a) change the powers of a parent/guardian to:
- authorise the taking of the child outside the service by a staff member of the service;
 - consent to the medical treatment of the child;
 - request or permit the administration of medication to the child;
 - collect the child, AND/OR
- b) give these powers to someone else,

please describe these changes and provide the contact details of any person given these powers*: (you may wish to attach a separate note)

.....

Information about child's parents/guardians: these people are authorised to collect your child from Kinder.

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.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child live with the mother? <input type="checkbox"/> No <input type="checkbox"/> Yes (please tick)	Does the child live with the father? <input type="checkbox"/> No <input type="checkbox"/> 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.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you authorise the kindergarten to contact you via email? (newsletters, notes etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> <input type="checkbox"/> Please specify.....	<input type="checkbox"/> <input type="checkbox"/> 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. What is the occupation of the parent/guardian? <i>If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months. Please use the person's last occupation</i> <i>If the person has not been in paid work in the last 12 months, enter N</i>	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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="text"/> <input type="text"/>

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** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. 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** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. 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** [e.g. 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** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. 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** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. 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** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. 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** [e.g. senior non-commissioned officer]
- **Other** [e.g. 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** [e.g. 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** [e.g. 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** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. 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** [e.g. 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** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. 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** [e.g. 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** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. 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** [e.g. 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 2025.

<input type="checkbox"/> Three-Year-Old Kindergarten (they will start primary school in 2027)
<input type="checkbox"/> Four-Year-Old Kindergarten (they will start primary school in 2026)
<input type="checkbox"/> No, my child will only attend this service
<input type="checkbox"/> Yes, my child will also attend another service
If yes, please provide the name of the other service/s:

Parent/Carer/Guardian declaration
<input type="checkbox"/> I am claiming my child's one funded kindergarten place and Free Kinder at (insert service name) _____.
<input type="checkbox"/> My child will not accept a funded kindergarten place at any other kindergarten or long day care service.
<input type="checkbox"/> 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
<input type="checkbox"/> 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 & KindyHub? 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:

PARENT'S CRN:

EXPIRY DATE:

CHILD'S NAME:

CHILD'S CRN:

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

NON-FUNDED PROGRAM FEE PAYMENT AGREEMENT

COVERING THE NON-FUNDED BUSH KINDER PROGRAM

This form must be completed IF YOU ARE 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 acknowledge we are responsible for the payment of the \$30 maintenance fee and the \$15 IT Levy pursuant to this enrolment, unless we have already enrolled in another program at Kinder.
- I/We understand that term fees are non-refundable except in accordance with Attachment 1, Section 7 of the Fees Policy.
- I/We agree to pay fees by the due date on the fees 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 [Pages 19-27 of this enrolment form] and we agree to abide by the policy.
- 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 No. 1 Name: _____

Email address: _____

Parent/Guardian/Carer No. 2 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/carer No. 1 Name: _____

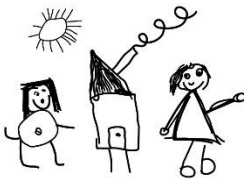
Preferred Mobile No: _____

Email address: _____

Parent/Guardian/carer No. 2 Name: _____

Preferred Mobile No: _____

Email address: _____



ALL ABOUT ME

BUSH KINDER PROGRAM, 2025



My full name is:

I like to be called:

In my family I have:

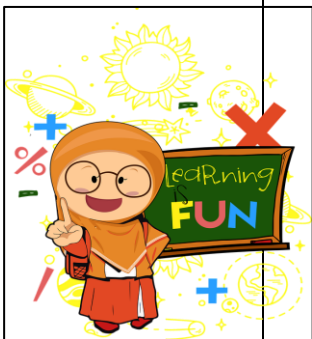
Things I like to do are:



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

VALUES:

The Kindergarten is committed to:

- Providing responsible financial management of the service, which includes establishing fees that will result in a financially viable service while keeping user fees at the lowest possible level;
- Providing a fair and manageable system for dealing with the non-payment and/or inability to pay fees/outstanding debts;
- Maintaining confidentiality in relation to the financial circumstances of families;
- Advising users of the service about how the programs are funded, including government support & parent fees;
- Providing equitable access for families eligible for the kindergarten fee subsidy.

PURPOSE:

The aim of this policy is to provide a clear set of guidelines for:

- The setting, payment and collection of fees
- Ensuring the viability of Yackandandah Kindergarten by setting appropriate fee charges
- Equitable and non-discriminatory application of fees across the programs provided

GUIDELINES:

Policy Statement

The Department of Education (DE) provides per capita funding as a contribution toward the costs of providing kindergarten two years before school. In addition, the kindergarten fee subsidy (KFS) enables eligible families to attend the funded kindergarten program at a reduced or no cost.

The kindergarten meets the balance of costs through fees and fundraising.

Early Start Kindergarten (ESK) is a grant funded by the Department of Education and Training that provides eligible three-year-old children access to 15 hours of kindergarten per week for free or at low cost, including in areas with funded Three-Year-Old Kindergarten. A child can be placed in a Three-Year-Old Kindergarten program, a mixed age program or where Early Start enrolments are incorporated into a four-year-old program.

The ESK grant is available for children who are:

- three years old by 30 April in the year they are enrolled
- Aboriginal and/or Torres Strait Islander or known to Child Protection.
- enrolled in a kindergarten program delivered by a Victorian Institute of Teaching (VIT) registered early childhood teacher.

Notification of a child's eligibility for ESK can be provided to your service verbally or in writing from a parent or by any professional supporting the family. No other action or information is required to determine eligibility.

PROCEDURES:

The Yackandandah Primary School Council, through 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 fees at the service
- 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

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
- Providing the required documentation to enable the service to claim the kindergarten fee subsidy for eligible families. All documentation must be received prior to the child starting kindergarten.

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.

Attachments

Attachment 1: Fees and charges information for families

Attachment 2: Fees Payment Agreement – four year old fully State Government funded program

Attachment 3: Fees Payment Agreement – three year old fully State Government funded program

Attachment 4: Fees Payment Agreement – Bush Kinder non-funded program and Wednesday non-funded program

Attachment 5: Fees Schedule

RESPONSIBILITY:

The Fees Policy is the responsibility of the Yackandandah Primary School Council and is to be approved by the School Council.

ASSOCIATED POLICIES / DOCUMENTS:

- Enrolment Policy
- Delivery & Collection of Children Policy
- Privacy Policy
- Education & Care Services National Law Act 2010
- Education & Care Services National Regulations
- Yackandandah Kindergarten Management Committee – Budget documents

REVIEW:

In accordance with the Policy Review Table, the Fees Policy will be scheduled for review in 2025.

ATTACHMENT 1.

Fee and charges information for families.

YACKANDANDAH KINDERGARTEN

1. Why fees are necessary

Whilst the State Government fully funds Department of Education (DE) 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; eg, 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 Kindyhub communication medium used by staff to share photos, stories and observations of the children with their 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 child will be placed in After Kinder Care Service on kinder premises and a fee of \$22 charged.
 - 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 Kindergarten 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)

The Kindergarten Fee Subsidy (KFS) formerly provided by DE and applicable to families who hold cards such as listed below, is no longer applicable from 2023 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	• 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	

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 the 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.

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

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: 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, 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 fail to make a payment, the Principal will telephone 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 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 registered mail.

REFUND OF FEES

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

In any other case, fees are non-refundable (exceptional circumstances may apply 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.

ATTACHMENT 3

FEE PAYMENT AGREEMENT 3YO & 4YO NON-FUNDED BUSH KINDER PROGRAM & 4YO WEDNESDAY NON-FUNDED KINDERGARTEN PROGRAM

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 kindergarten program free of charge or at minimal cost prior to 2023.

NOTE: All Non- Funded Program fees are the full responsibility of parents.

Bush Kinder 3yo & 4yo Non-Funded Program Fee Schedule

Fee Type	Description	Amount
Term Fee	Term Fees are not refundable. The non-funded Bush Kinder program is not subsidized by the State Govt and fees are the full responsibility of the parent.	\$656 (for 7.5 hours/wk) per term per child
Maintenance Levy	Family contributions to the maintenance of our kindergarten grounds rather than relying on parent rosters for general weekly upkeep. (NB: This is not paid if the maintenance levy was paid for another program (4yo or 3yo kinder)).	\$30 per family regardless of how many children enrolled
IT Levy	A payment to cover the children’s use of iPads and the Kindyhub communication tool by which parents receive messages, stories, photos of their children’s kinder day activities.	\$15 per family regardless of how many children enrolled
<ul style="list-style-type: none"> • <u>Multiple Child Enrolment discount structure:</u> 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 2025

Quality Area 4

VALUES:

The Yackandandah kindergarten provides an open, welcoming and safe environment. We believe that families and volunteers play a crucial and valuable role in the effective operation of the Kindergarten and in enriching the children’s program.

The Kindergarten is committed to:

- The well-being of each child having fundamental importance
- The provision of a safe and secure environment
- Providing an open, welcoming environment where everyone’s contribution is valued and respected
- Encouraging families and volunteers to support and participate in the Kindergarten’s programs.

The Kindergarten is a place of learning for young children and therefore the rights of the child will be considered first and foremost.

PURPOSE:

The aim of this policy is:

- To provide guidelines to promote desirable and appropriate behaviour to ensure that all interactions with children and adults will be respectful, honest, courteous, sensitive, tactful and considerate.
- To assist in ensuring the safety and well-being of children, families and staff

GUIDELINES:

1. This Code of conduct applies to all adults, including parents, care givers, volunteers, extended family, visitors and other association members involved in any activities related to the Kindergarten.
2. All families of children attending and volunteers involved with the kindergarten will be required to read and sign the Code of Conduct to formally acknowledge that they understand what is acceptable behaviour from adults in a preschool environment and agree to comply with the requirements.
3. Families will be given a copy of the Code of Conduct on enrolment.
4. A breach of the Code of conduct may result in formal disciplinary action by the Committee of management and may lead to exclusion from the Kindergarten.
5. All adults are expected to follow the principles of:

Safety	Comply with all policies and procedures of the Kindergarten. These are displayed at the Kinder.
Ethical Conduct	Always act in the best interests of children, their families and users of the service.
Support	Work in a cooperative and positive manner.
Communication	Use courteous and acceptable verbal and non-verbal language in all communication. Refrain from the use of profane, insulting, harassing and otherwise offensive language.
Respect	Value diversity and refrain from all actions & behaviour that constitute harassment or discrimination.
Confidentiality	Comply with the Kindergarten privacy policy. Respect the confidential nature of information gained, or behaviour observed, whilst participating in the program, in relation to other children and adults.
Children’s Program	If participating in the program seek guidance and direction from staff. Behaviour guidance of the children is the responsibility of staff, immediately refer an issues or concerns related to managing children’s behaviour to staff.

6. Behavioural practices to follow:

In relation to children

- Be a positive role model at all times.
- Always speak in an encouraging and positive manner.
- Listen actively to children and offer empathy, support and guidance where needed.
- Regard all children equally and with respect and dignity.
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff).
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed.
- All interactions with children should be undertaken in full view of other adults.
- Never do things of a personal nature for a child that they can do themselves. (eg. assisting them going to the toilet or changing their clothes)

In relation to other adults (including staff)

- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions at all times. Speak with the staff member if you have a problem with complying with any directions.
- Be aware of routines and guidelines for children's play within the Kindergarten, abide by them and seek advice when unsure.
- Be aware of emergency evacuation procedures.
- Discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.
- Avoid approaching staff to discuss a child during the session. Seek an alternative time when staff are free from contact duties with children.
- Refrain from public criticism of children and adults at the centre.
- Any issues or grievances should be directed to the Educational Leader or Principal as outlined in the Complaints Policy.
- Under no circumstances should a child, parent or member of staff be approached directly in a confrontational manner.
- Smoking is prohibited on the Kindergarten property at all times.

In General

- The Kindergarten and staff are responsible for the children that are enrolled and signed in, that is those children attending their Kindergarten session.
- When parents bring other children to the Kindergarten the staff are not responsible for these children and will not supervise them.
- Adults are responsible for all children who accompany them, for example while on duty, drop off and pick up time, ensuring they do not inhibit or disrupt the program in any way.
- Parents are responsible for children's behaviour when attending other activities and the child is not signed into the program, for example working bees, family night.

OUTCOMES EXPECTED:

That all staff, families and volunteers attending the Yackandandah Kindergarten will conduct themselves in line with the principles outlined in this policy.

RESPONSIBILITY:

The committee of management is responsible for ensuring all families, staff and volunteers are provided with a copy of this policy upon arrival, employment and enrolment.

The Educational Leader & Principal are responsible for implementing the standards of conduct set out in this policy.

On notification of a potential breach of the Code of Conduct the Educational Leader or Principal will activate the complaints policy.

Emergency situations involving a breach of the Code of Conduct (eg. violence that has been threatened) will be dealt with by the Educational Leader / School Principal.

ASSOCIATED POLICIES AND LEGISLATION:

- Privacy Policy
- Complaints Policy
- Education & Care Services National Law Act 2010
- Education & Care Services National Regulations under the Education & Care Services National Law
- Child Wellbeing and Safety Act 2005
- Occupational Health and Safety Act 2004 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009

REVIEW:

In accordance with the Policy Review Table, the Code of Conduct for Families & Volunteers will be scheduled for review in 2025.

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 2025 Quality Area 2

VALUES:

Yackandandah Kindergarten is committed to:

- The safe and orderly delivery and collection of children enrolled at the kinder.
- Fulfilling its duty of care to all children.
- Encouraging families to deliver & collect their children on time, for the sessions enrolled.
- Complying with all legislative requirements.

DEFINITIONS:

Authorised Person: a person for whom the parent/guardian has given written authority to Yackandandah Kindergarten YK to collect the child.

Delivery: delivery of the child at Kindergarten begins once the child and parent/guardian or carer arrive on the premises and enters the time and signs the attendance book, or when the parent/guardian leaves the child at the kinder.

DFFHS: Department of Families, Fairness & Housing.

Collection of the child: collection from Yackandandah Kindergarten occurs once the parent/guardian has entered the time and signed the attendance book prior to their departure with their child, or when the parent/guardian leaves the premises with their child.

Late Collection: when a parent/guardian or authorised person collects their child/children from the session after the designated time for the session to end.

Attendance Book: book provided by YK for the person who delivers & collects the child from the kinder, to sign & record the time of arrival/ departure of each child attending.

Session: the course/activity in which the child is enrolled and which has specific hours of attendance.

Nominated Emergency Caregivers: two people appointed by the Committee of Management at the first meeting of each year to whom uncollected children will be handed over to care for until appropriate arrangements for the care of the child can be made.

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 its 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 and collection of Children Policy will be scheduled for a review in 2025.



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

2025 BUSH KINDER EXCURSION PARENT CONSENT FORM:

3yo & 4yo Enrolment: *Consent for 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: 2025: 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. Mon & Tues 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 KindyHub 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 KindyHub 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:

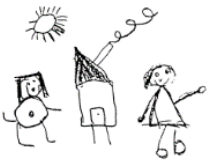
Bush Kinder experience including any attached material.

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 2025 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. 2025 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 KINDYHUB

Dear Families,

As part of our commitment to providing your child the best early learning experience, we're proud to utilise **Kindyhub** in our Early Learning Service!

Kindyhub 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 Kindyhub with photos, notes and stories. Kindyhub 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 Kindyhub 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. It will have a cost of \$15 per child per year and will be added to your fees as an IT Levy.

The key with Kindyhub 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. Kindyhub 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 Kindyhub you may visit www.kindyhub.com.au

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

