



Boroondara Kindergarten Central Enrolment Scheme Enrolment Policy -

Effective for attendance at:-

3 and 4 year old kindergarten from
2017

Responsible Directorate: Community Development

Authorised by: Council

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Policy type: Council



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1. Introduction

1.1. Purpose

This policy will outline, for current and future parents/guardians who wish to have their children enrolled at a Boroondara Kindergarten Central Enrolment Scheme (BKCES) Member Kindergarten, staff and the committee.

- The criteria for enrolment at a BKCES Member Kindergarten.
- The process to be followed when enrolling a child at a BKCES Member Kindergarten.
- The criteria by which places within the BKCES Member Kindergartens and their programs will be allocated.
- Give an overview of the purpose for this policy including its aims.

1.2. Scope

This policy applies to BKCES Member Kindergartens, the BKCES Advisory Group, kindergarten staff, council officers and parents/guardians who wish to have their children enrolled at a BKCES Member Kindergarten, or have children already enrolled at a BKCES Member Kindergarten.

2. Background

The BKCES policy was originally endorsed by Council on 17 September 2007 and amended on 29 November 2010. Minor amendments i.e. updated terminology was made in December 2013. Council endorsed an amended policy in May 2014.

2.1. Context

In Victoria, preschool or kindergarten is the year before school entry and funding is provided to the kindergarten by the Department of Education and Training (DET). Children are eligible to attend kindergarten if they turn 4 years of age on or before 30 April in the year of attendance. In line with the State Government's Policy the first priority of the BKCES is to ensure that 4 year old children are offered the opportunity of attending a funded year of kindergarten.

2.2. Consultation

After consultation with current and future users of the BKCES Member Kindergartens, the Committees of Management will:

- Determine the programs and hours of attendance to be offered at their kindergarten, based on applications received and the financial viability of the programs to be offered.
- Member Kindergartens must advise the BKCES Kindergarten Central Enrolment Officer (KCEO) by 30 April of any program changes for the following year so that parents have the opportunity to change their preferences before the close of enrolments on the last day of Term 2.
- A Member Kindergarten Committee of Management may change its program after the last day of Term 2. Costs and notification of program change are the responsibility of the Member Kindergarten. The BKCES will advise of these changes on the City of Boroondara website.

2.3. Corporate framework

This policy supports the key theme of Strong and Engaged Communities as outlined in the Council Plan 2013 - 2017 by committing to "*plan, lead and facilitate the provision of high quality services that meet the needs of children, young people and their families*".



2.4. Review of Policy

This policy shall be reviewed in line with any State Government legislated or required changes that are tied to kindergarten funding and service agreements. The BKCES Advisory Group will discuss these changes and their implications for participating member kindergartens. Council officers shall amend the policy to reflect State Government implementation timelines with approval provided by the Director Community Development

As Council is not the decision maker in regard to State Government policy and funding, and kindergartens must fully comply with their funding and service agreement to continue to operate; it is not necessary to seek review and approval by Council.

If the Early Learning Association Australia (ELAA) provides an updated policy or an urgent change to this policy is proposed by DET, a BKCES Member Kindergarten, the BKCES Advisory Group or Council; an advisory group meeting will be held to discuss and endorse any proposed amendments.

Any major amendment to this policy, other than State Government legislated or required changes must be endorsed by Boroondara Council.

3. Policy statement

This policy is committed to:

- Equal access for all children, based on the criteria set out in this policy.
- Compliance with the Education and Care Services National Law 2010 and Regulations 2011.
- Compliance with the DET Kindergarten Guide 2015 or subsequent document relating to the enrolment of children in government funded kindergarten places for the year in which an application is made.
- Maintaining confidentiality in relation to the details on Enrolment Application Forms.

4. General Enrolment Procedures

4.1 Application for a place

Completed Enrolment Application Forms for children to attend a BKCES Member Kindergarten will be accepted from the child's second (2nd) birthday.

Enrolment Application forms are able to be completed online via the Boroondara website at www.boroondara.vic.gov.au


Enrolment Application Forms are also available from BKCES Member Kindergartens, the City of Boroondara Council Offices, Libraries, Maternal and Child Health Centres and the City of Boroondara website at www.boroondara.vic.gov.au .

A separate Enrolment Application Form must be completed for each child. One Enrolment Application Form covers application for both 3 year old and 4 year old kindergarten.

To facilitate the inclusion of all children into the education program, Enrolment Application Forms should clearly identify any additional or specific needs of the child.

All applications must be accompanied by the Enrolment Application Fee. A separate application fee is charged for each year of entry as detailed on the Enrolment Application Form. This fee is not refundable.

Completed hard copy Enrolment Application Forms can be forwarded to the BKCES Kindergarten Central Enrolment Officer (KCEO) at Private Bag 1, Camberwell 3124, or an officer at a Council Customer Service centre.



Parents/guardians will receive written confirmation from BKCES on receipt of a completed Enrolment Application Form.

Access to Enrolment Application Forms is restricted to the BKCES KCEO, the Senior Coordinator Family Services Development and the relevant Member Kindergarten Enrolment Officer, in accordance with the Boroondara Information Privacy Policy.

Applicants will be placed in accordance with the BKCES Selection Criteria.

4.2 Applications for Children with Additional Needs

Parents/guardians must contact the BKCES Member Kindergarten on acceptance of an offer of placement to alert kindergarten staff of their child's additional needs. Member Kindergartens may be eligible for funding through the DET Kindergarten Inclusion Support Packages to provide support to children enrolled with additional needs. Strict eligibility criteria apply to the second year of funded kindergarten. (Refer to the DET Kindergarten Guide 2015)

4.3 Closing Dates for Applications

The closing date for enrolment applications is:

- the last day of Term 2 in the year preceding attendance.

4.3.1 Procedures for a Late Application for Enrolment

Applications received after the closing date will be placed at the end of the waiting list and will be allocated in accordance with the Date of Receipt and may not form part of the first round offers.

4.3.2 Procedure for Changing Preferences

Change of preferences for the BKCES Member Kindergartens must be lodged in writing to the BKCES KCEO to be received by **the last day of Term 2** in the year preceding entry. Change of preferences lodged after the last day of Term 2 will be considered as a new application and will be placed at the end of the waiting list.

4.4 Applications for a Second Year of Kindergarten

The Member Kindergarten Teacher/Director must advise the parents/guardians of any child she/he considers may require a second year of funded kindergarten before the close of enrolments on the last day of Term 2 for kindergarten inclusion the following year.

Parents/guardians of children applying for a second year of funded kindergarten (4 year old) must submit an Enrolment Application Form and the prescribed fee to the BKCES before the close of enrolments for a funded place to be held at the same kindergarten.

The BKCES KCEO may request the Member Kindergarten teacher to submit a copy of the completed declaration of eligibility for a second year of funded kindergarten for a repeat funded place to be held.

Applications for a second year of funded kindergarten at a different BKCES Member Kindergarten will be considered as a new application.

Parents/guardians of children applying for a second year of 3 year old kindergarten at the same kindergarten must submit an Enrolment Application Form to the BKCES before the close of enrolments. A second year of 3 year old kindergarten will only be granted on the teacher's approval on the grounds of additional needs. (Supporting documentation may be required).



4.5 Allocation of Places

Places will be allocated to eligible children who are on the waiting list in accordance with preferences indicated on the Enrolment Application Form and the Selection Criteria of this policy.

If in the event of unforeseen circumstances, a parent/guardian who has been offered a place at their first preferred kindergarten may choose to be placed on the waiting lists of lower preferred kindergartens.

Places will be allocated if there is no outstanding debt to a Member Kindergarten. On the advice of the Treasurer from any Member Kindergarten, places will not be allocated until the debt owed by the family is paid, or a payment plan is agreed to between the family and the Member Kindergarten. (Refer to the Member Kindergartens' Fee Policy)

Where a kindergarten provides more than one 3 or 4 year old group, places within the groups will be allocated by the applicant's priority into the Member Kindergarten according to the selection criteria of this policy.

4.6 Offer of Places

Offers of places in the 3 year old programs and the funded 4 year old programs will be made in late July /early August in the year preceding attendance. The offers date will be set each year in accordance with Victorian School Term dates.

Second Round offers will be posted two weeks after First Round offers close.

Subsequent offers will be made as positions become available and until all vacancies are filled.

Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of this policy.

Applicants who are successful will be notified in writing of a confirmed place.

Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the BKCES KCEO in writing as soon as possible.

Applicants who are unsuccessful will be notified in writing and advised of the waiting list information for their preferred kindergartens. In November, the BKCES KCEO will contact all 4 year old applicants who remain on the waiting list for attendance in the following year. At this time they will be advised of kindergartens that have vacancies. Applicants may choose to secure a vacancy at a non preferred kindergarten and remain on the BKCES waiting list for their preferred kindergarten.

Following the offer of a place from BKCES, applicants must return the completed Acceptance Form to the BKCES KCEO. Late correspondence will not be accepted and the position will be offered to the next child on the waiting list.

Member Kindergartens will be notified of confirmed places. Member Kindergartens may then invoice parents for a Security Fee, to be paid directly to the kindergarten to hold the place. Non –payment of the required Security Fee will result in the place being offered to the next child on the waiting list. It is the parents' responsibility to ascertain the Enrolment Security Fee requirements of the Member Kindergartens they have preferred prior to submitting their application.

4.7 Eligibility and Access to 4 Year Old Program

4.7.1 Eligibility

As per the DET Kindergarten Guide 2015, the following children are eligible for attendance in a 4 year old kindergarten program:

- Children who turn 4 years of age by 30 April in the year they attend kindergarten.


- High priority children (refer to definition under section 13)
- Children who have received funding for a second year of 4 year old kindergarten.
- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry by the DET regional office. (Refer to the DET Kindergarten Guide 2013)
- Children who are younger than the eligible age, but whose parents/guardians have submitted a written request to the DET regional office for their child to attend school the following year. A copy of the written request for early entry to school must be attached with the application. Parents/guardians are advised that very few requests are approved by the DET for early entry. If the child attends kindergarten early, but does not proceed onto school the following year, the child will be unable to access another funded year unless they meet the criteria for a second year of funded kindergarten. (Refer to the DET Kindergarten Guide 2015)
- Children also eligible to attend a BKCES Member kindergarten are children who were eligible to attend the 4 year old funded kindergarten program in the previous year but deferred from the 4 year old funded kindergarten program on or before the last day of Term 1 with the intention of attending the following year.

4.7.2 Selection Criteria for 4 Year Old Kindergarten

4 Year Old Selection Criteria

Commencing with applicants first preference kindergarten, places are allocated according to the following criteria:

1. **High Priority children** - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.
2. **Repeats** – Children currently enrolled at the kindergarten who have received funding for a second year of 4 year old kindergarten **are placed at the same kindergarten.**
3. **Deferrals** – Children who were eligible to attend a 4 year old program at the Member Kindergarten in the previous year but deferred or withdrew from the program in writing to the BKCES KCEO on or before the last day of Term 1 are placed at the same kindergarten.
4. **3 year olds** – Children who have attended and completed the 3 year old program at the Member Kindergarten in the previous year, and have applied for the 4 year old program at the same kindergarten.
5. **Siblings** – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same Member Kindergarten within a 5 year timeframe.
6. **City of Boroondara residents** who apply to their closest City of Boroondara kindergarten
7. **All other residents** of the City of Boroondara.
 - (a) Non City of Boroondara residents who have been verified as high priority children.
 - (b) Non residents who apply to their closest City of Boroondara kindergarten are sorted to closest proximity
 - (c) All other non-residents



In the event that all criteria are equal, positions shall be determined by computer generated ballot.

Note: See Appendix B, C and D for amended Selection Criteria for Auburn South Preschool and Estrella Preschool) and Cara Armstrong Kindergarten and Glen Iris Road Uniting Church Kindergarten

4.8 Eligibility and Access to 3 Year Old Program

4.8.1 Eligibility

The following children are eligible for attendance in a 3 year old kindergarten program with a BKCES Member Kindergarten:

- Children who turn three years of age by 30 April in the year they attend kindergarten.
- Children identified as being Aboriginal and/or Torres Strait Islanders
- Children known to Child Protection or referred to Child and Family Services Information, Referral and Support Teams (Child FIRST)

Note: Children must be three years of age before commencing the program at any kindergarten.

4.8.2 Selection Criteria for 3 Year Old Kindergarten

Commencing with applicants' first preference kindergarten, places are allocated according to the following criteria:

1. High Priority children - Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.

2. Deferrals– Children who were eligible to attend a 3 year old program at the Member Kindergarten in the previous year but deferred or withdrew from the program in writing to the BKCES KCEO on or before 30 April are placed at the same kindergarten.

3. Siblings – Children who have had a sibling attend and complete the 3 year old or 4 year old program at the same kindergarten, within a 5 year timeframe.

4. City of Boroondara residents who apply to their closest City of Boroondara Member Kindergarten.

5. All other residents of the City of Boroondara.

(a) Non City of Boroondara residents who have been verified as high priority children.

(b) Non residents who apply to their closest City of Boroondara kindergarten are sorted to closest proximity

(c) All other non residents

In the event that all criteria are equal, positions shall be determined by computer generated ballot.



Note: See Appendix B, C and D for amended Selection Criteria for Auburn South Preschool and Estrella Preschool and, Cara Armstrong Kindergarten and Glen Iris Road Uniting Church Kindergarten

5. Additional Information

5.1 General Information

Applicants who live outside the City of Boroondara: Parents who live outside the municipality may apply for positions in the City of Boroondara.

Birth Certificates may be requested by the Member Kindergarten after a place has been confirmed.

Deferrals: Parents/guardians who wish to defer their enrolment are required to notify the BKCES KCEO in writing as soon as possible, and prior to 30 April for 3 year old kindergarten or the end of Term 1 for 4 year old kindergarten in the deferral year. Enrolment Application Fees and Security Fees will be carried over to the year of attendance.

A deferred position only applies to the kindergarten where the position has been accepted. It cannot be transferred to any other kindergarten or year level, the year it is taken up. Any alteration will be treated as a new application and must comply with enrolment procedures. Deferral Applications are required to re-preference the groups within the kindergarten and will be placed according to the selection criteria in the following year.

Excessive applicants: Fulfilling the criteria for enrolment does not guarantee a placement at a Member Kindergarten due to the excessive number of applicants.

Extended Hours: It is the responsibility of the Member Kindergarten's Enrolment Officer to offer extended hours to applicants.

Grievances: Complaints, grievances or appeals regarding the process or procedures of the BKCES may be made in writing to the Coordinator Family Services Development and will be considered by the Family, Youth and Recreation Services Department. Supporting evidence will be required. The Family, Youth and Recreation Services Department will notify outcomes of any complaint/grievances in writing as soon as practicable.

Group Sizes: Group sizes are determined by individual kindergarten committees and are advertised in the BKCES Information Kit.

Late Applications: BKCES takes no responsibility for non receipt or late applications. The onus is on the parents/guardians to ensure the completed Enrolment Application Form with the prescribed fee reaches the BKCES.

Late Start/Absence: If a child is absent for an extended period of time, the place will only be held at the Member Kindergarten if written notification has been made to the kindergarten and the prescribed term fees are paid in full and in advance.

Special Consideration: Requests for special consideration must be made in writing to the Senior Coordinator Family Services Development preferably at the time of application and not after the close of enrolments in the year preceding desired attendance. Additional evidence may be required to support such requests. The Coordinator Family Services Development will notify on the outcome in writing as soon as practicable. (Refer Appendix E: Special Consideration Process Guidelines)

5.2 3 Year Old Kindergarten

A child is not permitted to attend a 3 year old program until their third birthday. Where a child is unable to start as they have not turned 3 years of age by the start of Term 1, parents will be required to pay the full term fee appropriate for that kindergarten in advance, to hold a place.



5.3 4 Year Old Kindergarten

After commencing attendance in a 4 year old kindergarten program, children who have been assessed as not ready will automatically go to the top of the 3 year old waiting list for the same kindergarten on lodgment of a 3 year old Enrolment Application Form and the prescribed Application Fee. The 4 year old Enrolment Application and Application Fee will be transferred to the following year.

Children repeating 4 year old kindergarten not authorised by DET to receive a second year of funding will be required to pay the full fee plus the cost of the per capita grant. Such children will only be considered for a place in a BKCES Member Kindergarten after all eligible enrolments for that particular kindergarten have been placed. Provided that an application for a place has been lodged by the close of enrolments, they will be eligible for any vacant places after 1 December.

6. Key Responsibilities and Authorities

The City of Boroondara is the responsible manager of this policy and must approve and endorse any amendments to this policy.

The BKCES Advisory Group:

- Oversees the implementation of this policy.
- Advises the BKCES KCEO and Council on issues relating to the implementation of the policy.
- Monitors and evaluates the policy to ensure it continues to achieve its stated values and purposes.

The BKCES KCEO is responsible for the day to day implementation of this policy, which includes:

- Providing Enrolment Application Forms at the BKCES Member Kindergartens, City of Boroondara Council Offices, Libraries, Maternal and Child Health Centre's and maintaining current information on the City of Boroondara website.
- Secure storage and maintenance of the confidential status of Enrolment Application Forms and the information contained within the forms.
- Collating enrolments and notifying receipt of enrolments.
- Offering places in accordance with this policy.
- Sending letters to unsuccessful applicants and advising them of the waiting list information.
- Liaising with Enrolment Officers of the BKCES Member Kindergartens.
- Providing a regular report to the BKCES Advisory Group regarding the status of enrolments and any difficulties encountered.
- Providing the kindergartens with the advised immunization status of the children enrolled within the kindergarten program of the member kindergarten.

7. Resource and Support

Related Documents

Member Kindergartens Policy on Fees, Complaints and Inclusion of Children with Additional Needs

The DET Kindergarten Guide 2015

The Education and Care Services National Law 2010 and Regulations 2011

The BKCES Information Kit and Application Form

The City of Boroondara Information Privacy Policy

Telephone Numbers



The Department of Education and Training Children's Services Officer - 1300 651 940

Early Learning Association Australia (ELAA) formerly KPV - 9489 3500

The Boroondara Kindergarten Central Enrolment Scheme - 9278 4444

8. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under Key Responsibilities and Authorities, the BKCES Advisory Group will:

- Assess whether a satisfactory resolution has been achieved on issues relating to enrolment procedures.
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parent/guardian survey.
- Take into account feedback on the policy from the BKCES KCEO, BKCES Member Kindergarten Committees and staff.
- Monitor complaints and incidents regarding the enrolment of children.

9. Disclaimer

While the general intent of this policy will be adhered to, the BKCES may make modifications where extenuating circumstances arise. Where incorrect information has been supplied on the Enrolment Application Form, offers may be retracted.

10. Implementations and monitoring

10.1 Accountabilities

For all queries or feedback regarding this policy document, please contact the responsible officer below.

Contact	Contact number	Contact e-mail
Senior Coordinator Children and <u>Family</u> Services Development	9278 4621	kindergarten.central@boroondara.vic.gov.au

The responsible officer coordinates the implementation, maintenance and review of this policy; ensuring stakeholders are aware of their accountabilities.

10.2 Financial implications

The implementation of BKCES has reduced the workload for volunteer committees of kindergartens who participate in the scheme.

11. References

Related documents

- The Education and Care Services National Law 2010
- The Education and Care Services National Regulations 2011
- The Disability Discrimination Act 1992 (Commonwealth)
- The Equal Opportunity Act 2010 (Victoria)

- The Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- The Sex Discrimination Act 1984 (Commonwealth)
- The Information Privacy Act 2000

12. Definitions

<i>Advisory Group</i>	The BKCES Advisory Group comprises one representative from each Member Kindergarten, a BKCES Kindergarten Central Enrolment Officer (KCEO), the Senior Coordinator Family Services Development and the Family Services Development Officer. Non participating Boroondara kindergartens may also nominate a non-voting representative.
<i>Applicant</i>	A child whose parent/guardian has lodged a completed Enrolment Application Form accompanied by the non refundable Enrolment Application Fee.
<i>Attended and completed</i>	For the purposes of the selection criteria, a child is considered to have attended and completed the year if the child has attended at least 75% of classes since the commencement of enrolment.
<i>Ballot</i>	Random computer allocation of applicants where applicants have equal 'weighting'.
<i>Boroondara Kindergarten Central Enrolments Scheme (BKCES)</i>	The City of Boroondara Council managed Central Enrolment Scheme.
<i>BKCESMK</i>	Boroondara Kindergarten Central Enrolment Scheme Member Kindergarten – a Kindergarten located in the Boroondara municipality, participating in the Boroondara Kindergarten Central Enrolment Scheme.
<i>Boroondara Kindergarten Central Enrolment Officer (KCEO)</i>	The person who processes BKCES Enrolment Application Forms, and responds to general enquiries regarding the content and implementation of this policy.
<i>Children at risk of abuse or neglect</i>	Referred by: <ul style="list-style-type: none"> • Child Protection • Child and Family Services Information referral and support team Child FIRST • Maternal and Child Health Nurse • Attendance at Early Start Kindergarten
<i>Children with Additional Needs</i>	Defined as: <ul style="list-style-type: none"> • Children who require additional assistance in order to fully participate in the kindergarten program • Children who require a combination of services which are individually planned • Children who have an identified specific disability or developmental delay



<i>Closest City of Boroondara Kindergarten</i>	The City of Boroondara Kindergarten is the closest BKCES Member Kindergarten to the applicant's residential address as the crow flies.
<i>Closest Proximity</i>	The distance to the kindergarten from the applicant's residential address (as the crow flies)
<i>Committees</i>	BKCES Advisory Group and BKCES Member Kindergarten Committees of Management.
<i>Confidential Enrolment Form</i>	On acceptance of a place, a form is issued by the kindergarten and completed by the parent, in accordance with legislative requirements, which collects details about the kindergarten child.
<i>Date of Application</i>	The date of receipt of the completed Enrolment Application Form by the BKCES Kindergarten Central Enrolment Officer
<i>Deferrals – 4 year old</i>	A place that has been offered and accepted that the parent has then elected to defer the child's attendance until the following year or officially withdraws from a Member Kindergarten on or before the last day of Term 1. Children who have deferred from the 4 year old program are considered by DET not to have accessed a year of funded kindergarten, and are therefore eligible for DET funding in the following year.
<i>Deferrals - 3 year old</i>	A place that has been offered and accepted that the parent has then elected to defer the child's attendance until the following year or officially withdraws from a Member Kindergarten on or before the last day of 30 April. Children who have deferred from the 3 year old program are considered by Member Kindergarten not to have accessed a year of 3 year old kindergarten, and are therefore eligible to attend 3 year old kindergarten in the following year.
<i>DET</i>	Department of Education and Training
<i>Early Start Kindergarten</i>	Two types of Early Start Kindergarten Grants enable eligible children to access a kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher in the year two years before school. <ul style="list-style-type: none">• The Aboriginal Early Start Kindergarten Grant for children identified as being Aboriginal and/or Torres Strait Islander by a parent and• The Early Start Kindergarten Grant for children known to Child Protection or referred to Child and family services information, referral and support teams (Child FIRST)
<i>Eligible child</i>	A Child who is eligible to apply for a place in a BKCES Member Kindergarten as stated in this policy. Refer to the DET Kindergarten Guide 2013 for further information regarding eligibility for a funded place.
<i>Enrolment Application Form</i>	A form submitted to BKCES for the allocation of a 3 or 4 year old place at a BKCES Member Kindergarten.



<i>Fees</i>	<p>Payments for a place within a program at a BKCES Member Kindergarten. These include:</p> <ul style="list-style-type: none">• A Non Refundable Enrolment Application Fee payable to BKCES when lodging an Enrolment Application Form• A Refundable/Non Refundable Enrolment Security Fee required by some kindergartens payable to secure a kindergarten place• Term Fees payable to the kindergarten
<i>Grievances</i>	<p>Grievances and Appeals (as distinct from Special Consideration) in relation to the application for enrolment process or procedures are directed through BKCES KCEO or the Senior Coordinator Family Services Development.</p>
<i>Kindergarten</i>	<p>Kindergarten (formerly known as preschool) is a facility that provides a universal early childhood program and is funded by the State Government, for children in the year prior to commencing primary school. The DET Kindergarten Guide 2015.</p>
<i>Kindergarten Fee Subsidy</i>	<p>Enables eligible children to attend a funded kindergarten program free of charge. Eligibility for the fee subsidy include, children identified as Aboriginal and/or Torres Strait Islander; a multiple birth child (triplets or more); and where the child, parent or guardian holds a Health Care Card, Pensioner Concession Card, Veteran Affairs Gold or White Card; or one of the following visas – refugee, in-country special humanitarian, global special humanitarian, temporary humanitarian concern, protection, emergency rescue, women at risk and bridging visas A-E.</p>
<i>High Priority Children</i>	<p>Children at risk of abuse or neglect including children in Out-of-Home Care, children who are identified as Aboriginal and/or Torres Strait Islander, children with additional needs who require additional assistance to participate in kindergarten, require a combination of services which are individually planned and/or have an identified specific disability or developmental delay, asylum seeker and refugee children and children eligible for the Kindergarten Fee Subsidy.</p>
<i>Residential Address</i>	<p>Refers to children whose residential address is in the City of Boroondara.</p>
<i>Selection Criteria</i>	<p>The criteria for enrolment in and allocation of places to kindergarten programs in a BKCES Member Kindergarten.</p>
<i>Declaration of eligibility of a second year of funded kindergarten</i>	<p>A form 'Declaration of a child deemed eligible for a second year of funded kindergarten' completed by the teacher and submitted to DET by the end of Term 3.</p>
<i>Sibling</i>	<p>A sister or brother by birth, adoption, step or foster arrangement.</p>
<i>Special Consideration</i>	<p>A requests by a parent/guardian for their child to gain a place at a preference kindergarten as outlined in the policy.</p>



Vacancy

A place in a program that becomes vacant as a result of a child leaving a BKCES Member Kindergarten, or is available because all places are not filled.

Vacant funded place

A government funded place at the Kindergarten from which a child has withdrawn.



13. Appendices

The following information is provided in the BKCES Information Kit.

Appendix A: Participating Preschools

Ashburton and Glen Iris

Alfred Road Kindergarten	48 Alfred Rd, Glen Iris 3146 9889 4038
Craig Family Centre	7 Samarinda Ave, Ashburton, 3147 9885 7789
Glen Iris Road Uniting Church Kindergarten	200 Glen Iris Road, Glen Iris 3146 9885 5798
Estrella Preschool	32 Chamberlain St, Ashburton 2147 9885 5398
Rowen Street Kindergarten	27 Rowen St, Glen Iris 3146 9889 7996
Summerhill Park Kindergarten	46 Audrey Cres, Glen Iris 3146 9889 1543

Balwyn and Balwyn North

Bellevue Kindergarten	49 Bulleen Rd, North Balwyn 3104 9859 6000
Boroondara Preschool	Cnr Midvale Ave & Turnley St, North Balwyn, 3104 9857 6159
Deepdene Preschool Centre Inc.	7 Terry Street, Deepdene 3103 9817 4775
The Merrell Kindergarten	92 Maud St, North Balwyn 3104 9859 1259
Yongala Preschool	25 Nott St, Balwyn 3103 9817 4939

Camberwell, Canterbury and Surrey Hills

Canterbury and District Preschool	26 Guildford Rd, Surrey Hills 3127 9836 0016
Canterbury Norwood Baptist Kindergarten	2 Boronia St, Canterbury 3126 9836 0305
Fordham Avenue Kindergarten	24 Fordham Ave, Camberwell 3124 9836 9341



Surrey Hills Preschool Centre

18 Verdun St, Surry Hills 3127
9836 4902

St Paul's Anglican Kindergarten

Cnr Highfield Rd & Church St, Canterbury 3126
9836 5869

Hawthorn and Hawthorn East

Auburn South Preschool

5 Anderson Rd, Hawthorn East, 3123
9821 0190

Camberwell Baptist Church Kindergarten

1a Wills Street Hawthorn East, 3123
9882 6880

Cara Armstrong Kindergarten

169 Rathmines Road, Hawthorn East, 3123
9882 5908

Hawthorn Early Years (formerly Manresa)

584-586 Glenferrie Road, Hawthorn, 3123
9819 2326

Robert Cochrane Kindergarten

Minona Street, Hawthorn, 3122
9818 1063

West Hawthorn Preschool

39 Brook Street, Hawthorn,
9818 5153

Kew

Glass Street Kindergarten

16 Glass St, Kew East, 3102
9859 6049

JJ McMahon Memorial Kindergarten

16A Argyle Road Kew 3101
9817 3624

Studley Park Kindergarten

31 Stawell Ave, Kew 3101
9853 7019

North Kew Preschool

162 Pakington St, Kew, 3101
9853 8294



Appendix B: Parent Participation

In addition to the selection criterion detailed in 4.7.2 and 4.8.2, Auburn South Preschool and Estrella Preschool and Cara Armstrong Preschool include an extra selection criteria as detailed below:

Applicants who have had a parent serve on the Cara Armstrong Kindergarten, Estrella Preschool or Auburn South Preschool Committee of Management within the past 5 years (according to the Cara Armstrong Preschool, Estrella Preschool or Auburn South Preschool Parent Participation Policy).

Appendix C: Glen Iris Road Uniting Church Kindergarten (GIRUCK)

The Selection Criteria for Glen Iris Road Uniting Church Kindergarten is:

4 Year Old Selection Criteria City of Boroondara residents who have been verified as high priority children will be placed in one of their preferred kindergartens.

Commencing with applicants' first preference kindergarten, places are allocated according to the following criteria:

1. **Repeats** – Children currently enrolled at the kindergarten who have received funding for a second year of 4 year old kindergarten **are placed at the same kindergarten.**
2. **Deferrals** – Children who commenced attendance in the 4 year old program at the kindergarten and withdrew from the program in writing to the BKCES KCEO on or before the last day of Term 1 are placed at the same kindergarten.
3. **3 year olds** – Children who have attended and completed the 3 year old program at the kindergarten in the previous year, and have applied for the 4 year old program at the same kindergarten.
4. **All other applicants**

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

3 Year Old Selection Criteria

City of Boroondara residents who have been identified as being at risk of abuse or neglect will be placed at one of their preferred kindergartens.

Commencing with applicants' first preference kindergarten, places are allocated according to the following criteria:

1. Children who have been identified as being at risk of abuse or neglect.
2. **Deferrals**– Children who commenced attendance in the 3 year old program at the kindergarten and withdrew from the program in writing to the BKCES KCEO on or before 30 April are placed at the same kindergarten.
3. **All other applicants**

In the event that all criteria are equal, positions shall be determined by computer generated ballot



Appendix D: Special Consideration Process Guidelines

Applications may be received for 3 and 4 year old entry into a BKCES Member Kindergarten:

- There needs to be demonstrated evidence of genuine need in the application.
- An objective and consistent criteria will be used when assessing Special Consideration applications.
- Assessment will take into account the circumstances of the child and/or the immediate family. (immediate family being either parents or siblings)
- Three main criteria/categories will be used in the assessment of applications in determining if they meet Special Consideration.

Disability

***Illness** a) Physical

b) Mental

***Other** Other circumstances as they arise

- Priority will be given to applications that meet the following criteria:
 - Applicant's applying for 4-year-old entry
 - Applications that demonstrate genuine need on the basis of Physical Illness, Disability or Mental Illness
 - City of Boroondara residents

Whilst applications may be lodged for 3-year-old attendance, special consideration will only be granted under extreme circumstances.

All applications must provide supporting documentation from a medical practitioner or health care worker or an organisation/authority with particular expertise in a relevant field.

If a Special Consideration application is successful, the applicant will be granted a kindergarten place at their nominated first preference kindergarten. The Special Consideration Review Panel will assess which group within the kindergarten would best suit to the child's needs. If necessary and where appropriate the relevant kindergarten teacher may be contacted for further information or guidance in relation to group allocations/kindergarten facilities.

The City of Boroondara has overall responsibility for implementing the BKCES on behalf of the Member Kindergartens and therefore must take responsibility to ensure the relevant legislative requirements are met. A panel of Council Officers from the Family, Youth and Recreation Department will assess and make recommendations regarding Special Consideration applications.

The panel consisting of the Senior Coordinator Children & Family Services and the Family Services Development Officer will make an assessment and recommendation to the Manager of Family, Youth and Recreation for endorsement.

Where appropriate, and if necessary, advice and clarification will be obtained from Council's Lawyer in relation to the assessment of a particular application.

Special Consideration Application Process and Timeline

Parents wishing to submit an application for Special Consideration will be required to complete a checklist and submit it with their letter of request. The checklist details the criteria upon which the application will be



assessed. Specific checklist criteria need to be satisfied in order to lodge a Special Consideration Application

Applications for Special Consideration need to be submitted prior to the end of Term 2 in the year preceding attendance.

Special consideration applications received after the close of enrolments will be assessed, but successful applications will not be guaranteed a place in the first round of offers.