

# EXTENDED CARE POLICY

## UN-FUNDED KINDERGARTEN

### QUALITY AREA 6 | ELONERA PRESCHOOL POLICY



#### PURPOSE

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

- enrolling a child in the extended care program at Elonera Preschool
- ensuring access to participation, especially for vulnerable and disadvantaged children
- ensuring early applicants are given equitable access to enrolment.
- Providing clear outline of the terms and conditions of the extended care program



#### POLICY STATEMENT

##### VALUES

Elonera Preschool is committed to:

- families feeling respected, safe, and supported during the enrolment process of extended care
- ensuring families who may experience barriers to accessing kindergarten are proactively engaged
- being flexible and catering to unique family circumstances and needs
- being transparent in the process and allocation of places through consistent communication and information sharing
- ensuring the registration, allocation, and enrolment process to extended care is simple to understand, follow, and implement
- maintaining confidentiality in relation to all information provided for enrolment of extended care
- promoting fair and equitable access to kindergarten programs, including those who face barriers to participation

##### SCOPE

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

#### RESPONSIBILITIES

Contractors, volunteers and students
Parents/guardians
Early childhood teacher, educators and all other staff
Nominated supervisor and persons in day-to-day charge
Approved provider and persons with management or control

R indicates legislation requirement, and should not be deleted					
Managing the enrolment process of extended care	√	√			
Providing all parents/guardians with a statement of hours fees and charges for extended care	R	√			
Signing and complying with the Extended Care Hours Fee Payment Agreement				√	
Communicating to families the days and times extended care will operate, planned closures (including public holidays and child-free days), details of any planned alternative sessions, and unplanned teacher absences or emergency situations	R	√			
Providing communication to families explaining how they can only access extended care for the koalas group.	√	√			
Receiving written confirmation from families confirming their enrolment into Eloner's extended care program.	R	√		√	
Considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access the extended care program, given the availability of spots.	R	√	√		
Ensuring that all documents required by laws and regs are also maintained for the extended care program: -Enrolment forms -Birth ID forms -UpToDate vaccination -relevant medical forms	R	√	√		
Complying with the <i>Inclusion and Equity Policy</i>	R	R	√	√	√
Ensuring families have access to: <ul style="list-style-type: none"> <li>• Parent handbook</li> <li>• <i>Child Safe Environment and Wellbeing Policy and/or Statement of Commitment to Child Safety</i></li> <li>• <i>Fees Policy, Extended care policy</i></li> <li>• Privacy Statement</li> <li>• <i>Code of Conduct Policy</i></li> </ul>	R	√	√		
Appointing a person to be responsible for the running of the extended care program, Appointing an activity group leader, and appointment of educators to facilitate the running of the program.	R	√			
Responding to enrolment enquiries for the extended care program on a day-to-day basis and referring people to the person responsible for the enrolment process as required	√	√	√		
Where applicable, considering access and inclusion for vulnerable children in the allocation of places at the service <i>(refer to definitions of vulnerable children)</i>	R	√			
Where applicable, providing families with consistent and transparent communication on waitlist management processes	R	√			

Complying with the service's <i>Privacy and Confidentiality Policy</i> in relation to the collection and management of a child's enrolment information	R	R	R	√	√
Providing opportunities for interested families to attend the open days to observe the program and become familiar with the service prior to their child commencing in the program	√	√	√		
Providing parents/guardians with information about the requirements of the law for enrolment, including obtaining the AIR Immunisation History Statement ( <i>refer to Definitions</i> ) and accessing immunisation services	R	√	√		
Ensuring parents/guardians are only offered a tentative place until the AIR Immunisation History Statement ( <i>refer to Definitions</i> ) has been assessed as being acceptable or the child has been assessed as eligible for the grace period	R	√	√		
Assessing the child's immunisation documentation as defined by the Immunisation Enrolment Toolkit ( <i>refer to Sources</i> ) for early childhood education and care services prior to enrolment to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16-week grace period ( <i>refer to Definitions</i> )	R	√	√		
Ensuring that only children whose AIR Immunisation History Statements ( <i>refer to Definitions</i> ) have been assessed as being acceptable or who are eligible for the grace period ( <i>refer to Definitions</i> ) have confirmed places in the program	R	√	√		
Advising parents/guardians who do not have an AIR Immunisation History Statement ( <i>refer to Definitions</i> ) and who are not eligible for the grace period that their children are not able to attend the service and referring them to immunisation services ( <i>refer to Attachment 4</i> )	R	√	√		
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) from a parent/guardian of a child enrolled under a grace period within 16 weeks from when the child begins attending ( <b>Note:</b> the child can continue to attend the service if acceptable immunisation documentation is not obtained).	R	√	√		
Completing the enrolment record prior to their child's commencement at the service and providing AIR Immunisation History Statement ( <i>refer to Definitions</i> ) of their child's immunisation status				√	
Where a child is eligible for the 16 weeks grace period, ensuring that the child's immunisations are updated in line with the schedule and providing an up to date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) to the service				√	
Taking reasonable steps to obtain an up to date AIR Immunisation History Statement ( <i>refer to Definitions</i> ) from all parents/guardians after enrolment, timing reminders to comply with the maximum seven-month interval ( <i>Public Health and Wellbeing Regulations 2019 107, Public Health and Wellbeing Act 2008 Section 143E</i> )	R	√	√		

Ensuring all authorised nominees ( <i>refer to Definitions</i> ) have been completed on the enrolment record ( <i>refer to Definitions</i> ) ( <i>Regulations 160 and 161</i> )	R	√		√	
Ensuring that the enrolment record ( <i>refer to Definitions</i> ) both digital and/or hard copy complies with the requirements of <i>Regulations 160, 161, 162</i> and that it effectively meets the management requirements of the service	R	√	√		
Ensuring that enrolment record ( <i>refer to Definitions</i> ) is kept up to date if family circumstances change, and that services are made aware if they become eligible for additional funding as a result of changed circumstances (e.g. if a child acquires a Health Care Card the child becomes available for Kindergarten Fee Subsidy; if the child or family becomes known to Child Protection, the child becomes eligible for Early Start Kindergarten and Early Start Kindergarten Extension grant).	R	√	√	√	√
Ensuring that enrolment records ( <i>refer to Definitions</i> ) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service ( <i>Regulation 183 (1a) (2d)</i> )	R	√	√		
Discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the service. The service should take into consideration barriers parents/guardians may have in disclosing sensitive information including communication and information barriers and the development of trusting relationships.	R	√	√		
Reviewing the orientation processes for new families and children to ensure the objectives of this policy are met	R	√	√	√	
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time whilst the child is being educated and cared for ( <i>Regulation 157</i> ), except where this may pose a risk to the safety of children or staff, or conflict with any duty of the approved provider, nominated supervisor, early childhood teachers or educators under the <i>National Law: Section 167</i>	R	R	√	√	√
Reviewing enrolment applications to identify children with additional needs ( <i>refer to Definitions</i> and the <i>Inclusion and Equity Policy</i> )	√	√	√		
Encouraging parents/guardians to: <ul style="list-style-type: none"> <li>stay with their child as long as required during the settling in period</li> <li>make contact with educators at the service, when required</li> </ul>	√	√	√	√	
Assisting parents/guardians to develop and maintain a routine for saying goodbye to their child	√	√	√	√	
Sharing information with parents/guardians concerning their child's progress with regard to settling into the service	√	√	√	√	
Developing strategies to assist new families to: <ul style="list-style-type: none"> <li>feel welcomed into the service become familiar with service policies and procedures</li> <li>share information about their family beliefs, values and culture and feel culturally safe</li> </ul>	√	√	√	√	

<ul style="list-style-type: none"> <li>• share their understanding of their child's strengths, interests, abilities and needs</li> <li>• value the voice of the child, ensuring they have opportunity to articulate their individual interests and needs</li> <li>• discuss the values and expectations they hold in relation to their child's learning</li> <li>• providing comfort and reassurance to children who are showing signs of distress when separating</li> </ul>					
Reading and complying with this <i>Extended care policy</i>	R	R	R	√	√
Updating information by notifying the service of any changes as they occur, for example; if the child or family becomes known to Child Protection				√	
Notifying Eloneria Preschool in writing if they wish to cancel their enrolment.				√	



## TERMS AND CONDITIONS

- The extended care program is only offered to the 4yo Koalas group on Wednesdays. The extended care program is optional for the Koalas group.
- Extended care DOES NOT attract CCS (Child Care Subsidy)
- The places in the program are limited and hence will be offered on first come first serve. Once your application is confirmed, your child will be booked in for 4 terms. Termly bookings will be taken, but will be based on availability and priority will be given to bookings for the year.
- Children will not be admitted if they are deemed sick or contagious. This is at the discretion of the Supervisor. The state of health of the child must be declared by the parent/guardian on arrival.
- Children to bring in their own packed lunch for the session.
- In the event that children are collected late from Extended Care, a late fee of \$10 per 5 minutes will apply. Children are available for collection prior to the session's end.
- The Extended Care session times are offered dependent on minimum enrolment numbers and every effort will be made to advise parents/guardians prior to any changes to the service.
- You are bound by the same kindergarten policies, procedures and authorisations you provided within your child's kindergarten enrolment documentation.
- Payment is for the full duration of the session, regardless of whether your child is collected before 4:00 pm.
- Please see the attached extended care fee schedule for each term. Fees must be paid in full prior to the commencement of each term. A late fee of \$10 per week is applicable if fees are paid past the due date.
- A deposit of \$100 is applicable on acceptance into the program. The deposit will be deducted from the Term 4 extended care fees. The deposit will not be refunded if you withdraw your child from the program and the deposit will be returned to you should your application be unsuccessful.

Refunds for extended care term bookings.

We will not refund fees in any of the following circumstances:

- child's illness
- Public holidays
- family holiday during operational times
- closure of the service due to extreme and unavoidable circumstances
- where a family chooses not to send their child for the maximum hours for which they are enrolled.



## BACKGROUND AND LEGISLATION

### BACKGROUND

Elonera Preschool acknowledges the change in the working dynamics of our families and has decided to offer extended care to meet the needs of the busy families in our community. Our extended care program offers additional hours of care, after kinder sessions.

The program is run by a fully qualified early childhood educator and encompasses all five areas of the Education Department's Early Years Learning Framework.

The benefit of our extended care program is that your child will be provided with quality education by our excellent educators, while still experiencing the benefits of socialising in a smaller group environment.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 160, 161, 162, 168, 170, 171, 177, 181, 183
- Equal Opportunity Act 2010 (Vic)
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- Sex Discrimination Act 1984 (Cth)

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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



### DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Access to Early Learning (AEL):** a program for a child who is at least three years old on April 30th in the year of enrolment, providing intensive support to eligible families with multiple and complex needs, assisting them to access universal kindergarten programs.

**Australian Immunisation Register (AIR) Immunisation History Statement:** The AIR is a national register administered by Medicare that records all vaccinations given in Australia, including to children. In the case of medical contraindication, an authorised medical practitioner completes and signs a Medical Exemption Form and supplies it to the AIR (previous forms of documentation, for example a letter from a GP or local council, are no longer acceptable).

**Authorised nominee:** (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

**Children/families experiencing vulnerability and/or disadvantage** (in relation to this policy): children are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long-term development and wellbeing is limited. Some factors which may contribute to a child experiencing vulnerability include: a child with a disability; living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; known to child protection; in statutory out-of-home care; Aboriginal and/or Torres Strait Islander, having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability (adapted from the Kindergarten Funding Guide)

**Children with additional needs:** Children whose development or physical condition requires specialist support or children who may need additional support due to language, refugee or asylum seeker experience, complex trauma, cultural or economic circumstances (*refer to Inclusion and Equity Policy*) (*refer to Children/families experiencing vulnerability and/or disadvantage Definition*).

**Enrolment record:** the collection of documents which contains information on each child as required under the National Regulations (*Regulations 160, 161, 162*) including but not limited to parent details; emergency contacts; authorised nominee; transportation authorisations, details of any court orders; and health information including immunisation status. Enrolment records are stored securely in the service due to their confidential nature.

**Extended care registration fee:** a payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service, if applicable.

**Grace period:** allows specific categories of children of families experiencing vulnerability and disadvantage to enrol and attend the service without an AIR Immunisation History Statement (*refer to Definitions*) or when the statement is assessed as not being up-to-date. Services complete the grace period eligibility form with families during enrolment, and keep a copy with the child's enrolment record. The 16-week grace period starts on the first day of the child's attendance at the service. During the grace period, the service is required to take reasonable steps to obtain the AIR Immunisation History Statement (*refer to Definitions*) and to encourage families to access immunisation services.



## SOURCES AND RELATED POLICIES

### SOURCES

- Australian Childhood Immunisation Register: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)
- Australian Government Department of Health, National Immunisation Program Schedule: [www.health.gov.au](http://www.health.gov.au)
- Department of Health and Human Services, Immunisation enrolment toolkit for early childhood education and care service: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Guide to the National Quality Standard: [www.acecqa.gov.au](http://www.acecqa.gov.au)

### RELATED POLICIES

- Acceptance and Refusal of Authorisations
- Compliments and Complaints
- Dealing with Infectious Disease
- Fees
- Inclusion and Equity
- Privacy and Confidentiality

## EVALUATION



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

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

## ATTACHMENTS



- Attachment 1: Extended care enrolment form
- Attachment 2: Extended care Fee payment agreement
- Attachment 3: Letter for parents/guardians without acceptable immunisation documentation
- Attachment 4: Cancellation of enrolment and non-attendance

## AUTHORISATION



This policy was adopted by the approved provider of Elonera Preschool on 7<sup>th</sup> November 2024

**REVIEW DATE:** October 2024



**ATTACHMENT 1. EXTENDED CARE ENROLMENT FORM****FOR AN UNFUNDED EXTENDED DAY FOR THE KOALAS PROGRAM**

The information held on your child's Confidential Enrolment Form will be the primary record used for all contact details, medical, health, immunisation, and child collection information. This form is to confirm enrolment into the Extended Care program only.

Child's Full Name: \_\_\_\_\_

Child's DOB \_\_\_\_\_

Parent 1 \_\_\_\_\_

Parent 1 Address \_\_\_\_\_ Phone: \_\_\_\_\_

Parent 2 \_\_\_\_\_

Parent 2 Address \_\_\_\_\_ Phone: \_\_\_\_\_

I would like to enrol my child in the following terms for Koalas Extended Care program (Wednesdays 12:15pm - 4:00pm).

☐ All 4 terms of 2025

☐ Term 1

☐ Term 2

☐ Term 3

☐ Term 4

## ATTACHMENT 2. EXTENDED CARE FEE PAYMENT AGREEMENT

Please complete this form and return to Elonera Preschool Association Inc. by [Date]

Fee payment contract Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

- I/we acknowledge that the extended care program is not funded by the state government and that the program cannot operate without receiving fees.
- I/we have read and agree to all terms and conditions listed in the extended care policy.
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management will implement the late payment of fees procedures, as outlined in the Fees Information for Families which could result in the withdrawal of my/our child's place at the service and no further enrolments being accepted until the outstanding fees are paid.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that the fees cover the full 3.75-hour program and no discounts will apply if I choose to collect my child earlier each week.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Treasurer to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.

### 2025 FEES SCHEDULE

EXTENDED CARE FEES SCHEDULE 2025		
	Fees	Fees Due by
<b>Term 1 (9 weeks)</b>	\$423	29 <sup>th</sup> January 2025
<b>Term 2 (11 weeks)</b>	\$517	4 <sup>th</sup> April 2025
<b>Term 3 (9 weeks)</b>	\$423	4 <sup>th</sup> July 2025
<b>Term 4 (11 weeks)</b>	\$517	19 <sup>th</sup> September 2025

Signature (parent/guardian)

Date

Note: Invoices, receipts and collection of fees will be in accordance with the Elonera Preschool Fee Policy.

## ATTACHMENT 2. LETTER FOR PARENTS/GUARDIANS WITHOUT ACCEPTABLE IMMUNISATION DOCUMENTATION

Elonera Preschool

[Address]

[Insert date]

Dear [insert name]

Re: Enrolment at Elonera Preschool for [insert year]

I am contacting you regarding your tentative place for [insert child's name] at [Service Name] in the [insert 3 year old or 4 year old program] in [insert year].

Under the [Public Health and Wellbeing Act 2008](#) early childhood education and care services cannot enrol a child unless the parent/guardian has provided AIR Immunisation History Statement.

AIR Immunisation History Statement includes evidence of immunisations and is used to assess whether your child is fully vaccinated for their age.

As we have not received acceptable immunisation documentation for [insert name of child] by the due date, and your child is not eligible for the 16 week grace period, we are unable to confirm a place at our service for [insert year] and your child's name has been removed from our list.

Immunisation programs are effective in reducing the risk of vaccine preventable diseases. Immunisation from an early age helps protect your child against serious childhood infections. Further information about immunisations for your child is available from:

- your doctor
- [insert details of local government immunisation service]
- National Immunisation Information Line Tel. 1800 671 811
- Australian Immunisation Register: [www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register](http://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
- Better Health Channel website: [www.betterhealth.vic.gov.au/campaigns/no-jab-no-play](http://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play)

Should you wish to re-apply for a place for [insert child's name], we are happy to accept a new enrolment application accompanied by an AIR Immunisation History Statement. The new application would be considered in line with Elonera Preschool's *Enrolment and Orientation policy*.


Yours sincerely

[Insert name]

[Insert title]

Elonera Preschool

## Example of an immunisation history statement

  
 Australian Government  
 Department of Human Services  
**medicare**

### Immunisation history statement

**As at:** 01 June 2019

**For:** ARMANDO D BOWERS

**Date of birth:** 01 Nov 2017

**Immunisation status:** up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Nov 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Jan 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Mar 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 May 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Nov 2018	MMR II Menitorix	GP
18 months	Measles Mumps Rubella Varicella	01 May 2019	Priorix-Tetra	GP
<b>Next immunisation/s due</b>			<b>Date due</b>	
Diphtheria Tetanus Pertussis Poliomyelitis			01 Nov 2020	

## ATTACHMENT 3. CANCELLATION OF ENROLMENT AND NON-ATTENDANCE

### FOR FUNDED KINDERGARTEN

#### Cancellation of Enrolment

Families MUST notify Elonera Preschool and/or an Enrolment Officer in writing of their intention to cancel their child's enrolment in Extended Care. Fees will continue to be generated for that place until the Elonera Preschool is notified.

#### Non-attendance

##### Term One

- Families that have accepted a placement and have not completed an enrolment form and not attended the service within the first 3 weeks of Term One will be contacted and informed their placement has been cancelled.

##### Families Traveling Overseas

- Families are required to notify Elonera Preschool prior to extended periods of travel and ensure any applicable fees are paid if they wish to return to the service.

##### Non-contactable Families

- After two/three weeks of a child not attending the service, early childhood teacher or educator to call the family. If there is no response, educator to log this attempt and place in the child's file.
- After second week of the child not attending and the family has made no attempts to contact the service, early childhood teacher or educator to contact the family via phone/text and/or email. If there is no response, Educator to log this attempt and place in the child's file.
- After the third week of non-attendance, early childhood teacher or educator to inform the nominated supervisor and cross-check families' contact details.
- Nominated supervisor or approved provider to email family, ensuring a response date is documented in the email.
- If the family has made no attempt to communicate with the service before the response date, post a final attempt letter, ensuring a response date is documented in the letter.
- If the family has not responded to the final attempt letter before the response date, their placement will be cancelled.