

ENROLMENT POLICY

PURPOSE

Village Early Education is committed to providing a clear, inclusive and supportive enrolment process that establishes respectful partnerships with children and families from the beginning of their involvement with the Service.

Enrolment practices will support equitable access, recognise each child's individual strengths, identity, culture, needs and circumstances, and ensure all information and authorisations required to provide safe and appropriate education and care are obtained and maintained.

Children's safety, rights and best interests are the paramount consideration in all decisions relating to enrolment.

ENROLMENT

All children attending a Village Early Education Service must be enrolled in accordance with the Education and Care Services National Law and Regulations and, where applicable, Family Assistance Law.

An enrolment may be accepted where:

- a suitable vacancy is available
- the child's age is within the Service's approved age range
- the enrolment will not exceed the maximum number of children permitted under the Service approval
- required educator-to-child ratios and staffing requirements can be maintained
- the Service can safely and appropriately support the child's needs
- required enrolment information, documentation and authorisations have been provided.

EQUITABLE ACCESS AND INCLUSION

Village Early Education is committed to equitable access and will not discriminate against a child or family on the basis of disability, culture, race, religion, family circumstances or other protected attributes.

Children with disability or additional needs will be supported to access and participate in the Service. Reasonable adjustments will be considered and implemented in consultation with families and relevant professionals where required.

A child's enrolment will not be refused solely because they have a disability or additional need. Where significant support needs are identified, Village Early Education will work with the family to determine the supports and reasonable adjustments required to provide safe and meaningful participation.

PRIORITY OF ACCESS

Where demand exceeds available places, Village Early Education may prioritise enrolments based on children's and families' circumstances, Service capacity and applicable government funding or enrolment priority requirements.

Consideration may include:

- children experiencing vulnerability or requiring wellbeing support
- Aboriginal and Torres Strait Islander children
- children with disability or additional needs
- children eligible for priority access under funded kindergarten or Pre-Prep requirements
- continuity of care for currently enrolled children and families
- other individual circumstances relevant to equitable access.

ENROLMENT INFORMATION AND AUTHORISATIONS

A complete enrolment record must be established for each child before they commence care.

Families must provide the information and authorisations required under the Education and Care Services National Regulations and any other information reasonably required for Village Early Education to safely provide education and care.

This includes, where applicable:

- the child's full legal name, date of birth, address and relevant personal information
- parent or guardian details
- emergency contacts and authorised nominees
- authorisations relating to collection, medical treatment, medication, excursions and transportation where applicable
- health, medical, allergy and dietary information
- medical management plans and associated documents
- immunisation information
- details of parenting orders, parenting plans or other relevant court orders
- cultural, language, developmental and additional needs information
- information required for Child Care Subsidy purposes where applicable.

Families are responsible for ensuring information provided to the Service is accurate and for notifying the Service when relevant information changes.

EVIDENCE OF IDENTITY AND DATE OF BIRTH

As part of the enrolment process, families are required to provide suitable documentary evidence confirming the child's identity and date of birth.

A birth certificate is the preferred form of identification. Where a birth certificate is unavailable, another suitable government-issued identity document that verifies the child's full legal name and date of birth may be accepted, such as a passport.

A statutory declaration is not accepted as evidence of a child's identity or date of birth for Village Early Education enrolment purposes.

The Service will ensure that:

- the child's full legal name and date of birth are accurately recorded on the enrolment record
- the details recorded are consistent with the identity document provided

The absence of a birth certificate alone will not prevent a child from commencing care where suitable alternative documentary evidence of identity and date of birth has been provided and all other mandatory enrolment requirements have been completed.

IMMUNISATION

Enrolment and attendance will comply with Victorian immunisation requirements.

Families must provide the immunisation evidence required under Victorian legislation before enrolment is confirmed, unless the child meets an applicable exemption.

The child's immunisation status will be recorded as required and families must provide updated information where their child's immunisation status changes.

Detailed requirements regarding immunisation, evidence and exemptions are contained within the Immunisation Policy.

MEDICAL CONDITIONS AND INDIVIDUAL HEALTH NEEDS

Families must advise the Service of any medical condition, specific health care need, allergy, anaphylaxis risk, intolerance or other health information relevant to their child.

Where required, a child must not commence care until:

- a current medical management plan has been provided
- required medication is available

- a risk minimisation and communication plan has been developed

COURT ORDERS AND PARENTING ARRANGEMENTS

Families must provide the Service with copies of current court orders, parenting orders, parenting plans or other legal documents that affect:

- parental responsibility
- collection or access to the child
- decision-making or authorisations
- communication with a parent or other person
- any other arrangements relevant to the child's education and care.

Village Early Education will act in accordance with legally enforceable orders and applicable legislation.

Families are responsible for notifying the Service and providing updated documentation when arrangements change.

CHILDCARE SUBSIDY AND CARE ARRANGEMENTS

All children attending an approved Village Early Education Service will have the appropriate care arrangement and enrolment established in accordance with Family Assistance Law.

Where a Complying Written Arrangement (CWA) applies, the arrangement will record the agreed care arrangements and fees and must be confirmed by the family.

Families seeking Child Care Subsidy are responsible for completing their CCS claim and providing accurate information required to establish their enrolment.

Village Early Education will submit and maintain enrolment notices within required timeframes.

Where an enrolment notice requires family confirmation, families are responsible for reviewing and confirming the details through their Centrelink online account.

Detailed CCS administration, including enrolment types, enrolment notices, session reports and ACCS, is managed in accordance with the Child Care Subsidy Governance Policy and relevant procedures.

ORIENTATION AND COMMENCEMENT

Families and children will be supported to become familiar with the Service, educators, learning environment and relevant Service expectations before and during commencement.

Information provided by families about their child's strengths, interests, relationships, culture, language, individual routines and support needs will be used to assist the child's transition into the Service.

Orientation will be responsive to the individual child and family and support the development of secure relationships and a strong sense of belonging.

CHANGES TO ENROLMENT AND BOOKED DAYS

Families must provide 2 weeks notice when requesting changes to permanent booked days.

Changes remain subject to availability and Service capacity.

Where a change affects the agreed care arrangement, fees or other prescribed enrolment information, the CWA and enrolment notice will be updated as required.

Families must confirm an updated CWA where required.

CONTINUING ENROLMENT

Prior to the end of each year, families will be required to complete the re-enrolments on OWNA requesting their child's booked days of attendance for the following year.

Families must respond within communicated timeframes to secure requested ongoing bookings.

Failure to complete this may result in their child not being enrolled for the following year and will be based on any vacancies after bookings for families who have completed the re-enrolment.

Families with children going to school the following year will be required to complete the Re-enrolment confirming that their child will be going to school the following year, adding an end date to their child's care – failure to provide an end date will result in the child's end date being entered as the last operating day of the year.

ENDING AN ENROLMENT

Families must provide 2 weeks written notice when ending care.

Fees remain payable during the required notice period in accordance with the Payment of Fees Policy.

Families should ensure their child attends their final booked session where possible, as CCS may not be payable for certain absences before a child's first physical attendance or after their final physical attendance.

Village Early Education will update and cease enrolment arrangements in accordance with Family Assistance Law.

Where a child does not attend care for 14 consecutive weeks, the CCS enrolment will automatically cease. If the child subsequently returns, a new care arrangement and enrolment notice must be established.

WITHDRAWAL BEFORE COMMENCEMENT

Where a family accepts an offer of enrolment and subsequently withdraws before care commences, applicable notice and fee requirements will be managed in accordance with the enrolment agreement and Payment of Fees Policy.

TERMINATION OF ENROLMENT BY THE SERVICE

Village Early Education may terminate an enrolment where there has been a serious or ongoing breach of the enrolment agreement, Service policies or other requirements and reasonable attempts to resolve the issue have been unsuccessful.

Circumstances may include:

- ongoing non-payment of fees or failure to comply with an agreed payment arrangement
- serious or repeated breaches of the Family Conduct Guidelines or Code of Conduct
- threatening, abusive, bullying or harassing behaviour
- knowingly providing false or misleading information
- repeated failure to comply with collection or operating requirements
- failure to provide information or documentation necessary for the Service to safely provide education and care
- circumstances where a serious safety risk cannot be adequately managed after reasonable adjustments, strategies, family collaboration and appropriate professional support have been explored.

Termination will not be based solely on a child's disability, additional needs or behaviour.

Where concerns relate to a child's needs or behaviour, Village Early Education will work with the family and, where appropriate, relevant professionals to explore reasonable adjustments and support strategies before considering termination.

Families will generally be advised in writing and provided with the applicable notice period.

Immediate termination or suspension may occur where this is necessary to protect the safety or wellbeing of children, employees or others.

Any outstanding fees remain payable.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Enrolment Policy* will be updated and reviewed annually, or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any

policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service.

SOURCES

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2026). [Enrolment and orientation: Policy and procedure guidelines](#)

Australian Children's Education & Care Quality Authority. (2026). [Disability rights and obligations: Information sheet](#).

Australian Government Department of Education. (2026). [Additional Child Care Subsidy](#)

Australian Government Department of Education. (2026). [Additional Child Care Subsidy child wellbeing: Guide for early childhood education and care providers and services](#)

Australian Government Department of Education. (2026). [Child Care Provider Handbook](#)

Australian Government Department of Education. (2026). [How to enrol children](#)

Australian Government Department of Education. (2026). [What records you need to keep](#)

Australian Government. Services Australia. [Child Care Subsidy](#)

Australian Government. Services Australia. [How to get immunisation history statements](#).

[Education and Care Services National Law Act 2010](#)

[Education and Care Services National Regulations 2011](#)

National Centre for Immunisation Research and Surveillance. (2024). [No Jab No Play, No Jab No Pay](#)

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S. 2A	Paramount consideration—safety, rights and best interests of children
S. 51	Conditions on service approval
90	Medical conditions policy
91	Medical conditions policy to be provided to parents

160	Child enrolment records to be kept by approved provider and family day care educator
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
172	Notification of change to policies or procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
Child Care Subsidy Minister's Rules 2017	Disability Standards for Education 2005
Disability Discrimination Act 1992	A New Tax System (Family Assistance) Act 1999
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	SEPTEMBER 2026	NEXT REVIEW DATE	SEPTEMBER 2027
VERSION NUMBER	V22.09.26		
MODIFICATIONS	• updated policy structure and wording for clarity • clarified enrolment eligibility, inclusion and reasonable adjustment requirements • clarified evidence of identity and date of birth requirements • clarified CCS, CWA and continuing enrolment requirements • strengthened withdrawal and termination requirements • updated legislation and sources		