



Welcome to our Preschool!



Nestled in the Dandenong Ranges and the sounds of Puffing Billy, we are a unique preschool managed by Menzies Creek Primary School, allowing for an integrated approach to learning. School assembly, library, music, cooking and participating with the foundation class are all excursions that your child will enjoy.

Our program emphasises the child as an active learner. We allow for active engagement by giving time for children to explore and investigate open-ended play-based learning, while still maintaining a balance between child-directed and adult-directed activities.

Our goal is to build our student's social and emotional development so they become confident learners as they move to a primary school setting.

We pride ourselves on building positive relationships. By working in partnerships with parents, children and staff, we seek to provide a high quality program that not only fosters the children's learning but enables an emergent style that evolves in context with the local community.

Join us on the learning journey of a lifetime as "We dream, believe and achieve... together!"

Tanya, Sara, Abby, Lara, Stephanie & Georgina.

Tanya Cooke: Educational Leader, Menzies Creek Primary School

Sara Hall and Lara Coysh: Menzies Creek Preschool Educators

Abby Marsh, Stephanie Cox: Menzies Creek Preschool Co-Educators



Menzies Creek Education Hub
Incorporating Menzies Creek Primary School & Preschool

We Dream, Believe and Achieve Together!

Preschool Enrolment Officer – Kate Keys
12 School Road, Menzies Creek, Vic 3159
Phone: 9754 3695
Email: menzies.creek.ps@edumail.vic.gov.au

How to enrol

Fill in the enrolment form and post it or take it (together with the registration fee and copies of the child's Birth Certificate, Immunisation Status Documentation and any relevant medical or diagnostic reports and fee subsidy documentation) to:

Preschool Administration Officer
12 School Road, Menzies Creek, Vic 3159

Enrolment applications will be accepted from the beginning of Term 2, the year before the child is to commence their chosen preschool program. The closing date for enrolments is 30th June the year before the child is to commence preschool.

To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).

4yo preschool sessions

Your child must turn four years of age by 30 April in the year attending. Children attending 4yo preschool must commence at the start of the first term of their attendance year.

3yo preschool sessions

Your child must have turned three years of age before attendance begins. Placement cannot be deferred until the child's birthday, unless all fees are paid to hold that child's position. Depending on group numbers and without guarantee, it may be possible to enrol and commence attendance during the year. Please contact the Preschool Enrolment Officer for further information.

Our 3yo group runs two sessions per week. You can use the enrolment form to elect for your child to attend both sessions or if you choose to enrol in only one session per week, please select your preference of either Monday or Thursday's session.

Applicable registration fees

In keeping with current Preschool practises throughout the state, we seek a non refundable registration fee of \$50 that must accompany your registration form. Upon your child's commencement at Menzies Creek Preschool, this fee will be deducted from your Term 1 fees.

Acknowledgement of application

Your Preschool enrolment application will be confirmed with an Acknowledgement of Application letter. Please note that acknowledgement of application is not a confirmation of place.

Notification of places

Enrolments for Menzies Creek Preschool close on June 30th the year prior to attendance.

Notification of offers will be mailed following the closing date for applications. Please respond to the Preschool Administration Officer before the offer cut off date to secure your place.

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the DET eligibility and priority of access criteria and Menzies Creek Preschool enrolment procedures.



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For your records

Please keep this page as a record of session times and contact information.

4yo Session Times	3yo Session Times (3, 5, 6 or 8 hour options are available)
<ul style="list-style-type: none">Tuesday, Wednesday & Friday, 9.00am – 2.00pm	<ul style="list-style-type: none">Monday 12.00pm – 3.00pmThursday, 9.00am – 2.00pm or 9:00am -12:00pm

Privacy and confidentiality

Please find a copy of our Privacy Statement at the end of this enrolment form.



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CULTURAL BACKGROUND

Menzies Creek Preschool aims to create an environment in which each child’s cultural background is respected. This includes children and families from Aboriginal and/or Torres Strait Islander background and children from other culturally and linguistically diverse backgrounds.

	Child	Parent/Guardian 1	Parent/Guardian 2
Country of Birth:			
Language/s Spoken:			
Child’s Cultural Identity:	Family customs or religious or cultural practises to be respected by the centre:		
Religion*:			

Court orders relating to this child

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

- No (go to next section) Yes (please complete the following)

1. Bring the original court order/s for staff to see and a copy to attach to this enrolment form:
 2. If these court orders:
 - a. Change the powers of a parent or 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 from the service **AND/OR**
 - b. Give these powers to someone else,
- please describe these changes and provide the contact details of any person given these powers



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Other person to be notified

There may be times where you consent for other people to collect your child from preschool or when the child has an accident, injury, trauma or illness and the parents or guardians cannot be contacted.

To deal with these situations we require the name, address and contact details of any persons who you authorise to:

1. be an authorised nominee (a person who has been given permission by the family to collect the child from the preschool); and/or
2. be notified of an emergency involving the child if parents cannot be immediately contacted; and/or
3. consent to medical treatment of, or to authorise administration of medication to, the child; and/or
4. authorise an educator to take the child outside the education and care service premises.

This list may be added to or changed throughout the year. In the event that the child is not collected from the children's service and the parents or guardians cannot be contacted this list will also be used to arrange someone to collect the child.

Please Note: It is a requirement of the Department of Education and Training that the details of at least 2 other persons (apart from parents/guardians) be provided in order for the child's enrolment to be finalised.

Person 1		Person 2	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H: M: W:	Telephone:	H: M: W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Act as an authorised nominee <input type="checkbox"/> Be notified in an emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorise educators to take the child outside the preschool premises 		This person is authorised to (please ✓ any/all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Act as an authorised nominee <input type="checkbox"/> Be notified in an emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorise educators to take the child outside the preschool premises 	
Person 3		Person 4	
Full Name:		Full Name:	
Address:		Address:	
Telephone:	H: M: W:	Telephone:	H: M: W:
Relationship to child:		Relationship to child:	
This person is authorised to (please ✓ any/all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Act as an authorised nominee <input type="checkbox"/> Be notified in an emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorise educators to take the child outside the preschool premises 		This person is authorised to (please ✓ any/all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Act as an authorised nominee <input type="checkbox"/> Be notified in an emergency <input type="checkbox"/> Consent to medical treatment <input type="checkbox"/> Authorise educators to take the child outside the preschool premises 	



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Child's health & medical information

Name of Doctor or Medical Centre:	Telephone:
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Address:

Ambulance Subscriber?: No Yes (please provide subscription number)

Medicare Number:

Maternal & Child Health Centre:
 Does the child have a Child Health Record (if Yes, please provide a copy with your application) No Yes

	Are the child's immunisations up to date (in line with the National Immunisation Program Schedule)? <input type="checkbox"/> No <input type="checkbox"/> Yes
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In accordance with the Victorian Government's *No Jab, No Play* immunisation legislation which took effect on 1 January 2016, all children enrolling in an early childhood service must meet State vaccination requirements. Proof is required that the child is:

- fully immunised; OR
- on a vaccine catch-up schedule; OR
- has a valid medical exemption. Please indicate and provide supporting documentation of the child's immunisation status:

is up to date with vaccinations for their age - **the child's most recent Immunisation History Statement** - OR

is on a vaccine catch-up schedule - documentation/evidence of an approved vaccination **catch up program/schedule** - OR

has a medical condition preventing them from being fully vaccinated - **Immunisation medical exemption form.**

Menzies Creek Preschool will need to be provided with the relevant documentation prior to finalising enrolment. Vulnerable and disadvantaged children will be eligible to enrol in a service under a grace period. Under the *No Jab, No Play* legislation, conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption for immunisation requirements. Homeopathic immunisation is also not a recognised form of immunisation.

Please refer to the No Jab, No Play policy for further details.

Does the child have any dietary restrictions (including sensitivities)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If Yes, please provide details of the restrictions that apply:



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*Does the child have a developmental delay or disability including intellectual, sensory or physical impairment?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If Yes, please provide details (attach a separate sheet if necessary):			
<hr/>			
Does the child have any special needs?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If Yes, please provide details of any special needs and any management procedure to be followed with respect to the special need (attach a separate sheet if necessary):			
<hr/>			
<hr/>			

Anaphylaxis			
Does the child have any allergies :		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If Yes, provide details of allergies and management procedure to be followed with respect to the allergy (attach a separate sheet if necessary):			
<hr/>			
Has the child been diagnosed at risk of anaphylaxis?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the child have an auto injection device (e.g. EpiPen®)?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the anaphylaxis medical management plan been provided to the service?: <i>One must be provided before the child can attend preschool</i>		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has a risk management plan been completed by the service in consultation with you?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
In the case of anaphylaxis you will be provided with a management plan for your child to be filled in and signed by the medical practitioner who is treating your child. <i>More information is available at www.allergy.org.au or www.education.vic.gov.au/anaphylaxis.</i>			

Asthma			
Does the child suffer from Asthma?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the Asthma Action Plan been provided to the service?:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
In the case of Asthma you will be provided with a management plan for your child to be filled in and signed by the medical practitioner who is treating your child. More information is available at www.asthma.org.au .			

Does the child have any other medical conditions?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If Yes, please provide details of any medical condition and any management procedure to be followed with respect to the medical condition:			
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Does the child require any special considerations for cultural, religious or dietary requirements or restrictions? <input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes, please provide details of the requirement or restrictions that apply:
<hr/>
<hr/>

Other Information

Is there anything else that the children’s service should know about the child? (e.g. excessive fears, favourite activities, attending other early childhood service or early invention service, etc)?
<hr/>
<hr/>
<hr/>

Consent to Emergency medical treatment

I,(print full name), a parent or person named in this child’s enrolment record as authorised to consent to the medical treatment of the child, declare that the information provided on this form is true and correct and undertake to immediately inform Menzies Creek Preschool in the event of any change to this information.

I agree to collect or make arrangements for the collection of the child if he/she becomes unwell whilst at the preschool and authorise for the approved provider, nominated supervisor or educator to seek:

1. medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
2. transportation of the child by an ambulance service.

Signature: _____ **Date:** _____



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Other Declarations and consents

Menzies Creek Preschool may be required to seek the consent and acceptance of updated or additional policies from time to time. All policies and procedures pertaining to Preschool will be displayed at the centre and families will be given free and easy access to these documents. Copies will happily be provided upon request.

I,(*print full name*), a person with lawful authority of
 (*print child's full name*), agree to the following terms and policies of Menzies Creek Preschool:

Sunsmart Policy

Declare that from September to the end of April and whenever UV levels reach 3 and above, agree to: <ul style="list-style-type: none"> • Provide a suitable hat for my child; • Provide my child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that cover the shoulders and chest, upper arms and legs); • Apply sunscreen to my child at least 20 minutes before the start of each session; • Give permission for staff to re-apply SPF 30+, broad-spectrum, water-resistant sunscreen to all exposed parts of my child's body; • Understand that if I choose to supply my own sunscreen it is to be labelled with my child/children's name, is to be a SPF 30+, broad-spectrum, water-resistant sunscreen and is to be kept at the preschool. It is my responsibility to ensure there is always an adequate supply of this sunscreen at the service; • Display SunSmart behaviours myself when at the service. 	AGREEMENT: <input type="checkbox"/> Yes Initials: _____
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Infectious Disease, Condition or Sickness Policy

Infectious disease, condition or sickness refers to, but is not limited to: head lice, influenza, whooping cough, impetigo, conjunctivitis, diarrhoea, etc. More information on minimum period of exclusion for Infectious Diseases Cases and Contacts is available from the centre. Staff are responsible for: <ul style="list-style-type: none"> • Contacting the Department of Health and Human Services, Communicable Disease Prevention and Control Unit, in certain circumstances; • Ensuring the exclusion requirements for infectious diseases are adhered to; • Notifying the committee and families of any outbreak of an infectious disease within the centre. Information is to be displayed in a prominent position. The parents/guardians are responsible for: <ul style="list-style-type: none"> • Notifying the centre if their child has an infectious disease; • Keeping ill children from the centre until clear to stop the spread of infection; • Keeping at-risk children from the centre when notified of an outbreak or instance; • Providing accurate and current information regarding the immunisation status of their child/children when they enrol and any subsequent changes to this whilst they are attending the centre. 	AGREEMENT: <input type="checkbox"/> Yes Initials: _____
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Fees and Charges

- Agree to pay a non-refundable deposit of \$50 to secure a place for my child (discounted from Term 1 fees);
- Acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- Acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- Understand that I may be entitled to obtain the Kindergarten Fee Subsidy if I meet one of the criteria below. If my eligibility lapses, then I understand that full payment of fees is required from the beginning of the following term.
- Agree to pay fees by the due date on the invoice.
- Understand that term fees are non-refundable.
- Acknowledge that if fees are not paid by the due date, the Menzies Creek Primary School Council will implement the late payment of fees procedures, as outlined in the Fees Policy, which could result in the withdrawal of my child’s place at the service.
- Agree that if my financial circumstances change and I am unable to pay as agreed, I will immediately notify the Menzies Creek Primary School Business Manager to discuss alternative payment options.
- Acknowledge that I have received and read the service’s Fee information for families, which outlines the procedure for payment of fees.
- Understand that DET provides a fee subsidy for eligible families. Please indicate if you are eligible for one of the following concessions, or meet one of the following criteria:

FOUR YEAR OLD SUBSIDIES

- Health Care Card Pensioner Concession Card
- Triplets or Quadruplets Aboriginal/Torres Strait Islander
- DVA Gold Card Bridging Visas A–F
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Resolution of Status Visa (RoS) Visa Class CD, Subclass 851
- Refugee and Special Humanitarian Visas 200–217

THREE YEAR OLD SUBSIDIES

- Early Start Kindergarten - Three-year-old 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. Contact the service for further information.

Supporting documentation will need to be sighted on commencement at Menzies Creek Preschool by the Menzies Creek Primary School Business Manager.

Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found at www.education.vic.gov.au/ecsmanagement/careankinder/funding/subsidy.htm

AGREEMENT:

Yes

Initials: _____

Signature: _____ **Date:** _____



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Privacy Statement

We believe your privacy is important.

Menzies Creek Preschool has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is on display at our service and a copy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"> To enable us to provide for the education and care of the child attending the service (including curriculum planning/documentation and child portfolios) To manage and administer the service as required To promote the service (where specific consent has been granted)
The Approved Provider, members of Menzies Creek School Council and the Preschool Sub-Committee	<ul style="list-style-type: none"> For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"> To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Act 1981* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.



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Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality Policy*, which is available on request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available at the service or contact the Approved Provider/Nominated Supervisor

Photo permission

I agree that Menzies Creek Preschool (which includes Menzies Creek Primary School) may use or display photographs of my child in the following circumstances (tick all that apply):

- Display/include photo's of the child in curriculum planning and reflection documentation, within the Preschool and in children's learning portfolios.
- Include photo's of the child in the Menzies Creek Preschool and Menzies Creek Primary School newsletter (which includes display of the newsletter on the Preschool and School website).
- Use photo's of my child in promotional materials (this will NOT include any social media).

Supporting Documents Checklist

- Completed Enrolment Form
- Birth certificate
- Proof of residential address (recent utility bill)
- Child Health Record (where available)
- Immunisation History Statement OR evidence of approved catch-up program/schedule OR Immunisation Medical Exemption Form**
- Asthma/Anaphylaxis Action Plan
- Proof of eligibility for fee subsidy

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****You can obtain a copy of your child's most recent Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR). To request a Immunisation History Statement contact ACIR:**

- phone 1800 653 809
- email acir@medicareaustralia.gov.au
- visit Medicare online
- visit a Medicare or Centrelink office

For evidence of approved catch up program/schedule consult with the child's doctor or immunisation nurse, who can provide documentation about the catch up schedule.

The Immunisation medical exemption form is available from:
[humanservices.gov.au/health-professionals/forms/](https://www.humanservices.gov.au/health-professionals/forms/) or
<https://www.humanservices.gov.au/health-professionals/forms/im011>.

Families, whose child/ren, were vaccinated overseas, should consult their doctor or immunisation nurse. Overseas vaccination schedules may differ from the Australian schedule and need to be checked by a doctor/nurse who, if applicable, will transfer the information to the Australian Childhood Immunisation Register (ACIR).

Under the *No Jab, No Play* legislation, conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption for immunisation requirements. Homeopathic immunisation is also not a recognised form of immunisation.

Vulnerable and disadvantaged children will be eligible to enrol in a service under a grace period.

Please refer to the Menzies Creek Preschool No Jab, No Play policy for further details.

A frequently asked questions fact sheet can also be found at:

<https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/frequently-asked-questions>



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