

Enrolment Policy

May 2007

1. AUTHORISATION AND REVIEW

This policy was adopted by the Wayburne Pre-school Committee meeting of May 2007 and will be subject to review during 2010.

2. SCOPE

Wayburne Pre-School operates a privately funded 3-year-old group consisting of 22 children. It also operates 2 government subsidised 4-year-old groups. The preferred class size is 23 children with a maximum of 28 on 'extended hours' days.

This policy applies to everyone enrolling at the Pre-school.

It is committed to equal access for all children other than where selection criteria determined from time to time by the committee of management gives priority of access.

3. PURPOSE

To process new enrolments to the preschool.

4. (A) THREE YEAR OLD GROUP

- The number of 3-year-old places is 22 attending as per the session schedule.
- Enrolments are accepted from birth.
- Children must have turned three on or before February 1st of the year they begin three-year-old kindergarten. In the event of a child being accepted into the group with his/her 3rd birthday falling within 1st February and 30th April of that calendar year, a place may be offered (**at the discretion of the Directress and the Management Committee**), if any vacancies exist.
- Preference will be allocated in the following order:
 - Sibling of previous attendees, within a three-year period.
 - Proximity – applicant resides within the City of Monash.
 - Applicant has applied to attend 4yo program.
 - Date of enrolment, as recorded by receipt of fee for Application for Enrolment.

(B) FOUR YEAR OLD GROUP

- The number of 4-year-old places is 46 shared between 2 groups attending as per the session schedule.
- Four-year-old enrolments are linked to the City of Monash Central Enrolment Scheme and will be accepted from birth.
- All children must have turned 4 years old on or before the 30th of April in the year of attendance.

- Children turning 6 in their year of preschool and those wishing to enter school before they reach the eligible age must request an exemption from the Directorate of School Education.
- Preference will be allocated in the following order:
 - A child attending 3yo kinder will automatically be offered a 4yo place.
 - Sibling of previous attendees, within a three-year period.
 - Proximity – applicant resides within the City of Monash.
 - Applicant has applied to attend 4yo program.
 - Date of enrolment, as recorded by receipt of fee for Application for Enrolment.
- **Fees** The Committee will determine the number of people paying the full enrolment fee from time to time. Any enrolments that exceed this number will pay a reduced enrolment fee.
- **Changes to number of places** All places in four year old Kindergarten are offered subject to State Government funding. For these places the committee of management is bound by the Children’s Services of Victoria Policy & Procedures – Preschool Program Supplement. Should the funding be substantially altered (either increased or decreased) the committee of management reserves the right to alter the number of places offered correspondingly.

Should actual enrolment numbers exceed or fall short of the quota for the Wayburne program, the committee will re-evaluate the services offered and may change the hours or increase or decrease the number of groups.

All eligible children will have access to one year of preschool in the year prior to school.

- **Children requiring a second year of preschool** A second year of funded preschool will only be available for children with additional needs whose development is assessed as requiring a second year. Recommendations in relation to a child's eligibility for a second year of kindergarten will be made through a Department of Human Services regional assessment process.
- **Deferment of a four year old place to the following year** If a family chooses to defer the place they were offered for four year old kinder to the following year they will go to the top of the waiting list for that year. (The same policy applies for three-year-old places).

5. PROCEDURES

(A) FOR NORMAL ENROLMENT

- All applications must be on the standard application form.
- Applications must be accompanied by the \$ 25.00 (4 year old) & \$20.00 (3 year old) Application for Enrolment fee. **This is non-refundable and does not guarantee a place at the Pre-school.**
- Where Applicants (4 year old) have enrolled via Monash City Council Central Enrolment Scheme, a \$17.00 Application for Enrolment fee must be received before they are added to the Pre-school enrolment list.
- A child offered a place in the 3-year-old group will automatically be offered placement in the 4-year-old group. However, a separate enrolment form must be completed for each child for each proposed year of kindergarten.

(B) FOR OFFERS OF PLACES

- First round offers of places for three and four year old groups will be posted to applicants, as determined by the City of Monash Central Enrolment Scheme, in the year preceding attendance.
- Applicants who are successful will be notified of a confirmed place by letter.
- A \$100.00 Acceptance Fee (which is deducted from first term fees) will be required upon receipt of a letter offering a place at the Pre-School.
- Successful applicants will usually be given a two week period in which to pay their acceptance fee, prior to the place being offered to another applicant.

(C) FOR LATE ENROLMENT

The committee can apply for funding for additional places in May, if total enrolment numbers have increased from the previous data collection and the children for whom the places are required have not received funding for a year of kindergarten elsewhere.

(D) FOR WITHDRAWAL OF ENROLMENT

A parent wishing to withdraw a child's enrolment needs to advise the Pre-School in writing of this intention. Any acceptance fee monies are refundable only if another child fills the position.

(E) FOR CASUAL VACANCIES

The normal enrolment process will occur when vacancies are available.

(F) FOR ABSENCE

If a child is to be absent for an extended period of time a place will not be held at the Pre-School unless formal notification has been made and normal term fees paid.

(G) SPECIAL ENROLMENT PROCEDURES

Process for enrolment of children repeating the kindergarten year and children with additional needs (Refer to Children's Services in Victoria Policy & Procedures – Preschool Program Supplement).

IMPLEMENTATION SUPPORT

6. COMMITTEE STRUCTURES

- The enrolment secretary will ensure the implementation of the enrolment policy.

7. KEY RESPONSIBILITIES AND AUTHORITIES

- The enrolment secretary is responsible for:
 - providing enrolment forms at the centre
 - collating enrolments
 - collecting and receipting enrolment fees
 - allocating places according to the guidelines approved by the Committee
 - offering places, including notifying parents
 - reporting back to the Committee of Management monthly on the status of enrolments and any difficulties.
- The Committee of Management must approve any changes to this policy.
- The person responsible for the implementation of the enrolment policy has right of approval of applicants under the policy in conjunction with staff and with the approval of the Committee.

8. TRAINING

The enrolment officer shall have the option of undergoing training in conflict management/ dealing with difficult people.

9. IMPLEMENTATION RESOURCES

Related documents at the centre:

- Fees policy
- Extended Hours policy
- Complaints policy
- Inclusion of children with additional needs.

10. CIRCULATION PLAN

The policy is available to:

- Parents who wish to attend the preschool
- Staff and volunteers working at the preschool

11. EVALUATION

- Gaining feedback from parents who have read and complied with the policy as well as those who have implemented the policy i.e.: Staff and the Committee of Management.
- Regular reports to be presented by the enrolment secretary to the Committee of Management.