

Enrolment Policy

Aim

Collaroy Plateau Community Kindergarten (CPCK) aims to provide fair and equitable entry of children from the local community. The Kindergarten believes all children have the right to access an Early Childhood Centre in the year prior to entering formal schooling.

Explanation

CPCK is a 'community based' not for profit kindergarten and receives funding from the Department of Education (DoE) for 'eligible' children i.e. those children eligible to attend school the following year.

If we offer a position to all 'eligible' children and still have vacancies, we will then be able to offer spots to 3 year olds. Only a percentage of the full funding is received from the DoE for children turning 4 after 31st July in the year of attendance and so fees will be slightly higher for non-eligible children should they gain a position.

We also receive additional funding for children whose family holds a Health Care Card, Pension Concession Card or whose heritage is from an Aboriginal or Torres Strait Islander background. Subsidies are available for these families.

The Enrolment Policy outlines the procedures followed when completing enrolments for the kindergarten each year. Whilst CPCK has specific criteria to follow, as prescribed by the Department of Education (DoE), staffing and budget considerations also impact upon the enrolment process.

Reference: National Regulations 2011

Implementation

Families are offered a place for their child in order of their position on the kindergarten's waiting list for that year, in accordance with the Priority of Access criteria detailed further in this policy.

Waiting List

Families can place their children on the Waiting List from birth by completing an Application for Waiting List form either on our website, or by requesting a hard copy. Children are offered places the year before they are eligible for school. If vacancies remain after all 'eligible' children have been offered a position at our kindergarten, positions will then be offered to 3 year old children but with a higher fee attached for 3 year old children who are not from families with a Health Care Card or who are not from an Aboriginal and Torres Strait Islander background.

A copy of the centre's Enrolment Policy is provided with the Application for Waiting List form.

Being on the waiting list does not guarantee your child an enrolment offer. The family is responsible for updating CPCK with any changes to phone number or address contact details.

Application for Waiting List Form

The Application for Waiting List form collects all relevant information regarding additional needs, gender, religion, ethnic groups/culture, Aboriginality & Torres Strait Islander Heritage, family structure, economic status and linguistic backgrounds.

This information assists CPCK in obtaining State Government Funding and when required to establish appropriate support mechanisms to meet individual family needs.

Staff Children

Children of centre staff have the right to be registered on the waiting list as per other enrolments and are subject to the same criteria.

Hours of attendance will be the same as for other enrolled children.

The child will not be assigned the same class in which the parent is the teacher or educator.

Enrolment Offers

The Kindergarten is currently an 80 place centre and the number of places available to offer for the following pre-school year is determined each May/June.

All enrolments are subject to the Director's discretion, in accordance with the guidelines outlined.

Please note: Position place on the Waiting List is confidential and CPCK will not inform you of your 'number'.

Priority of Access Places

CPCK will follow the Priority of Access Guidelines at all times when enrolling children. The waiting list application will reflect these guidelines to ensure that enrolment at our Preschool is provided to families using these priorities.

Strategy

The Priority of Access Guidelines followed by community-based preschools are defined by the NSW State Government funding agreement. Priority is given to the groups outlined by the NSW Department of Education, in no particular order.

NSW Department of Education Priority of Access Guidelines

The guidelines are intended to assist services with making enrolment decisions in a way that seeks to allocate places to those in the greatest need. In no particular order, CPCK gives equal priority of access to:

- children who are at least 4 years old on or before the 31 July in the preschool year and whom are not enrolled or registered at a school
- children who are at least 3 years old on or before 31 December prior to starting the preschool year and who are from low income or Aboriginal and Torres Strait Islander families
- children with Language backgrounds other than English

- children with disability and additional needs
- children who are at risk of significant harm (from a child protection perspective)
- children from socially isolated families

CPCK endeavours to meet the needs of the children and families in our community while complying with the above guidelines.

Enrolment Notification

The Director and the Administration Officer handle enrolment notification.

1. Enrolment offers begin towards the end of Term 2 each year.
2. Currently, enrolment is offered in two attendance groups;
 - 2 day (Monday/Tuesday)
 - 3 day (Wednesday-Friday)

Effective 2020, we will be offering the following programs:

2 day group – Monday/Tuesday, or Thursday/Friday

3 day group – Monday-Tuesday-Wednesday, or Wednesday-Thursday-Friday

3. The Administration Officer or Director contacts families registered on the waiting list by phone until all available places are filled, identifying:
 - If the family wishes to take up the offer of the place
 - Preferred attendance group
 - Any identified additional needs or allergies

If we are able to speak to a family representative when initially contacted, we will hold a position for a child for 7 days awaiting confirmation that the position is accepted.

If we are unable to speak initially, we will leave a 1 phone messages and one email message over a period of 1 week. We will hold the position for a child for 7 days from when we first make contact.

If confirmation is not received within 7 days from first contact, we will assume the position at our preschool is no longer required and it will be offered to the next person on the waitlist.

4. Once a family accepts a position at the kindergarten, a confirmation letter is emailed outlining details of a deposit to be paid. Deposits are due 2 weeks after a family has accepted a position at the kindergarten. A child's position at the kindergarten is not secure until the deposit is paid.

5. A Family Package is sent out late in Term 3, which includes:
 - Enrolment form

- Family survey form
- Invitation to orientation day (usually held in November)
- Invitation to our Parent Information Evening (usually held in November)

6. Prior to the orientation days, families must bring completed forms and a copy of their child's immunisation records* and birth certificate along with the originals into the kindergarten for sighting.

* Immunisation record means an Immunisation History Statement, or an Immunisation History Form. Other immunisation records, such as the Blue Book, a GP Letter or an overseas immunisation record are not acceptable.

7. At Orientation Day, a package is given to parents which includes:

- A letter detailing your child's teachers, start date, what to bring to kindy and what to do on arrival at kindy on the first day.
- Information on Management Committee roles
- Kindy T-shirt

A Parent handbook is emailed to all families in mid-November.

All families with a child enrolled in the preschool will be asked to advise us by the end of May if their child will be going to school the following year, or returning to preschool and what days they require.

For families who are undecided, a spot will be held but a decision is required by the beginning of Term 4 (early October) without there being any financial penalty. If a family decides after the beginning of Term 4 to send their child to school rather than them returning to preschool for a 2nd year, their deposit will be refunded less a \$100 cancellation fee.

Sources and National Quality Framework links

Regulations 160, 183 Enrolment records are kept for 3 years after the child's last day of attendance.
Regulation 168 (2) (k) Policies and procedures are required in relation to enrolment and orientation.
Regulation 177 Prescribed enrolment and other documents to be kept by approved provider.
Regulations 158 - 162 Attendance and enrolment records. Health information and authorisations to be kept in enrolment record.

Department of Education, Employment and Workplace Relations – www.deewr.gov.au

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Last Reviewed: *May 2019*
Next Review Date: *May 2021*