
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' kindergarten and receives funding from the Department of Education and Communities (DECs) for 'eligible' children i.e. those children eligible to attend school the following year.

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 and Communities (DEC), 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 Places 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. 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, 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

1st Priority - Returning Children

In some cases a child who has attended CPCK for a year may complete an additional year at pre-school if it is deemed developmentally inappropriate for them to enter school.

2nd Priority - Special Circumstance

The decision to offer a special circumstance place is made by the Director in consultation with the;

- Parents of the child
- Children's Service Advisor (from DECS)
- Appropriate professional personnel

3rd Priority

- Children who are at risk of harm
- Aboriginal and Torres Strait Islander children
- Children from low income families
- Children from culturally and linguistically diverse backgrounds
- Children with disabilities
- Socially isolated families

4th Priority

- Children in their year before school in the order of registration on the Waiting list. The 'year before school' determines a preschool aged child with preference given to children who turn five by the 31st July in the year of Kindergarten attendance.

5th Priority

- Families who have had a sibling at the centre
- Children who are not of preschool age but whose parents(s) wish for them to attend Preschool for 2 years. This is dependent upon the wait list being exhausted of all children according to the Priority of Access Guidelines. However, fees for children who are not preschool age will be higher than for Preschool aged children. This is as a result of the NSW state government removing all funding for all non-equity 3 year old children from Community based Preschools and Kindergartens in October 2013.

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)
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 unable speak to you initially, we will leave a maximum of 2 messages and send one email over a period of 1 week. We will hold a position for your child for 7 days.

4. Once a family accepts a position at the kindergarten, a confirmation letter is sent outlining details of a deposit to be paid. Deposits are due approximately 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 forms
- 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 their child's immunisation records* and birth certificate into the kindergarten for sighting.

* Immunisation record means an Immunisation History Statement, Medical Contraindication Form, Conscientious Objection Form 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
- An Expression of Interest form for Management Committee
- Application form for Membership of the Association
- Kindy T-shirt

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

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: April, 2015

Next Review Date: April, 2018