

## **ENROLMENT POLICY**

### **1. AUTHORISATION**

This policy was adopted by the Highmount Pre-School Committee at its **21 October 2009** meeting.

### **2. REVIEW DATE**

This policy shall be reviewed as required.

### **3. SCOPE**

This policy applies to all children enrolling at Highmount Pre-School. Parents who wish to enrol children who do not fall within the criteria listed in this policy may write to the Committee of Management stating their case.

### **4. DEFINITIONS**

**Selection criteria** – The factors such as application date, children who have previously attended the preschool etc. that are used by the preschool to decide who shall attend.

**Application** – The process of an application form being completed and lodged. Three and four year old groups both apply through the City of Monash.

**Enrolment** – When a position is offered and the required deposit is paid.

### **5. POLICY**

#### **5.1 VALUES**

This pre-school is committed to date of enrolment access of all children other than where selection criteria, determined from time to time by the Committee of Management, give priority access.

#### **5.2 PURPOSE**

- To attract new enrolments to the pre-school.
- To inform parents of the total number of places to be offered for three year old, four year old and extended hours groups
- To inform parents of the conditions under which the total number of places would be expanded or reduced.
- To clearly describe the selection criteria used for initial and casual vacancies in each service.
- To set out the process that must be followed by all parents so that their child/children is/are officially enrolled.
- To set out the process for withdrawal of enrolment.

### **6. PROCEDURES**

The Highmount Pre-School Committee has elected to be a member of the City of Monash Central Enrolment System for both Three and Four Year Old Pre-School.

## 6.1 FOUR YEAR OLD GROUPS

Refer to Appendix A for details of the current number of places available and maximum class size.

- The number of hours per week of attendance per child is twelve (12).
- All children must have attained the age of four (4) years by the 30<sup>th</sup> April in the year of attendance.
- Children turning six (6) in their year of preschool and those who wish to enter school before they reach the eligible age must request an exemption from the Directorate of School Education.
- Children must be toilet trained to attend.
- Preference will be given to enrolments in the following priority:
  1. Children who require an additional year of four year old pre-school who have met the Department of Human Services eligibility criteria for a second year of funded pre-school
  2. Any child who is attending the three year old program provided the child's application for enrolment is submitted to Monash City Council by 30 June of the year of attendance at the three year old program.
  3. The Monash City Council will prioritise other enrolments in order of date of enrolment.

## 6.2 THREE YEAR OLD GROUPS

Refer to Appendix A for the current number of places available and the maximum class size.

- The number of hours per week of attendance per child is five (5) hours per week.
- Children must be three years old at the time of attendance and be toilet trained.
- Enrolment may be accepted for children who will be 3 years old by the 30<sup>th</sup> of April in the attending year. However, they cannot attend until they are three. To ensure a place, parents will have to pay the first term's fees in full, with the child commencing from their third birthday.
- Preference will be given in the following order:
  1. Children who require another year of preschool.
  2. Special consideration approved by the Committee of Management.
  3. Date of application as received by the City of Monash.

## 6.3 CHANGES TO NUMBER OF PLACES

All changes in four year old kindergarten are offered subject to State Government funding. For these places the Committee of Management is bound by the Funding and Service Agreement between Child and Family Care Network Inc and the Department of Human Services. 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 four year old or three year old programs, the Committee may re-evaluate the services offered and may change the hours or increase or decrease the number of groups.

No child is guaranteed consecutive years at kindergarten.

## 6.4 ADDITIONAL NEEDS – FOUR YEAR OLD

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

## 6.5 CHILDREN REQUIRING A SECOND YEAR OF PRESCHOOL

A second year of funded preschool (i.e. 4 year old) 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 4 year old preschool will be made through a Department of Human Services regional assessment process.

## **6.6 FEES**

Please refer to the Highmount Pre-School Fees Policy.

## **6.7 PROCEDURE FOR NORMAL ENROLMENT**

- All applications must be on the standard application form, available from the Monash City Council for 3 and 4 year olds, or Highmount Pre-School.
- Applications must be accompanied by a non-refundable administration fee as indicated on the Monash Council application form.

## **6.8 PROCEDURE FOR OFFERS OF PLACES**

- First round offers of places will be posted to applicants no later than August for 3 y.o. and late July for 4 y.o. (in line with Monash City Council Central Enrolment Scheme) of the year prior to attendance.
- Further offers of places will be made as required until the groups are complete.
- Successful applicants must notify the Enrolment Officer of their acceptance of offer in writing by the due date set out in the offer.
- Applicants accepting an offer of placement will be required to pay a non-refundable specified deposit of the first term fees, around August of the year preceding the year of enrolment. Late offer acceptances will be given two weeks to pay this deposit from the date of written acceptance.
- An offer will be withdrawn if the non-refundable deposit is not paid in accordance with this policy.

## **6.9 PROCEDURE FOR WITHDRAWAL OF APPLICATION FOR ENROLMENT**

- For 3 and 4 year old group, alteration of enrolment must be made through the City of Monash Central Enrolments Scheme.

## **6.10 PROCEDURE FOR CASUAL VACANCIES**

Vacancies available after the commencement of the preschool year still need to be filled by application through the Monash Council.

## **6.11 SPECIAL ENROLMENT PROCEDURES**

Process for enrolment of children repeating the kindergarten year and children with additional needs - refer to the Pre-school teacher.

Please refer to the Department of Human Services information sheet "Procedure for approval for Children requiring a Second Year of Pre-School".

## **7. COMMITTEE STRUCTURES**

The Enrolment Officer, with the support of the Committee of Management will ensure the implementation of the Enrolment Policy.

## **8. KEY RESPONSIBILITIES AND AUTHORITIES**

- The Enrolment Officer is responsible for:
  - providing enrolment forms at the centre
  - liaison with central enrolments
  - offering places, including notifying parents

- collecting and receipting deposits and enrolment fees for three year old preschool and four year old preschool
- 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 the right of approval of applicants under the policy.

## **9. TRAINING**

The Enrolment Officer may undergo training in conflict management if desired or deemed necessary by the Committee of Management.

## **10. IMPLEMENTATION RESOURCES**

### **Related documents at the centre**

- Fees Policy
- Complaints Policy

## **11. CIRCULATION PLAN**

- The policy will be available in the centre policy folder.
- Copies of the policy will be available on request.

## **12. 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 Officer to the Committee of Management.

## **APPENDIX A**

### **FOUR YEAR OLD GROUPS - 2009**

- The maximum number of four year old places in 2009 is thirty-five (35).
- The maximum class size in 2009 is twenty-eight (28) children per session.

### **THREE YEAR OLD GROUPS - 2009**

- The maximum number of three year old places in 2009 is thirty-one (31).
- The maximum class size in 2009 is twenty-one (21) children per session.

### **FOUR YEAR OLD GROUPS - 2010**

- The maximum number of four year old places in 2010 is thirty-two (32).
- The maximum class size in 2010 is twenty-six (26) children per session.

### **THREE YEAR OLD GROUPS - 2010**

- The maximum number of three year old places in 2010 is thirty-one (31).
- The maximum class size in 2010 is twenty-one (21) children per session.