

EXTENDED HOURS 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

The program is open to all 3 – 5 year old pre-schoolers in the community.

Children attending this program must have turned 3 years of age by April 30th in the year of attendance and the centre deems that they shall be “toilet trained”.

4. POLICY

Purpose

- To offer an additional kindergarten programme
- To attract new enrolments to the Pre-School
- To clearly describe the selection criteria used for permanent and casual places
- To inform parents of the total number of positions offered.

5. PROCEDURES

The maximum class size is **14** with two carers in attendance.

A maximum of **9** permanent positions will be available with **5** casual positions offered each term. If the interest for positions is great, there would be consideration to extend the class size to no more than 15 children.

SELECTION CRITERIA

Permanent Positions

First Term: **9** permanent positions will be offered for both days. Should more than **9** applicants apply; a ballot selection will take effect. Dependent on the response, you may secure a permanent position for both days.

Second and subsequent terms: Those holding a permanent position in first term will be given first preference to retain their place. However, the committee reserves the right to apply a ballot system, if those applying for positions exceeds the number of positions available.

Applications for permanent positions for 2010 will be closed on December 5th 2009. If you secure a permanent position, you will be notified of the amount and the date of payment after applications close.

Casual Positions

A **maximum** of 5 casual positions will be available on a weekly basis and any unfilled permanent positions will be deemed casual positions from time to time.

Parents/guardians are required to register their child's name on a weekly registration form for casual positions. The list will be available each Thursday morning, from 8.30 a.m., one week in advance.

The staff cannot accept any telephone bookings; they must be made personally by the parent or guardian of the child concerned. If this condition is not met the committee reserves the right to remove the child's name from the list.

The staff should be notified if a child is unable to attend a session for any reason so that their place may be given to a child on the waiting list. No make-up sessions are permitted.

The committee will re-evaluate the services offered and may implement any changes as deemed necessary.

6. SESSION TIMES

Tuesday 11.45am – 2.45pm.

Thursday 11.45am – 2.45pm.

7. FEES

ALL fees are non-refundable.

Children can only attend this program if the preschool term fees are fully paid.

Fees for 2009: **\$20.00 per session**

Fees for 2010: **\$20.00 per session**

Permanent Positions

Fees will be calculated on a term basis, calculated as \$20.00 times the number of permanent sessions for a child in the term.

The fees are to be paid in the first week of term.

Casual Places

Payment must be made on a weekly basis in the week of attendance.

The programme will be unavailable to any child due to non-payment of fees and/or until fees are paid.

8. LATE COLLECTION OF CHILDREN POLICY APPLIES

Refer to Fee Policy.