

ENROLMENT POLICY

DATE OF APPROVAL:

REVIEWED

August 2006

Enrolment Policy Statement

St Paul's Kindergarten is committed to equal access for all children, based on the selection criteria set out in this policy. The kindergarten aims to provide one year each of 3-year old and 4-year old early childhood education.

Currently St Paul's kindergarten operates two 3-year old groups, each with 20 children. There are two 4-year old groups, made up of 25 children each.

1. Application for a place

- Enrolment applications for children to attend St Paul's Kindergarten will be accepted any time after the child has turned **two** years of age.
- Enrolment Application Forms are available from the enrolment officer. A separate application form must be completed for each child, for each proposed year of attendance at the kindergarten.
- A copy of the child's birth certificate must accompany all applications.
- All applications must be accompanied by an enrolment application fee of \$20. This fee is not refundable.
- Completed Enrolment Application Forms are to be forwarded to the Enrolment officer at the kindergarten.

2. Applications for children with additional needs

- Children assessed by the DHS specialist children's services team as having additional developmental needs may access a second year of funded preschool. Strict eligibility criteria apply to the second year of funded preschool. (Refer to the DHS preschool funding criteria)
- Parents/guardians of children applying for a second year of funded preschool must submit an Enrolment Application Form for a second year. This needs to be clearly marked 'Second Year'.

3. Closing dates for applications

The closing dates for enrolment applications are as follows:

- The last day of term two for children in the three and four year old program.

4. Procedure for a Late Application for Enrolment

- Applications received after the closing date will go to the end of the waiting list and will be allocated places if available, in accordance with the date of receipt of the application. (Earliest date first.)

5. Allocation of places

- Places will be allocated to eligible children who are on the waiting list in accordance with the selection criteria of St Paul's Kindergarten. Applicants who have been successful will be notified and provided with an Enrolment Form to complete prior to their attendance.
- Applicants who have been unsuccessful will be informed and placed on a waiting list.
- Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be required to notify the Committee in writing as soon as possible.
- Places will not be allocated to children until any substantial debt owed by the family to the Kindergarten is paid, or a payment plan is agreed to between the family and the service.

6. Allocation within groups

- **3 Year old:** preference for Green group will be given to children who turn 3 by 31 October in the year prior to attendance.
- **4 Year old:** children are allocated to a group by date of application.

Enrolment in Four Year Old Program

A Selection Criteria For Four Year Old Children

All Children will have turned four years of age by 30 April in the year they would attend kindergarten.

The following children are eligible for attendance in the four year old program:

1. Children who have received funding for a second year of four year old.
2. Children who were eligible to attend in the previous year but:
 - Deferred or withdrew from the kindergarten (in writing to the enrolment officer) on or before the last day of term two.
3. Children who have completed the 3-year old program at St Paul's in the previous year.
4. Children who have had a sibling attend St Paul's kindergarten
5. Children who live in a broad local area defined by **Warrigal, Burke, Toorak and Whitehorse roads.**
6. Date of application

Final decisions regarding enrolment are made at the discretion of the Committee of management

Enrolment in Three Year Old Program

B Selection Criteria For Three-Year-Old Children

Children are eligible for attendance in the three-year-old program provided they have turned three years of age prior to commencement. A place could be held for those children turning three during the first term on condition that all fees are paid in full. It is highly desirable that the child is toilet trained before attending 3 –year old kindergarten.

The following children are eligible for attendance in the three year old program:

- 1 Children who, after discussion with staff, it is decided would benefit from a second year of 3-year old kindergarten.
- 2 Children who were eligible to attend in the previous year but:
 - Deferred or withdrew from the kindergarten (in writing to the enrolment officer) on or before the last day of term two.
- 3 Children who have had a sibling attend St Paul's kindergarten
- 4 Children who live in a broad local area defined by **Warrigal, Burke, Toorak and Whitehorse roads.**
- 5 Date of application

Final decisions regarding enrolment are made at the discretion of the Committee of management

2. Offers of Places for three and four Year old Children

- Offers of places in the three and four year old groups will be available on the first day of term 3 in the year preceding attendance. Applicants who are successful will be notified of a confirmed place by letter.
- Second and third round offers will be made two weeks after the first/second round offers.
- Applicants who are unsuccessful will be notified in writing that they were not allocated a place and advised of their position on the waiting list.
- A deposit of \$200 must be paid by cheque no later than 2 weeks after the date of offer, in order to hold a place for the following year. This deposit is **not refundable and will be deducted from the term 1 fees.** .
- An Enrolment Form and other relevant information will be provided after the place is accepted and deposit paid.