



3 YEAR OLD PROGRAM ENROLMENT AND WAITING LIST POLICY

PURPOSE

To define the process for 3 year old enrolment in the 3 year old Kindergarten program to ensure that families joining the Pre-School are aware of their obligations.

REQUIREMENTS

1. The child must be 3 years old by 30th April in the year of attendance and cannot attend sessions until they have turned 3 years old. (Normal term fees will apply for this period i.e. If the child does not turn three until April, Term 1 fees must still be paid in full).
2. The 3 year old group will run one group, with two sessions per week totalling six hours.
3. A teacher with the equivalent of a Bachelor in Early Childhood, one Educator with the equivalent of a Diploma in Early Childhood and one Educator with the equivalent with a Certificate III in Early Childhood, will operate the 3 year old program
4. On 1st January 2016, new legislation known as “**No Jab No Play**” commenced in Victoria. From this date, all children enrolling in early childhood education and care service are required to be up to date with their immunisations or have an approved exemption.

ENROLMENT PROCEDURE

The Enrolment Period

Applications for prospective children will be accepted during the enrolment period:

1. The enrolment period will open on the 1st Sunday in May each year (which is the Elonera Open Day) and will close on the Friday at 6pm, 13 days later. **Applications must be received by the Friday 6pm. Applications will be accepted only upon receipt of: the application form, the payment of a non-refundable \$20.00 Application Fee per child, acknowledgement of the Enrolment policy, along with a copy of the child's Birth Certificate or Extract (required for proof of age).**

Applications

Application forms will be available from the Enrolment Officer or the Pre-School website, www.eloneraapreschool.com.au for a week prior to the enrolment period. No enrolments will be accepted until the Elonera Open Day on the first Sunday in May.

Any person telephoning the Pre-School for an application form should be directed to contact the Enrolment Officer. The Enrolment Officer can answer any questions and mail an application form and record the caller's details. In the case of multiple birth families, one application form needs to be completed per child.

Families will need to acknowledge they have read the Enrolment and Waiting list policy. This will be available online.

ALLOCATION OF PLACES

All applications received during the enrolment period will be given equal consideration based on the criteria set out in the "Weighted Priority System".

Any previous outstanding fees owed by families to Elonera Pre-School must be paid in full before a child is eligible to be allocated a place in the 3 Year Old program. If outstanding fees are not paid in full, then a child will not be eligible to receive a place in the program.

Prior to the allocation of any places in the 3 Year Old Kindergarten program, the Enrolment Officer will consult with the 3 Year Old Teacher. Children who have been identified by the 3 year old teacher to repeat 3 year old program will be given first preference.

Remaining places will then be allocated and the waiting list compiled as per the weighted priority system. If there is an equal number or greater number of places than applicants then all applicants will receive an offer of a place.

Notifications of a placement in the 3 Year Old program at Elonera will be sent out at no later than the offers for Elonera's 4 Year Old program. Enrolment and allocation dates for the 4 Year Old program are set by the City of Kingston, with allocations commencing in July each year.

WEIGHTED PRIORITY SYSTEM

If there are more applicants than places then the following weighted priority system will apply. If there is an excess of children meeting any of the criteria then a ballot will take place which will be drawn by the Enrolment Officer and overseen by a member of the Executive Committee.

Parents who wish their child to repeat the 3 Year Old Kindergarten program at Elonera, without recommendation from the teacher, must re-enrol their child via the normal enrolment process.

*** Criteria One**

Children having a second year in the 3 year old program at the recommendation of the teacher.

* **Criteria Two**

Any child currently attending, or who has a sibling who has attended Elonera Pre-School from most, to least recent.

* **Criteria Three**

Children who live within the boundary - map below

* **Criteria Four**

All other children

Where the total number of applications exceeds the number of places, additional children will be placed on a waiting list, in order of the weighted priority system.

ADDITIONAL NEEDS SUPPORT FOR 3YO

Teachers can apply to Yooralla for an additional year in the 4 Year Old Group program only. This is funded by the Department of Education and Training (DET).

NOTE: There is no funding available from DET for 3 Year Old programs. Alternative arrangements must be made for inclusion of children with additional needs in the 3 Year Old program (e.g. parents provide support).

CHILDREN REQUIRING AN ADDITIONAL YEAR

This policy acknowledges the difference between parent choice and teacher request for a child repeating 3 Year Old. If a child is enrolled in the 3 Year Old program in the year prior to the application, the 3 Year Old Teacher will inform the Enrolment Officer of those children requiring a second year in the 3 Year Old Kindergarten program. Children who have been identified by the 3 year old teacher to repeat 3 year old program will be given first preference above all others in the first round of allocations, including those who are repeating due to parent choice.

Parents who wish their child to repeat the 3 Year Old Kindergarten program at Elonera, without recommendation from the teacher **must** re-enrol their child via the normal enrolment process. Parents requesting a second year application for their child, will need to submit an application through the enrolment period.

The appropriate paperwork must still be completed once the decision to repeat has been made.

Families of children with birth dates between 1st January and 30th April have a choice about whether their child will commence school in the year they turn five or the following year. We strongly recommend that if your child's birthday falls between these dates that you consider when you would like them to commence school and if this is the year you need to send your child to 3 year old kinder.

OFFER AND ACCEPTANCE OF PLACES

In accordance with the 4 Year Old enrolment schedule, as set by the City of Kingston, a letter will be sent in July to the first 28 families allocated a position in the 3 Year Old Kindergarten program for the following year. Families receiving an offer of placement must return their acceptance along with 25% of their first term fees within 10 working days of the offer being made. All fees are taken via a direct deposit system called Ezidebit and families need to complete the form at www.elonerapreschool.com.au/dd. Once this is completed the treasurer will email you with the date that the funds will come out of your nominated account.

Parents, who withdraw their child after accepting a position, forfeit their initial 25% first term fees payment.

If no acceptance **and** 25% fee deposit payment is not received within 10 working days and all reasonable attempts have been made by the Enrolment Officer to contact the family, the child's name will be placed at the bottom of the waiting list for a further 10 working days.

If no correspondence either verbally or written is received by this date and all reasonable attempts have been made by the Enrolment Officer to contact the family the child's name will be removed from the waiting list.

Elonera Pre-School does not consider an enrolment is complete until all forms have been received and reviewed by staff and Term 1 fees are paid by October 31 in the year prior to attendance.

NOTE: Once each family's enrolment is complete the treasurer will schedule all payments into the Ezidebit system and provide a payment schedule for the full year. Invoices will be issued for each term 2 weeks prior to the scheduled direct debit date. Term 1 fees will be scheduled for the end of October. If the payment fails for any reason the treasurer will contact the families to reschedule. The kinder reserves the right to withdraw its offer of a place if payment is not made within 2 weeks. If you have any issues regarding payments please contact the Treasurer.

WAITING LIST

Applications received after number 28 will be sent a letter acknowledging their place on the waiting list. Families have 10 working days to return their acceptance of a place on the waiting list.

If no confirmation of acceptance of place on waiting list is received after 10 working days and all reasonable attempts have been made by the Enrolment Officer to contact the family, the child's name will be moved to the bottom of the waiting list. The date for the 10 working day cut off will be specifically stated within the letter of offer (waiting place).

All payments must be made by direct deposit. Cash will not be accepted.

Any applications that are incomplete or received after the enrolment period will be added to the waiting list in order of date of application received.

If a position becomes available during the year for the current 3 year old program (after 4 year old offers have been sent out) first preference will be given to the next child on the waiting list who has been offered a 4 year old position for the following year.

WITHDRAWAL AND NON-ATTENDANCE OF AN ACCEPTED PLACE

An enrolled child who fails to attend either 3 year old program for a period of four weeks, without communication to Elonea regarding absence will be deemed to have vacated their position. The Enrolment Officer will make reasonable attempts to contact the family prior to re-allocating their place. At the conclusion of four weeks with no parental communication, the place will then be allocated to the next child on the waiting list.

A parent who wishes to withdraw their child from the kinder program must formally withdraw their child by placing this notification in writing to the Teacher and the Secretary of the Committee of Management. Parents remain liable for fees as per fee policy until formal notification is received.

BOUNDARY FOR 3 YEAR OLD ENROLMENTS

As per Weighted Priority System -- *Persons applying that live outside the Boundary will still be accepted in the Enrolment Process but need to be aware of the Weighted Priority System in place.*

Please refer to Map

Lower Dandenong Road



AUTHORISATION

This policy was reviewed and adopted by the Committee of Management on 19th April 2018.

This policy was reviewed and adopted by the Committee of Management on 16th April 2020.

REVIEW DATE: APRIL 2021