

# Enrolment & Orientation Policy

## 1. SCOPE

This Policy applies to all children enrolling at the Kindergarten in and from 2013.

## 2. DEFINITIONS

**“Zoned Selection Criteria”** means the geographical criteria currently used by Albert Park Primary School to determine eligibility for enrolment at the School. Copies can be obtained from the School or accessed online at [www.albertparkps.vic.edu.au](http://www.albertparkps.vic.edu.au)

**“approved number of places”** means the maximum number of children who can be educated and cared for by the service at any one time, stated on the service approval under section 52(g) of the *Education and Care Services National Law*;

**“DEECD”** Department of Education and Early Childhood Development

**“NQF”** National Quality Framework

**“NQS”** National Quality Standard

## 3. THREE YEAR OLD GROUP(S) ENROLMENT POLICY

### Eligibility - Three Year Old Groups:

To be eligible for our 3 year old program, children must have attained the age of 3 years by 30 April in the year of attendance.

### Commencement - Three Year Old Groups:

At Albert Park Pre-School children can only access one year of 3 year old Kindergarten unless it is otherwise recommended by the 3 year old teacher. Because of this, families with a child born between February and April will need to think seriously about whether their child will be ready to attend Kindergarten or wait until the following year. Families are asked to consider whether your child is emotionally and socially ready for 3 year old Kindergarten.

For example:

**Separation:** Is your child ready to separate from you for 2.5 hours?

**Physical Independence:** Can your child manage toileting and their own clothes and belongings independently?

**Social Maturity:** Is your child ready to be part of a large group with 22 children with 2 teachers? Can your child interact with other children and adults? Can you and your child cope with a wide cross section of the community with different values and behaviours?

**Confidence:** Is your child able to ask for help and assistance when required?

**Language:** Is your child's speech generally clear and readily understood?

**Concentration:** Is your child ready to sit in small or large group experiences and carry out a task without 1 : 1 adult assistance in a busy room?

## Letters of Offer for the Three Year Old Program:

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**1<sup>st</sup> Round Letters of Offer (“the 3 Year Old Offer”)** will be mailed out towards the end of Term 2 for places in the following year’s program.

Prior to the 3 Year Old Offer being sent, children will be selected for admission to the next year’s intake by using the following **list of preferences**:

- **First** any current 3 year old attendees whose families have discussed and agreed with the Teaching Staff that the attendee should repeat the 3 Year Old program the following year.
- **Second** siblings of children who have previously attended or are currently enrolled at the Kindergarten.
- **Third** new applicants who meet the Zoned Selection Criteria at the time of the 3 Year Old Offer.
- **Fourth** new applicants from neighboring suburbs Middle Park, Port Melbourne and South Melbourne.
- **Last** children of people who reside, work or study within the City of Port Phillip.

## Where applications received exceed available places on 1<sup>st</sup> Round Offer:

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Where applications received exceed available places at the time of distribution of **1<sup>st</sup> Round Offers**, the following selection criteria will apply within the above set of preferences:

- Selection will be made on the basis of the **earliest Round of wait list applications** received as follows:
  - **Wait List Round A** representing the first 12 month period of eligibility to wait list (thus ensuring no discrimination on basis of age)
    - In circumstances where Round A wait list applications received exceed available places, applicants for available places will be selected at random by ballot method where names are randomly drawn from a ballot box (again, to ensure no age based discrimination).
  - **Wait List Round B** represents the time frame between the close of Wait List Round A and the distribution of the Round 1 Letters of Offer
    - In circumstances where Round B wait list applications received exceed available places, selection will be prioritised in the order in which applicants accessed the Kindergarten wait list.

## 4. FOUR YEAR OLD GROUP(S) ENROLMENT POLICY

### Eligibility - Four Year Old Groups:

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All children must have attained the age of 4 years by 30 April in the year of attendance.

### Letters of Offer for the Four Year Old Program:

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**Letters of offer (the “4 Year Old Offer”)** will be distributed towards the end of Term 2 for places in the following year’s program.

Prior to the 4 Year Old Offers being sent, children will be selected for admission to the next year’s intake by using the following list of preferences:

- **First**                      those children currently enrolled in the 3 year old group(s) who are moving up to the 4 year old group(s).
- **Second**                    any current 4 year old group attendee whose families have discussed and agreed with Teaching Staff that the attendee should repeat the 4 year old kindergarten year, provided that second year funding is approved for the child or the family/guardian agrees to self-fund the second year.
- **Third**                        siblings of children who have been or are enrolled at the Kindergarten.
- **Fourth**                      new applicants who meet the Zoned Selection Criteria at the time of the 4 Year Old Offer.
- **Fifth**                        new applicants from neighboring suburbs Middle Park, Port Melbourne and South Melbourne.
- **Last**                        children of people who reside, work or study within the City of Port Phillip.

### Where applications received exceed available places on 1<sup>st</sup> Round Offer:

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Where applications received exceed available places at the time of distribution of **1<sup>st</sup> Round Offers**, the following selection criteria will apply within the above set of preferences:

- Selection will be made on the basis of the **earliest Round of wait list applications** received as follows:
  - **Wait List Round A** representing the first 12 month period of eligibility to wait list (thus ensuring no discrimination on basis of age)
    - In circumstances where Round A wait list applications received exceed available places, applicants for available places will be selected at random by ballot method where names are randomly drawn from a ballot box (again, to ensure no age based discrimination).
  - **Wait List Round B** represents the time frame between the close of Wait List Round A and the distribution of the Round 1 Letters of Offer.
    - In circumstances where Round B wait list applications received exceed available places, selection will be prioritised in the order in which applicants accessed the Kindergarten wait list.

## **5. FALSE OR MISLEADING INFORMATION**

The Approved Provider at all times reserves the right to withdraw any 3 Year Old Offer or any 4 Year Old Offer if the applicant gives any false or misleading information in the acceptance of the offer.

## **6. CHILDREN IDENTIFIED AS “AT RISK”**

The Approved Provider also reserves the right to prioritise children seeking entry to the Kindergarten who are identified as being “at risk” including those at risk of abuse and neglect.

## **7. PRIMARY CARE GIVER**

The Approved Provider also reserves the right to consider making an offer to an applicant whose primary care givers (such as grandparents) meet the Zoned Selection Criteria even though the applicant may not reside within the zone.

## **8. MAXIMUM NUMBER OF PLACES AVAILABLE**

### **Three Year Old Groups:**

There are currently 2 x 3 year old groups with each group containing a maximum of 22 children.

### **Four Year Old Groups:**

There are currently 2 x 4 year old groups with each group containing a maximum of 24 children.

### **Pending reduction in places in accordance with the NQS:**

The above places will apply for the 2013 & 2014 calendar years only.

From 1 Jan 2016, The National Quality Standard for Educator- to -Child ratio will regulate a ratio of 1:11 to be applied to all children aged 36mths to school age (ie: Kindergarten age). To facilitate the necessary reduction of places in the 4 year old groups by the 1 Jan 2016 deadline, the following enrolment intake will apply:

### **Year 2015:**

#### **Three Year Old Groups:**

2 groups with each group having a maximum of 20 (to facilitate transition to 22 places per 4 year old group in year 2016 whilst still making provision for space for current year 4 year olds that may seek to repeat 4 year old Kindergarten)

**Four Year Old Groups:** 2 groups with each group containing a maximum of 24 children.

### **Year 2016:**

**Three Year Old Groups:** 2 groups with each group containing a maximum of 20 children.

**Four Year Old Groups:** 2 groups with each group containing a maximum of 22 children.

## **9. HOURS OF ATTENDANCE**

### **Three Year Old Group A - KOALAS:**

The hours of attendance are:

Monday - 8.30am to 11.00am

Wednesday - 8.30am to 11.00am

### **Three Year Old Group B - WALLABIES:**

The hours of attendance are:

Tuesday - 8.30am to 11.00am

Friday - 8.30am to 11.00am

### **Four Year Old Group A – KANGAROOS:**

The hours of attendance are:

Tuesday - 11.30 am to 5.00 pm

Thursday - 8.30 am to 12.30 pm

Friday - 11.30 am to 5.00 pm

### **Four Year Old Group B – WOMBATS:**

The hours of attendance are:

Monday - 11.30 am to 5.00 pm

Wednesday - 11.30 am to 5.00 pm

Thursday - 1.00 pm to 5.00 pm

## 10. CHANGES TO NUMBER OF PLACES

All places in four year old Kindergarten are offered subject to State Government funding. For these places the Approved Provider is bound by the DEECD Service Agreement. Should the funding be substantially altered the Approved Provider reserves the right to alter the number of places offered accordingly.

NOTE: From 1 Jan 2016, The National Quality Standard for Educator- to -Child ratio will regulate a ratio of 1: 11 to be applied to all children aged 36mths to school age (ie: Kindergarten age). To facilitate the necessary reduction of places in the 4 year old groups by the 1 Jan 2016 deadline, the following enrolment intake will apply:

### Year 2015:

#### Three Year Old Groups:

2 groups with each group having a maximum of 20 children (to facilitate transition to 22 places per 4 year old group in year 2016 whilst still making provision for space for current year 4 year olds that may seek to repeat 4 year old Kindergarten)

#### Four Year Old Groups:

2 groups with each group containing a maximum of 24 children.

### Year 2016:

#### Three Year Old Groups:

2 x 3 year old groups with each group containing a maximum of 20 children.

#### Four Year Old Groups:

2 x 4 year old groups with each group containing a maximum of 22 children.

## 11. FEES

Please refer to the Fees Policy.

## 12. PROCEDURES

### Generation of a Wait List:

The Enrolment Officer is responsible for maintaining a **Wait List** for enrolment filed in accordance with the policy for admission (refer Items 3 & 4 above).

### Accessing the Wait List:

The Kindergarten offers access to the **Wait List** when a child has reached a minimum of one year of age.

Access to the **Wait List** may occur in one of three ways:

1. Via the Kindergarten's website automated wait list form located at <http://www.albertparkkinder.com.au/enrolment/>
2. Telephoning the Kindergarten on 03 9209 6379
3. Visiting the Kindergarten between the hours of 9.30am and 2.30pm on Wednesdays and Fridays during school terms (excluding public holidays).

The onus of responsibility is on the family to notify any changes in contact details.

Please note, that the process of being placed on the **Wait List** is not a confirmation of a place.

### The process of offering places:

Towards the end of Term 2 (as recommended for all Kindergartens in the City of Port Phillip), the first round **Letters of Offer** for the following year program will be generated in accordance with the policy for admission (outlined in Items 3 & 4 above) and delivered to the maximum number of places available (refer Item 8 above) whilst initially retaining on hold 2 places per group to facilitate children that may be advised to repeat the Kindergarten year.

Families will have 2 weeks from date of the first round Letter of Offer to reply / contact the Kindergarten's Enrolment Officer to accept a place.

Families who have not responded within the 2 week time frame will receive:

- a) One follow up phone call
- b) One follow up email

and have a further 1 week to respond (ie: 3 weeks in total).

After 3 weeks and no response, the offer is withdrawn and is no longer valid.



### Upon accepting an offer:

- a) Families are required to complete a formal **Enrolment Form** that includes details of the child's home address.
- b) Families will be requested to provide evidence of eligibility for the Kindergarten Fee Subsidy eg: a copy of a valid Health Care Card, Pensioner Concession Card or other Government approved criteria as referenced at [www.education.vic.gov.au/kindergarten/feesubsidy](http://www.education.vic.gov.au/kindergarten/feesubsidy). The Kindergarten can only give discounted fees to children attending the 4 year old groups on receipt of the above. (For more information please refer to our FEES Policy)
- c) Families must also pay a \$100.00 non-refundable deposit.

Once the non-refundable deposit is received, the Treasurer will authorise generation of an **Invoice** for annual fees. (NOTE: Families may elect to pay the year in advance or by instalment based on the Term by Term "due by" dates displayed on the Invoice. Quarterly reminders will be distributed to those families who elect to pay on a "Term by Term" basis.)

### Confirmation of a place:

A place is confirmed when:

- a) All paperwork is received in hard copy (including the **Enrolment Form**).
- b) The \$100.00 non-refundable deposit is received.
- c) All Term 1 monies are paid in full.

On confirmation of a place, families will be sent a package that includes the following:

- a) An information booklet about the program and the orientation process.
- b) Term dates.
- c) Details of orientation.
- d) An family interview time (ie: applicable to 3 year old groups only).
- e) Staggered intake procedures for the beginning of Term 1 (ie: applicable to 3 year old groups only).

Where a place is not accepted:

- a) Deposits are non-refundable.
- b) Another offer will commence from the next in line on the **Wait List**.
- c) The number of offers must always equal the number of available places.
- d) Offers will cease once all places are confirmed/ secured.

**For more information please contact the Enrolment Officer at the Kindergarten.**

## 13. ORIENTATION

Orientation is an essential part of helping families to feel welcome at our Kindergarten and ensuring families are well informed about our programs. At Albert Park Pre-School we have a comprehensive Orientation program at both year levels.

### **Three Year Old Groups:**

- Parent Information Night held November
- Play session for children held December
- Personal Family/Teacher interview held December

### **Four Year Old Groups:**

- Parent Information Night held November
- Our current timetable offers families consistency of teaching from 3 year old to 4 year old level.
- A personal Family/Teacher interview is available on request.

## 13. RESOURCES

- FORM ENR01
  - AP Kindergarten Wait List Form (automated online form)
- FORM ENR02a
  - AP Kindergarten Letter of Offer – 3 year old Program
- FORM ENR02b
  - AP Kindergarten Letter of Offer – 4 year old Program
- FORM ENR03
  - AP Kindergarten Information Handbook
- FORM ENR04
  - Confidential Enrolment Details
    - Supplied by Bellbird Kid-Z Educational Resources

## 14. RELEVANT LEGISLATION

- Education and Care Services National Regulations 2011
  - PART 4.4—STAFFING ARRANGEMENTS
    - Division 3—Minimum number of educators required
  - PART 4.7—LEADERSHIP AND SERVICE MANAGEMENT
    - Division 1—Management of services
      - Subdivision 1—Attendance and enrolment records
    - Division 2—Policies and procedures
    - Division 3—Information and record-keeping requirements