

Vista Valley Bulleen Kindergarten Assoc. Inc.



Enrolment Procedures for Vista Valley Kindergarten

After consultation with the current and future users of the service, the Committee will determine the programs and hours of attendance to be offered at the service, based on enrolments received and the financial viability of the programs to be offered.

General Enrolment Procedures

Application for a place

- Enrolment applications for children to attend the service from parent/guardians will be accepted any time after the child has turned two years of age.
- Enrolment Application Forms are available from the service.
- A separate application form must be completed for each child, for each proposed year of attendance at the service.
- A copy of the child's birth certificate and immunisation history statement must accompany all applications.
- All applications must be accompanied by an enrolment application fee of:
\$20.00 for 3YO only;
\$20.00 for 4YO only; or
\$30.00 if submitting application for 3YO and 4YO together. This fee is not refundable.
- Completed Enrolment Application Forms are to be forwarded to the Enrolment Officer, or designated person, at the service.
- Access to completed Enrolment Application Forms will be restricted to the Enrolment Officer (or delegated person), Educators, President and Secretary, unless otherwise specified by the Committee.

Applications for children with additional needs

- Children assessed according to the DET process specified in "The Kindergarten Guide" may access a second year of funded preschool. Strict eligibility criteria apply to the second year of funded preschool. <http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>
- 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'.

Closing dates for applications

- The closing date for enrolment applications is one week after the annual orientation. If there are positions still available applications will be accepted at the discretion of the committee while still adhering to the age of child policy.

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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)

Allocation of places

- Places will be allocated to eligible children who are on the waiting list in accordance with the selection criteria of the service. 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 are required to notify the enrolment officer (in writing) as soon as possible.
- Places will not be allocated to children until any substantial debt owed by the family to the service is paid, or a payment plan is agreed to between the family and the service.

Enrolment in Four Year Old Program

Selection Criteria for Four-Year-Old Children

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

- Children who will have turned four years of age by 30 April in the year they would attend preschool.
- Children who meet DET requirements for immunisation (see note at end of policy)
- Children who have received funding for a second year of four-year-old preschool
- Children who were eligible to attend in the previous year but:
 - Deferred.
 - Withdrew from the service on or before the last day of term one.
- Children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*, available at <http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>)
- Children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs.

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The selection criteria to be used are:

First priority: Children who have received funding for a second year of four-year-old kindergarten

Then: Existing Vista Valley children who completed the three year old program in the previous year;

Then: Children who have a sibling who attended Vista Valley kindergarten within the past five years;

Then: Postcode of applicant. Those applicants living in Bulleen (3105), Doncaster (3108) and Lower Templestowe (3107) will be given priority above applicants outside this zone;

Then: if two or more applicants have the same application date and the number of positions available is less than the number of applicants requiring that/those positions, siblings/and or Age will be given priority in this instance only, to be determined by the Committee of Management on a case-by-case basis as is required,

Then: if there is still a place available for the coming year after the annual AGM, and we have families on the waiting list outside the criteria set out in this policy, we will accept those children to fill the vacant position/s.

Offers of Places for Four Year Children

- Offers of places for four-year-old groups will be posted to applicants by the end of term one in the year preceding attendance; the numbers are capped per DET requirements.
- Second and third round offers will be made 4 to 6 weeks respectively, after 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.
- An enrolment deposit of \$100.00 must be paid with the confirmation of acceptance form to hold the place for the following year.
- This deposit is non refundable and will be deducted from term four fees.
- Parents/guardians who wish to withdraw acceptance of their enrolment, are required to notify the Committee in writing as soon as possible.

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Enrolment in Three Year Old Program

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 by the 31st of January in the year they would commence pre-school, and meet government immunisation requirements.

The selection criteria to be used are:

First priority: Deferrals & children doing a second year of 3 year old kinder who have shown interest prior to confirmation of acceptance forms being sent out;

Then: Children who have a sibling who attended Vista Valley kindergarten within the past five years;

Then: Postcode of applicant. Those applicants living in Bulleen (3105), Doncaster (3108) and Lower Templestowe (3107) will be given priority above applicants outside this zone;

Then by: Date of application,

Then: if two or more applicants have the same application date and the number of positions available is less than the number of applicants requiring that/those positions, siblings/and or Age will be given priority in this instance only, to be determined by the Committee of Management on a case-by-case basis as is required,

Then: children doing a second year of 3 year old kinder who failed to request this prior to first round offers being sent out,

Then: if there is still a place available for the coming year after the annual AGM, and we have families on the waiting list outside the criteria set out in this policy, we will accept those children to fill the vacant position/s.

Offers of Places for Three Year Children

- Offers of places in the three-year-old group/s will be made before the end of term one in the year prior to enrolment. The numbers are capped at 18 for this group.
- Applicants who are successful will be notified of a confirmed place by letter.
- 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.
- An enrolment deposit of \$100.00 must be paid with the confirmation of acceptance form to hold the place for the following year. This deposit is non refundable and will be deducted from the term four fees.
- Payment of the first of four fee instalments is required prior to the AGM the year prior to attendance (usually held in November), and is subject to the conditions set for payment of kindergarten fees.
- Three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at:
<http://www.education.vic.gov.au/childhood/parents/kindergarten/Pages/default.aspx>