

# POLICY: ENROLMENT



## QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES

### AIM

While being sensitive to and acknowledging particular family needs, the Committee formulated this Enrolment Policy in accordance with the priority of access list mandated by the NSW Government in its Funding Agreement and the Montessori philosophy.

### PRINCIPLES

Enrolment is always offered in the absolute discretion of the Director when needed, in consultation with the Executive Committee of the Pre-School.

All parents who enroll their child at Yass Montessori Pre-School acknowledge that they accept and support the life, nature and identity of a Montessori School according to the philosophy of Dr Maria Montessori. The Montessori Method accepts the benefits of having a diverse group of 3 to 6 year olds sharing the same learning space.

The NSW Government provides the bulk of funding for the Yass Montessori Pre-School. This funding keeps fees low for parents. The NSW Government has a strong emphasis on the provision of Pre-School services to children who are in their year before full time school (ie. 4 and 5 year olds).

### PRIORITY OF ACCESS

NSW Pre-school providers are required to adhere to the Early Childhood Education and Care Grants Program Priority of Access Guidelines. These Guidelines require services to give priority to access their service to children at risk of significant harm (from a child protection perspective) over all other children at all times. Priority of access continues for the following children (in no particular order):

- Children in the year before starting full time school (ie at least 4 years old on or before 31 July in that pre-school year)
- Aboriginal and Torres Strait Islander children
- Children with disabilities
- Children from low income families (for eg. health care card holders)

- ⇒ **Linked to ACECQA National Quality Framework, Quality Area Standard: 6.1**
- ⇒ **Education and Care Services National Regulations 2011: 168 (2) (k) , 177**

Keeping these guidelines in mind, the Pre-School will consider enrolment applications in the following order (in order of receipt of Enrolment Application):

- Enrolled children who already attend the Pre-School who wish to continue the following year. All effort will be made to satisfy the preferences of parents for their requested days. However, if this is not possible, allocation of days will be made upon receipt of the re-enrolment forms which will be dealt with in date order.
  - Four and five year old siblings of enrolled children;
  - Other four and five year old children;
  - Three year old siblings of enrolled children;
- All other children until vacancies are filled.

## **DIVERSITY AND SOCIAL INCLUSION**

The Pre-School is a socially inclusive and diverse community. Through the provision of an accepting, challenging and supportive care and education practices, students with disabilities or special needs are welcome to participate in learning that enriches their life and maximises their achievements. This will be achieved through open and frank dialogue with families, quality teaching practices, appropriate support provisions and flexible organisational arrangements that respect, respond and value diversity in our students and families.

## **ACCESS AND EQUITY**

To ensure as many children as possible benefit from the opportunity to attend Pre-School, we have a minimum of two days per week for enrolment.

You may wish to discuss your child's particular needs with the Director before submitting your enrolment application. Please note that all efforts are made to accommodate parent's preferences.

Start Strong Funding program states children in the year before full-time school (4 and 5 year olds) have access to 15 hours (2 days) per week at Pre-Schools under the National Partnership Agreement on Early Childhood Education.

## NEW STUDENT APPLICATION FOR ENROLMENT

In line with the Start Strong Funding model the suggested option to maximise funding is 4-5 year old (turning 4 before 31 July) attend two days per week. Students may attend more than two days per week, these days are not funded and will be charged at the full fee.

Due to constant demand for enrolments, new student enrolment may only be confirmed for a child after parents have had an interview with the Director, and a completed Enrolment Application is submitted with payment of the enrolment fee.

Parents are informed that, to ensure equity of access, a child will not be put on a waiting list until parents:

- Return the completed Enrolment Application Form;
- Pay a once off Enrolment Fee (not refundable).
- Provide an original Birth Certificate for sighting (we will keep a file copy).
- Provide an original Immunisation History Statement for sighting (we will keep a file copy). This Statement is available from the Australian Childhood Immunisation Register.
  - ◇ Please note that immunisations must be up to date before enrolment will be offered.

## ENROLMENT BY REFERRAL

Yass Montessori Pre-School offer a \$50 fee reduction to any family who refers a new enrolment that results in attendance.

## CONTINUING STUDENT ENROLMENT

All outstanding fees must be paid before a child's re-enrolment will be considered for the next school year. If any fees remain outstanding at 31 October, and repayment arrangements have not been made with the Pre-School, enrolment will not be offered. All efforts will be made with families facing genuine financial difficulty to make arrangements to pay fees by installments and all requests will be dealt with in strict confidentiality.

Days booked for both continuing and new enrolments will only be confirmed if parents provide an up to date copy of each child's Immunisation History Statement after the child receives their 3 1/2 -4 year old immunisations, as per the [Australian Childhood Immunisation Schedule](#). 'Blue books' are not able to be accepted as evidence of immunisation for enrolment purposes. The Immunisation History Statement is available from the Australian Childhood Immunisation Register.

Please note that immunisations must be up to date before enrolment will be continued. Please refer to our Immunisation Policy, and the *Public Health Act 2012 (NSW)*, recently amended by the *Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013 (NSW)*.

### **Bond**

To secure your child's placement a bond of \$100 is required at the time of enrolment. The bond will be reimbursed on your child's first fees invoice.

If your child does not attend Yass Montessori Pre-School within the first invoice period the bond amount paid will be forfeited.

### **Late Collection of children from the Pre-School**

Families are advised that as per the licensing regulations that govern the operation of the Pre-School, children can only be accepted onto the Pre-School premises from 8.30am to 4.00pm, during New South Wales school terms as part of the abovementioned licensing agreement.

Families will be advised of the possibility of a late collection fee being incurred at a rate of \$5.00 per minute for every minute that their child remains at the Pre-School after 4.00pm. The application of the late fee will be subject to the discretion of the Pre-School Director.

The Fees Policy may be referred to for more details of the implementation of the Late Collection of children fee.

### **Links to other policies/procedures:**

- ◇ Arrivals and Departure
- ◇ Fees

#### **Sources**

- Department of Education, Employment and Workplace Relations—[www.deewr.gov.au](http://www.deewr.gov.au)

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