



Enrolment

Quality Area 6: Partnerships with families and communities

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010

Education and Care Services National Regulation 2011: Section 175, Regulations 85-86, 88, 90-92, 99, 102, 102D, 157, 160-162, 168 (2)(k), 169, 170-172, 177-179, 181-183

National Quality Standard for Early Childhood Education and Care: Standard 6.1, 6.1.1, 6.1.2, 6.1.3

Aim / Rationale

Yass Montessori Pre-School aims to ensure that the enrolment and orientation processes meet the unique needs of each child and family. This will support them during their transition to the Pre-School, help to develop collaborative partnerships, and promote a sense of belonging to the Pre-School community.

While being sensitive to and acknowledging 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.

The Education and Care Services National Regulations require approved providers to ensure their Pre-Schools have policies and procedures in place in relation to enrolment and orientation.

Policy Goals

- ✧ We value respectful and supportive relationships with our families as the basis of a smooth transition and quality outcomes for children in the Pre-School. Our quality practice enrolment and orientation processes seek to promote these relationships.
- ✧ 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.

- ✧ Our educational program accounts for each child's knowledge, strengths, ideas, culture, abilities, and interests. We view enrolment and orientation as an important opportunity to begin to gather this information from the child and their family.
- ✧ We are committed to good governance and quality management. Our systems and practices ensure that our record keeping meets regulatory requirements, including in relation to confidentiality and storage.
- ✧ 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).

Strategies/ Procedures: What will we do?

The Approved Provider will:

- ◇ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- ◇ Ensure that an enrolment record is kept for each child which contains all the information set out in regulation 160, as well as authorisations from parents relating to medical treatment, regular outings, health information and transportation.
- ◇ Keep prescribed enrolment and other documents as set out in regulation 177, including a medication record and children's attendance record.
- ◇ Keep records confidential and stored safely and securely for the relevant period listed in regulation 183.
- ◇ Consider quality practice approaches to enrolment and orientation.
- ◇ Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Enrolment and orientation policy and procedures.
- ◇ Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.
- ◇ Notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the Pre-School's education and care of children or
 - significantly impact the family's ability to utilise the Pre-School.

The Nominated Supervisor and Administrator will:

- ◇ Ensure that regulatory obligations are met in relation to enrolment and orientation.
- ◇ Implement procedures for enrolment and orientation.
- ◇ Ensure that an enrolment record is kept for each child which contains all the prescribed information.
- ◇ Support families' involvement in the Pre-School and contribution to Pre-School decisions regarding the enrolment and orientation of their child at the Pre-School.
- ◇ Ensure families are aware of relevant policies and procedures at time of enrolment, such as:
 - Acceptance and refusal of authorisations
 - Medication, Administration of
 - WHS Incident, injury, trauma and illness
 - Delivery of children to, and collection from the Pre-School premises
 - Fees
 - Immunisation
 - Family Handbook
- ◇ Promote quality practice approaches to enrolment.
- ◇ Keep records confidential.
- ◇ Priority of access is diligently applied.
- ◇ For NSW state funded community based pre-schools the Priority of Access Guidelines are defined by NSW State Government funding agreements. In no particular order, these are:
 - Children who are at risk of harm
 - Children in their year before school (ie at least 4 years old on or before 31 July in that pre-school year)
 - Aboriginal and Torres Strait Islander children
 - Children from low income families (for eg. Health Care Card holders)
 - Children from culturally and linguistically diverse backgrounds
 - Children with disabilities.
- ◇ 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.

Educators will:

- ◇ Be familiar with regulatory requirements.
- ◇ Support families' involvement in the service and contribution to Pre-School's decisions regarding the orientation of their child at the service.
- ◇ Share information with families to support the child's transition into the Pre-School.
- ◇ Respect the culture, values and beliefs of families, and incorporate their decision-making in their child's learning and wellbeing.

- ◇ Familiarise themselves with the information supplied by the family about the child and use this to support the child to transition into the Pre-School.
- ◇ Keep records confidential.

Families will:

- ◇ Complete all documentation required by the Pre-School.
- ◇ Provide any required authorisations, such as for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service.
- ◇ Notify the Pre-School upon enrolment of any specific health care needs of the child, including any medical conditions and allergies and any medical management plans that need to be followed.
- ◇ Ensure all information about the child and family held by the Pre-School is kept up-to-date.

Diversity and social inclusion:

The Pre-School is a socially inclusive and diverse community. Through the provision of accepting and supportive care and education practices, students with disabilities or diverse learning needs are supported to participate in learning that enriches their life and reaching their fullest potentials. This will be achieved through open dialogue with families, supports for families seeking further professional assessment and assistance, quality teaching practices 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 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 and Yass Montessori Pre-School caps enrolment of 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. Please note that if more than two days is requested the subsequent days will be determined in the year of enrolment if there are places available.

Due to constant demand for enrolments, new student enrolment may only be confirmed when a completed Enrolment Form 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 Form
- ◇ Pay a once off Enrolment Fee (not refundable)
- ◇ Provide an original Birth Certificate for sighting (we will keep a copy on file)

- ✧ Provide an original Immunisation History Statement for sighting (we will keep a copy on file). 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 for at least one term.

Continuing student enrollment:

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 accessed through myGov (Medicare).

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.

A late collection fee of \$50.00 will be charged to families if a 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

Delivery of children to, and collection from the Pre-School Premises	Asthma Management
Child Safe Environment	Anaphylaxis Management
Collaborative Partnerships with Families	Child Protection
Curriculum, Planning and Assessment for Learning	Cleaning and Maintaining the Environment
Emergency Evacuation Procedures	Clothing and Footwear
Excursions	Complaints and Feedback
Hand Washing	Confidentiality
Immunisation	Fees
Indoor and Outdoor Environment	First Aid
Nappy Change Routines	Governance and Management
Physical Activity	Guiding Children's Behaviour
Safe Storage of Dangerous Goods	Incident Injury Trauma & Illness
Sunsafe	Medical Conditions
Sleep, Rest and Relation Exercises	Medication, Administration of
Volunteers and Students	Nutrition
Water Safety	Risk Management
Toileting	Road Safety
Working with Children Check	Social Justice and Inclusion
	Social Media
	Transition to School
	Work Health and Safety

Procedures and Forms

Enrolment form	Late collection of children fee
Asthma Management Plan and associated Risk Minimisation Plan	Anaphylaxis Management Plan and associated Risk Minimisation Plan

Sources and References

ACECQA – Enrolment and orientation information sheet https://www.acecqa.gov.au/sites/default/files/2021-08/EnrolmentAndOrientationGuidelines.pdf
ACECQA – Guide to the National Quality Framework https://www.acecqa.gov.au/nqf/about/guide
Child Care Services Handbook 2011-2012. Department of Education, Skills and Employment www.dese.gov.au
Family Handbook
Privacy Law, www.privacy.gov.au/law

Early Childhood Australia (ECA). Code of Ethics. Access website:
www.earlychildhoodaustralia.or.au/codeofethics

Policy Reviewed	Modifications	Next Review Date
2011	Developed	2013
October 2013	Reviewed	October 2015
October 2015	Implemented late collection of children fee	October 2017
May 2017	Reviewed and updated priority of access	October 2019
November 2019	Reviewed	October 2021
October 2021	Minor changes regarding Nominated Supervisor duties and Links to other policies	2023
September 2023	Updated to include procedures	2023 or when procedure, practice or legislation changes