

# Enrolment – 4 Year Old Group Policy

## Policy Statement and Procedures

Pinemont Pre-School is part of the Maroondah Pre-School Central Enrolment system. Maroondah Integrated Kindergarten Association (MIKA) administers this system. Please refer to MIKA website (<https://www.mika.org.au>) for current 4 year old enrolment information. Central application forms are available on MIKA website <https://www.mika.org.au> or from local Maternal and Child Health Centres, kindergartens, Council Offices and Service Centres. The application process is now online through the MIKA website, however families can still use paper enrolment forms if they prefer. Applications should be made between 1<sup>st</sup> March and 30<sup>th</sup> June during the year before the child is eligible to attend pre-school. Class size is determined at the discretion of the Committee of Management in consultation with the staff.

### Acceptance Criteria for Enrolments are as follows:

- To enrol your child in 4 year old Joeys, the child must be four years of age or older by 30<sup>th</sup> April of the year attending pre-school.
- MIKA requires a **\$28 enrolment fee\*** to be sent with the form, no later than June 30<sup>th</sup> the year before your child commences in the 4 year old program. After the allocation is complete, you will be contacted by MIKA and the pre-school and your place will be confirmed (see below). The following documents must accompany the application for enrolment and can be submitted online (online application) or with paper enrolment applications; **proof of child's date of birth, up-to-date immunisation records, proof of residential address.** Should you leave the area before the start of first term next year, please contact Pinemont Pre-School and the MIKA's Central Enrolment Officer and advise them. On the enrolment form there is space provided for you to show your location. This information is important in establishing your proximity to the pre-school.
- All children must satisfy the NO JAB, NO PLAY law. The Victorian Government has amended the Public Health and Wellbeing Act 2008. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/guardian has provided documentation that shows the child:
  1. is fully vaccinated for their age, or
  2. is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
  3. has a medical reason not to be vaccinated.

\*As advised in the 2019 MIKA enrolment form and may be subject to change.

### Exceptional Circumstances

If you feel that there are exceptional circumstances as to why your child should be allocated a place at the pre-school ahead of another child who resides closer to that pre-school, please attach a letter explaining the reasons to your application form.

### Confirmation of Place

MIKA will send a letter of confirmation of your child's place at the pre-school in the 4 year old group (Joeys). To confirm your acceptance of this place you must accept the enrolment on-line via the MIKA website and pay a **Non Refundable \$100 deposit**. This will ensure that your child's place at Pinemont Pre-School is secure. Failure to respond to this offer or pay the deposit by the due date will result in the loss of placement. The deposit is non-refundable, so should you change your mind about your child's place, your deposit will not be refunded. However, if your child continues on at Pinemont Pre-School, then \$100 becomes the Maintenance Bond (this will be only refunded to those who complete their

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## Groupings

The Committee of Management decides each year the number of 4 year old programs offered. Pinemont Pre-School operates a very successful Rotation Model for 4 year old sessions. The number of groups depends each year on our 4 year old intake. For 2020, each of our Joeys will be placed in one of four groups and will attend three sessions of our program per week on the SAME DAYS each week. Joeys will stay in their allocated groups for the whole year.

The Rotation Model allows for parents to state their preferences as to which group they wish their child(ren) to be allocated, however priority for placement will be considered at the discretion of the Committee of Management and Staff on the following merits:

- Applications for group placement will be considered in the order they are received **via the Pre-School's website.**
- Children where exceptional circumstances apply as advised in writing by the parents at the time of selection online.
- Children who require a second year of 4 year old kinder will be given priority of preference.

Prior to finalising group placements, a consultation meeting will be held between the Enrolment Officer, 3 year old and 4 year old teacher/s and an independent member.

**Please note:** once 4 year old group placements have been allocated, the decision of the pre-school teachers and Committee of Management is final.

Families are asked to advise at the time of the application (for a particular colour group), if they believe there are any exceptional circumstances that may apply to their child attending on a particular day.

Groups will be confirmed at the 'Information Night'/AGM, generally held at the end of October of the year preceding.

Complaints/discussion relating to altering a child's group placement **MUST NOT** be directed to the pre-school teachers.

The correct method of communication is to either call the President of the Pre-School or write a letter, addressed as follows:-

President - Pinemont Pre-School Committee of Management  
PO Box 2187  
North Ringwood, Vic., 3134.

Any queries/complaints will be handled directly by the Committee of Management and the family will be notified accordingly by the Enrolment Officer.

## Gumnuts program for Joey's

The Pre-School offers an after-care program for 4 year old's. Additional fees apply for the program and you can select to enroll in gumnuts at the time you select your preferences online via the Pre-school website.

## Authorisation

This policy was adopted by the Approved Provider of Pinemont Pre-School on 09/09/2019

**Review Date:** 09/09/2020