Enrolment - 3-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 3-year-old enrolment information. Central application forms are available on the MIKA website https://www.mika.org.au or from local Maternal and Child Health Centres, kindergartens, Council offices and Services. 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 1st March and 30th 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 currently as follows:

- To enroll your child in 3-year-old Koalas/Possums, preference is given to a child born by 30th January, however, a child aged 3 years by the 30th April of the year attending pre-school will be accepted, if there are any spots available. No child can commence kinder until they turn 3 years old. If families wish to accept a place and hold it until their child turns 3, a holding fee **will** apply **(see below)**.

- MIKA requires a **$28 enrolment fee*** to be sent with the form no later than June 30. 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 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 2021 MIKA enrolment form and may be subject to change.

Exceptional Circumstance

If you feel that there are any exceptional circumstances as to why your child should be allocated a place at a 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 an email to confirm your child's place at pre-school in the 3-year-old group (Koalas/Possums). To confirm your place, you must accept the enrolment on-line via the MIKA website and pay a Non-Refundable $100 deposit, if applicable. 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 the $100 deposit becomes the Refundable Levy (this will only be refunded to those who participate in specified activities which may include working bees, maintenance or gardening etc.)

Holding Fee

In the event of a child not being able to attend Pinemont Pre-School, until reaching the age of 3, 100% of the first term's fee will be payable as a holding fee. If this is not paid, their position is forfeited and given to the next family on MIKA's waiting list.

Groupings

The Committee of Management decides each year the number of 3-year-old programs offered. This decision is based on the number of children that have applied to be enrolled in the 3-year-old and 4-year-old programs at Pinemont Pre-School, through MIKA.

Pinemont Pre-School will usually offer two groups, Koalas and Possums, for the 3-year-old program. Possums group attends 1 session of 5 hours, and Koalas group attends 2 sessions of 2.5 hours. Preference will be given to the older 3-year-old children who apply for the Possums group. Koalas/Possums will stay in their allocated groups for the whole year.

Parents are required to state their preferences as to which group (Koalas or Possums) 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/guardians at the time of selection online.
- Children who have an older sibling in 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.

Families are asked to advise at the time of the application for a particular group, Koalas or Possums, if they believe there are any exceptional circumstances that may apply to their child attending on a particular day. Please note, once 3-year-old group placements have been allocated, the decision of the pre-school teachers and Committee of Management is final.

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 email the Secretary of the Pre-School (secretarypinemontpreschool@gmail.com). Any queries/complaints will be handled directly by the Committee of Management and the family will be notified accordingly by the Enrolment Officer.

Extra Hours Programs
The Pre-School offers an extra hours program for 3 year old's. Additional fees apply for the program and you can select to enroll in Extra Hours 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 14/09/2021

Review Date: 14/09/2022