



## **ENROLMENT, WAITING LIST AND ORIENTATION POLICY**

### **Introduction:**

Enrolment procedures form the foundation for strong relationships between families and the Preschool and promote a quality experience of education and care for children.

Good procedures include consistent information around service operation and authorisations, promoting compliance and a safe, secure environment for children and families.

### **Goals:**

The Preschool will ensure:

- Enrolment and orientation processes are planned and implemented.
- Due consideration is given to culture and language in undertaking processes.
- Documentation, including authorisations, are completed during the enrolment and orientation process.
- A thoughtful process is planned in consultation with families, to orient a child and family to the Preschool.

### **Strategies:**

#### **PRE-ENROLMENT ORIENTATION:**

Our Preschool welcomes visits from prospective families and children. The Director is available to provide a tour of the Preschool after an appointment has been arranged. Information provided during this tour may include:

- Service philosophy and curriculum;
- Approaches to documentation, curriculum and planning;
- Introduction to Educators;
- The Physical Environment;
- Administration, fees/levies, and fee payment methods;
- Communicating information to families;
- Ways families can provide support at the Preschool;
- How to provide feedback.

Families are welcome to visit at other times to get a 'feel' for our Preschool without the Director, with the understanding that educators are teaching and may be unavailable for an in-depth tour.

#### **WAITING LIST:**

Following an enquiry or pre-enrolment tour, a family may wish to place their child's name on the waiting list. To be considered for enrolment, a child must have been added to the waiting list using the online '*Waiting List Form*' located on our website [www.nwcps.org](http://www.nwcps.org). Alternatively, a hard copy of the '*Waiting List Form*' can be requested from the Preschool.

**NOTE:** Entry onto the waiting list does not guarantee a position.

A child will be removed from the waiting list when:

- indicated by families;
- the child has turned 6 years old or;
- the child is attending school.

### ENROLMENT REQUEST:

The Preschool offers a free choice of days for children to attend *with the minimum being 2days for 3 year olds and 3days for 4year olds*. Currently enrolled families are required to complete an 'Enrolment Request form' for the following year. Completion of this form does not guarantee a position. Choice of days is also not guaranteed, however, all attempts are made to meet requests.

### NEW ENROLMENTS:

Initial enrolments or placements are made according to the "Priority of Access" (legislation), days available, age of the child and the date of the child's application. Placing your child's name on the waiting list does not guarantee a place. Unborn children will not be added to the waiting register.

### Government Priority of Access:

#### **First Priority**

A child at risk of serious abuse or neglect

#### **Second Priority**

A child of a single parent or parents who satisfy the work, training or study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'

#### **Third Priority**

Any other child, with priority adhered to as follows:

1. Children in Aboriginal or Torres Strait Islander families;
2. Children in families that include a person with a disability;
3. Children in families on lower income (holding a Health Care Card);
4. Children in families from culturally and linguistically diverse backgrounds;
5. Children in socially isolated families;
6. Siblings of a child currently enrolled (provided that sibling has been on the waiting list before 3 months of age);
7. Date of Application.

### **After Priority of Access children have been placed priority will be given to:**

1. 'Children in the year before school' referring to children who turn 4 or 5 years of age on or before the 31<sup>st</sup> July and who are eligible to start school the following year.
2. Preference will be given to current students; siblings of current and previous attendees; and children of staff members of Normanhurst West Public School once allocation guidelines have been met.
3. Children who are at least 3 years old on or before 31 July. Children not in the year before school' refers to children who turn 3 by 31<sup>st</sup> January of the year they begin Preschool.
4. Children on the waiting list who have turned 2 may be considered if:
  - a. the child turns 3 by March 31<sup>st</sup> of that year;
  - b. a parent or guardian accompanies the child at the Preschool until the child's 3rd birthday;
  - c. places have not been filled by children after following government priority of access;
5. A child turns 3 after the March 31<sup>st</sup> cut off date, they may be accepted at the discretion of the Management Committee and the Director.

### EMERGENCY PLACEMENTS

A child who is the subject of an emergency placement approval by the Department of Education, is required to be offered the first available vacancy at the Preschool.

Reasons for an emergency placement are:

- Child or family is a client of the DoE;

- Child or family is likely to become a client of the DoE;
- Parent's health needs require urgent care for the child;
- Parent is undertaking a rehabilitation program;
- Child or family is a client of an organisation funded by the DoE;
- Parent is participating in an approved job skills program for the long term unemployed;
- Child or parent is the holder of a class of visa described as 'protection' visas under the Migration Act 1958 (Cth).

#### **OFFERS OF ENROLMENT:**

Offers of enrolment will be *for a minimum of 2 days/week for 3 year olds and 3 days/week for 4 year olds*. Enrolments will also be a maximum of 3 days, however, 4 or 5 days may be offered at the discretion of the Director in consultation with the Management Committee. All new families to the Preschool will be provided with an enrolment confirmation email which will include the following attachments:

- Confirmation letter/email;
- Fees & Levy Policy;
- Enrolment Fee Payment Information;
- Fees and Levy Schedule;
- Enrolment Form;
- Health Form/s (if applicable);
- Parent Information Night Invitation (if applicable);
- Orientation Invitation (if applicable)

If a family is offered enrolment and they decline this offer, they will be moved to the bottom of the waiting list. This may be waived at the discretion of the Executive Management Committee or Director.

#### **CHANGES TO CURRENT ENROLMENT:**

The Preschool understands that a family's situation can change throughout the year. This often requires families to change their child's current days of enrolment. All changes in days or withdrawals must be given in writing or via email to the Director with the appropriate notice given or the deposit may be forfeited. Please refer to the Fees & Levy Policy v15 for further information.

- a) Dropping Individual Days – 4 'term' week's notice for each day*
- b) Withdrawal – 4 'term' week's notice*
- c) Withdrawal for the following year - by the last day of term 3 of that year.*
- d) Adding Days after enrolment can be requested in writing or via email to the Director. Families will be offered extra days when they become available according to the allocation guidelines and request date.*

#### **POST ENROLMENT ORIENTATION:**

Each year the Preschool holds a Parent Information Night and an Orientation Morning for all new enrolments. Dates are set for these at the first Preschool meeting of the year. Invitations are sent to families with the Enrolment confirmation email and a reminder email is also provided approximately 3 weeks prior to the events.

#### **Orientation Morning**

This enables children to become familiar with the environment, educators and experience of Preschool routine prior to attending. A morning tea is provided with an opportunity to meet and get to know both current and new families.

### Parent Information Night

During this evening outstanding documentation is collected, educators and Executive Management Committee members are available for discussion and families are provided with an Orientation Pack that includes:

- Current fee structure and payment details;
- A Preschool Information Booklet;
- Policies including, but not limited to, those required under Regulation 168;
- Information on National Quality Framework, National Quality Standards, and the EYLF;
- ECA Code of Ethics brochure;
- Committee roles available and an invitation to the AGM;
- Orientation checklist;
- Feedback form;
- Medical Conditions Policy, Health Care Form or other forms for children with health care needs.

A light supper is provided with an opportunity to meet and get to know new families.

### The Approved Provider will:

- Make decisions on enrolment requests that are outside the guidelines.

### The Nominated Supervisor will:

- Respond to registration requests;
- Manage the waiting list and enrolment registers;
- If there is a current vacancy, apply allocation guidelines to the waiting list to identify an eligible child and offer enrolment;
- Determine days to be offered to families;
- Collate and register information from the *'Enrolment Request'* forms.
- Determine date of Parent Information Night and Orientation Morning at the first Preschool Meeting of the year;
- Ensure each enrolled child has provided the required documentation and that this is filed in the Enrolments Forms Folder;
- Notify families via an Enrolment Confirmation email of their confirmed position and days along with attachments as listed;
- Reconcile deposits to enrolment forms returned;
- Ensure the ACIR immunisation record and birth certificate is provided prior to enrolment;
- Apply for emergency placements if required - assistance PH: 1800 619 113.

### The Book Keeper will:

- Inform the Director of all deposits received;
- Adjust fees when changes occur;
- Request a copy of the enrolment register from the Director when required to be used to adjust the Fees register.

### Families will:

- Complete a *'Waiting List Form'* to ensure they are put on the Waiting List;
- Complete the *'Enrolment Request'* form and return to the Preschool within 2 weeks of receiving this form – currently enrolled families;
- Complete all enrolment forms and return to the Preschool along with a deposit within 2 weeks of receiving the offer of enrolment;
- Notify any changes or withdrawals in writing or via email to the Director with the appropriate notice. (Refer to: *Fees & Levy Policy v15*);
- Update enrolment details when these details change;
- Ensure deposit is paid to secure enrolment;

- Provide any necessary documentation as required by Government agencies such as immunisation records from ACIR.

### Supporting Documentation

DOCUMENTATION TYPE	DOCUMENTATION NAME	LOCATION
Preschool Policy	Fees & Levy v15	Policy folder at sign in / website / Director computer
Preschool Procedures	Enrolment	Director computer / Information package
Preschool Forms	Waiting List Application	Appendix / website / forms folder / Director computer
Preschool Forms	Enrolment Request	Appendix / website / forms folder / Director computer
DOE Form	Emergency Placement Application	Appendix / Director Computer
Agreement	Lease with NWPS	Filing cabinet / Director Computer
Agreement	ECEC Funding	ECCMS / Director Computer
Orientation Pack	Orientation Pack	Filing cabinet / Director Computer

### Policy Availability

This Enrolment, Waiting List & Orientation Policy will be readily accessible to all staff, families and visitors. A hard copy is located in the Policy Manual and a copy is accessible through our website [www.nwcps.org](http://www.nwcps.org)

### Evaluation

Orientation and enrolment procedures have provided a smooth transition between home and the Preschool. Information sharing and the signing of authorisations have provided a safe and secure environment for the children. Enrolment criteria have been met.

### Review:

The Director/Nominated Supervisor will monitor and review the effectiveness of the Enrolments, Waiting List & Orientation policy annually. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

**Review History:**

March 2008	Policy created
April 2012	Policy reviewed
June 2013	Policy reviewed to reflect National Regulations of 2011 Policy renamed and amalgamation with previous policies: <ul style="list-style-type: none"><li>• Enrolment of Special Needs Children Policy created March 2008</li><li>• Orientation Policy created April 2012</li><li>• Enrolment Policy created April 2012</li></ul>
July 2015	Policy reviewed to reflect National Regulations 2014
November 2015	Policy reviewed to reflect current practices at the Preschool and legislation Policy renamed to include Waiting List procedures
May 2016	Policy reviewed to reflect changes to notice periods – 4 Term weeks
May 2017	Policy review date
February 2017	Policy reviewed in line with Start Strong Funding Model. Minimum days. Notice to withdraw changed to last day of Term 3.

**LEGISLATIVE LINKS**

Education and Care Services National Law Act 2010:  
Education and Care Services National Regulations 2014: 168(n), 172  
Links to National Quality Standard: 6.1.1; 7.3.5

**REVIEW DATES**

*Created: March 2008*  
*Revision Number: 9*  
*Review Date: May 2018*