

ENROLMENT POLICY AT ASHGROVE WEST PRESCHOOL CENTRE

Introduction

The Management Committee of Ashgrove West Preschool Centre Inc (AWPS) resolved to adopt its own policy with respect to the enrolment process. It varies slightly from the C&K enrolment policy.

Definitions

“Pre-prep children” means children who turn at least 4 by 30 June of the year they attend.

“Funding eligible children” means those pre-prep children who elect AWPS as their preferred kindergarten (which means, they either do not attend another kindergarten funded program, or, if they do, they elect that AWPS receives the government funding). This is because the government will only fund a child for one 15 hour kindergarten place per week.

“Kindy aged children” means those children who turn 3 before the end of December the year before they attend (that is, they don't turn 4 until end of December the year they attend).

“Second-centre children” means those children who are pre-prep children BUT who have elected another centre or group (whether that be a long day care who provides an approved kindergarten program or another kindergarten or another kindergarten program) to receive the government funding. These second-centre children could be children who attend another centre and don't elect AWPS to receive the government funding or children who seek to attend 5 days per week at AWPS, with AWPS receiving funding for one place per week, but not the child's second place in the week.

“Priority groups” means those children who are defined in AWPS' agreement with C&K, being those groups which the relevant Queensland Department advise are in a priority group which presently includes children who have an Indigenous background, a disability, a culturally/linguistically diverse background, and / or a child who is at risk of entering the child safety system.

Enrolment goal

It is AWPS' goal to fill all 88 places with pre-prep children who are funding eligible children. That is, with pre-prep children (turning 4 by 30 June of the year they attend) who elect AWPS as their preferred kindergarten to receive the government subsidy.

First offers

First offers are usually made in about May of the year preceding attendance.

First offers will be made to children currently enrolled at Ashgrove West Kindy, whether they be current Preprep aged children, or delayed exit children wishing to complete a second year at Ashgrove West Kindy.

Waiting list priority is given to returning families to Ashgrove West Kindy and/ or siblings of children currently enrolled at Ashgrove West Kindy on the waitlist by 30 April.

Outside of these two groups, places are offered on a “first come, first served” basis – that is, in accordance with the order of the waiting list. The first 88 names on the waiting list are guaranteed a place for that year.

If any of the first 88 decline an offer or otherwise drop out, that place will be offered to number 89 on the list and so on until all places are filled.

Pre-prep delayed exit children currently enrolled at Ashgrove West Kindy may 'hold' a placement for the following year by paying a \$250 deposit. These families will have until the end of Term 3 to release their spot and secure a refund. Exceptions can be granted by the Director of the centre in consultation with the teaching staff.

Acceptance of offers

Families are given approximately ten days to accept the offer for a place and pay the \$400 non-refundable deposit.

Families are also asked to confirm in writing that they understand that their child is entitled to participate in only one government subsidised pre-prep program, that they intend for their child's position with AWPS to be the government subsidised pre-prep program and they have notified any other centre in which my child is enrolled of this intention.

Further rounds of offers

Further rounds of offers will be made to pre-prep children in order of the waiting list until all places are filled by pre-prep children who are funding eligible children.

Selection of class

If the number of children requesting a particular pre-prep group exceeds the number of places available in that group, entry to that group will be determined by position on the original waiting list.

Subsequent steps in enrolment process

Early in Term 4 families are sent a letter in which they are advised of their child's class (teacher and days of week), of the date of the information night and of the fact that enrolment packs and dates for enrolment interviews will be provided in due course. Receipts for the non-refundable deposits are also included.

An information night is usually held early in November and enrolment interviews are usually conducted in the last half of November.

Families are asked to return their child's completed enrolment packs usually by the end of November.

Failure to attend the enrolment interview and/or return the completed enrolment packs by the due date may result in the child's place being offered to another child.

In the event all places are not filled by pre-prep children who are funding eligible children AWPS is committed to making all reasonable efforts to maximise the enrolment of pre-prep children who are funding eligible children (that is, pre-prep aged children who do not have a kindergarten funded place elsewhere).

Upon all waitlist children receiving an offer, AWPS can make offers to other children in the following order

(non-standard offers):

1. Early entrant aged children – siblings of AWPS returning families and then in order of the date on which their wait list application was received by AWPS and their wait list fee was paid.

All non-standard offers are made, and can only be accepted, on the following conditions:

1. All second-centre children will be asked to pay the standard AWPS fee PLUS 50% of the government subsidy which AWPS misses out on for that second place. It is to be noted that this is in addition to the AWPS fee for the child's first place if the child attends AWPS for their first kindergarten place as well;

2. Kindy aged children will not be charged in addition to the standard AWPS fee while the Real Funding Guarantee remains payable to AWPS. If the government funding arrangements change and the Real Funding Guarantee is revoked, kindy aged children will be required to pay 50% of the government subsidy which AWPS misses out on.