

ASHGROVE WEST PRE-SCHOOL CENTRE INC.

530 Waterworks Road, ASHGROVE 4060

PO Box 2058, ASHGROVE 4060

Telephone: (07) 3366 1212

Email address: awps@smiletelecom.com.au



ENROLMENT POLICY AT ASHGROVE WEST PRESCHOOL

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 31 July 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 31 July 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 July of the year preceding attendance.

First offers will be made only to pre-prep children.

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.

No waiting list priority is given to siblings of children already at AWPS.

Acceptance of offers

Families are given approximately ten days to two weeks to accept the offer for a place and pay the \$100 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.

Families who advise that they have elected for another kindergarten program to receive the government subsidy may be asked to relinquish their child’s place at AWPS unless and until

the wait list of pre-prep children has been exhausted and the child is offered a place in accordance with the procedures for non-standard offers (set out below).

Failure to advise AWPS that a family has elected for another kindergarten program to receive the government subsidy may result in the cancellation of the child's enrolment at AWPS upon AWPS becoming aware that another kindergarten program the child attends has been nominated to receive the government subsidy, unless and until the wait list of pre-prep children has been exhausted and the child is offered a place in accordance with the procedures for non-standard offers (set out below).

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).

In the event that not all of the 88 places are filled by that cohort, AWPS can only make offers to other children no earlier than 3 weeks before the end of Term 4 and only when advised by C&K that it can do so.

Upon being notified by C&K, AWPS can make offers to other children in the following order (**non-standard offers**):

1. Pre-prep children who are second-centre children AND who also fall within the Priority Groups – in order of the date on which their wait list application was received for their second (non-funded) place at AWPS and their wait list fee was paid; and then
2. Kindy aged children and second-centre children who don't fall within the Priority Groups – in order of the date on which their wait list application was received by AWPS and their wait list fee was paid.

It is noted that all children seeking a second-centre place at AWPS will need to fill in a separate wait list form for that placement and their wait list date will be from the date their wait list application and fee was received for that second place (that is, if a child seeks to have two places at AWPS, the child must have completed two wait list applications and paid two fees, one for the subsidised kindergarten place and one for their second-centre place).

It is also noted that AWPS will not make non-standard offers to more than 5 kindy aged children per class or more than 5 second-centre children (who attend AWPS for their first place – that is, 5 days per week at AWPS) per class.

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.
3. Both second-centre children and kindy aged children enrolments will also be subject to cancellation if all places at AWPS are filled and then pre-prep children who are not second-centre children seek a place at AWPS. The order of determining which child leaves first is on the basis of who was the latest in the wait list.