



Enrolment Policy

Quality Area 7 – Leadership and Service Management -7.4

ECS Regulations – 177

INTRODUCTION

To establish clear and consistent guidelines for the enrolment of children at Muswellbrook Pre-School.

ELIGIBILITY

- The NSW Department of Education and Communities provides funding (or partial funding) for all 3-5 year old children.
- Enrolment, in general, will not be denied on the basis of a child's nationality, family background, medical or physical condition, or religion.
- In the event of extraordinary circumstances whereby a child may require specialised care, the Management Committee, in consultation with the Director may defer enrolment. Enrolment may be deferred in order to seek advice from medical, legal, administration and funding bodies. Enrolment may also be deferred to allow for relevant preparations to be carried out for the child's enrolment.
- In the event of the Management Committee receiving legal advice that a child should not be enrolled, then that child shall not be enrolled.
- The Management Committee and/or the Director can deny an enrolment application if the child's family has left a previous debt owing when a sibling has left the centre.
- If the application of a prior bad debtor has been approved a payment plan would need to be in place and be followed.

PRIORITY OF ACCESS

The priority is determined under our funding agreement. Guidelines are also provided to prevent discrimination.

- Children already attending Muswellbrook Pre-school will have priority for the following year.
- All children in their year prior to school
- Within the regulations priority may be given to children with additional needs, at the discretion of the Director. These may include children at risk of neglect or abuse, children with disabilities, children from Non English speaking backgrounds, children from Aboriginal or Torres Strait Islander background.
- Time on the waiting list

WAITING LIST

- A child's name will be registered on the Waiting List once a Registration Form is lodged at the Pre-School.
- The Director and Administration staff will maintain an up-to-date Waiting List.

ENROLMENT PROCEDURES

- In Term 3 of each year existing children will be asked to complete a reenrolment/commencing school form.
- Placements will be made for reenrolments in Term 3 of each year and for new enrolments dependent on vacancies available.
- An application for Membership of Muswellbrook Pre-school is required to be completed by parents or guardians on enrolment
- A non-refundable membership fee is required to be paid and permits the parents of the child to become a member of the Pre-school. To be a member of the Pre-school is a requirement under Incorporation Act 2009. This Fee applies per family each year of enrolment.
- Two weeks fees shall be paid as a bond on enrolment. This will hold the position until the start of the school year. Failure to do so will lead to the position being given to another child. The bond will be deducted off the final account when the child leaves the centre.

- It is recommended that a copy of the child's birth certificate be presented to the Pre-school
- It is a legal requirement that the documentation be provided to establish the child's immunization status. Without this status the child cannot be enrolled.
- Parents will be provided on enrolment with an enrolment package containing policies along with an Information Handbook, Fee and Subsidy Information, Nutrition guidelines and other general information.
- Prior to the agreed start date all documentation must be completed and returned to the Preschool.
- Placement within class groupings shall be at the Director's discretion.
- Placements will be made by the Director as vacancies arise.
- Prior to the child's first day staff and educators will familiarise themselves with information about the child. They will ensure that they are aware of any medical or additional needs information.
- If there is any medical, additional needs or custody information given, additional meetings may be needed to complete risk minimisation forms, action plans etc.
- Children awaiting placement are welcome to visit the centre with an accompanying adult, to familiarise themselves with the environment and the general routine of the Pre-School. Parents are asked to discuss such arrangements with the Director.

SUBSIDIES

- Parents or guardians will be provided with information relating to subsidies to which they may be entitled at the time of enrolment.
- Parents or guardians requiring a Reduced Fee Subsidy will be requested to provide their original Health Care card/ pension card/ concession card for copying.

Signed By	Name	Signature	Date
Committee			
Nominated Supervisor			

Due for review on March 2021

- *Education and Care Services National Law Act 2010: Sections*
- *Education and Care Services National Regulations 2011: Regulations*