



ENROLMENT POLICY

Revised September 2011

1. FORMULATION OF POLICY

The formulation of this Enrolment Policy ("this Policy") is the responsibility of the Executive Committee as defined in the Rules of Hunters Hill Preschool Inc ("the Association"). When formulating or altering this Policy, the Executive Committee will have regard to:

- 1.1 the provisions of the Rules of the Association (including the objects of the Association);
- 1.2 any regulations and guidelines laid down by the Department of Community Services and any other rules or regulations affecting Preschools;
- 1.3 the wishes and recommendations of the Directors of the Preschool ("the Directors"); and
- 1.4 the policy seeks to acknowledge any funding agreement between the Department of Community Services and the Preschool.

2. IMPLEMENTATION OF POLICY

The implementation and day to day interpretation of this Policy is the responsibility of the Director. The Director may seek the assistance of the Executive Committee on any matter covered by this Policy.

3. AIMS OF POLICY

- 3.1 To provide a ready source of reference, guidance and general assistance for the benefit of the Director, staff, the Executive Committee and all the members of the Association.
- 3.2 To provide maximum enrolment for the Preschool so as to make full use of the available facilities for a 2 day program and a 3 day program.
- 3.3 To provide opportunity to local school eligible children to benefit from at least one full year of preschool before attending school.
 - a) "School Eligible" – a school eligible child is one who will have reached the age of 5 by 31st July in the year he/she starts school.
 - b) "Local"- As defined by the amalgamation of the catchment areas of the three primary schools in the municipality of Hunters Hill. Refer to Appendix A.

4. WAITING LIST

The Director will maintain the waiting list. The following provisions will apply:

- 4.1 A child's name may be placed on the waiting list on or after their second birthday.
- 4.2 Proof of the age and main residential address of the child must be provided before their name is accepted onto the waiting list.
- 4.3 The list will be an accurate record of names in order of the date of entry onto the list.
- 4.4 If more than one child's name is entered for a particular date, then waiting list priority is subject to the Priority of Access rules detailed in Section 6.
- 4.5 Children whose second birthday falls within a holiday period may have their applications posted into preschool. The child will be placed on the list when Preschool resumes according to the child's birth date.
- 4.6 A non-refundable fee of \$30 must be paid for entry of the child's name onto the waiting list
- 4.7 The family of a child whose name is entered on the waiting list must keep the director advised of any change of address, telephone number, or temporary absence so as to avoid missing out on a vacancy.

5. ELIGIBILITY

A child is eligible for (but not necessarily entitled to) an offer of enrolment if:

- 5.1 the child's name has been entered on the waiting list;
- 5.2 the child has reached the age of 3 years when the child commences preschool;
- 5.3 the child will be less than 6 years of age at the end of that child's final year at the preschool.

6. PRIORITY OF ACCESS

- 6.1 **Additional Needs** At the discretion of the Director, up to 6 additional need places are offered. Applications for such a place must be received in writing no later than June 30th for enrolment for the following year. Children whose applications are not received by that date will lose their priority under this category. Priority within this category is at the complete discretion of the Executive Committee, not in order of application date.

- 6.2 **Two Day Program**

Priority will be accorded to applicants for a position in the two day group in descending order as follows:

1. *Existing two day program children* who in their second year at the preschool would prefer to remain in the two day program.

2. ***School Eligible Siblings*** of existing students; students who are yet to commence at the preschool but have paid their holding deposit; or of former students. Priority within this category will be given according to the date of receipt of the application by the Director.

3. ***School eligible children living within the local area*** as defined by Appendix "A". Priority within this category will be given according to the date of receipt of the application by the Director.

4. ***Preschool eligible siblings*** who have turned 3 when the child commences preschool. Priority within this category will be given according to the date of receipt of the application by the Director.

5. ***Preschool eligible children living within the local area*** as defined by Appendix "A". Priority within this category will be given according to the date of receipt of the application by the Director.

6.3 Three Day Program

Priority will be accorded to applicants for a position in the three day program in descending order as follows:

1. ***Existing students of the Preschool*** who wish to attend a second year at the preschool.

2. ***School Eligible Siblings*** of existing students; students who are yet to commence at the preschool but have paid their holding deposit; or of former students. Priority within this category will be given according to the date of receipt of the application by the Director.

3. ***School eligible children living within the local area*** as defined by Appendix "A". Priority within this category will be given according to the date of receipt of the application by the Director.

4. ***Preschool eligible siblings*** who have turned 3 when the child commences preschool. Priority within this category will be given according to the date of receipt of the application by the Director.

5. ***Preschool eligible children living within the local area*** as defined by Appendix "A". Priority within this category will be given according to the date of receipt of the application by the Director.

7. ENROLMENTS

Families are required to enrol their children each year prior to attendance. New and re-enrolling children must comply with enrolment conditions as set out below.

7.1 Re-enrolments

7.1.1 During the third term in each year, the director will make offers of enrolment for the following year to the children currently enrolled, subject to and in accordance with the paragraphs set out in sections 5 and 6.

- 7.1.2 Three day positions will be offered to children currently enrolled in two day positions, in accordance with section 5 and 6.

It is expected that children will spend a maximum of 2 years attending preschool. In exceptional circumstances, requests for a child to attend for a third year may be made in writing to the Executive Committee by the end of Term 2. The Executive Committee reserves the right to accept or reject any requests for attendance for a third year at its own discretion.

- 7.1.3 Re-enrolment of a child is complete when parent/guardian has completed and signed the re-enrolment form and paid a holding fee of \$300.00 (this fee can be transferred from previous year).

7.2 New enrolments

- 7.2.1 The Director will then make offers of enrolment to those children on the waiting list who are eligible for enrolment for the following year to fill the remaining positions. These offers will be made in accordance with the priorities set out above.

- 7.2.2 The Director will make offers of enrolment by contacting the families of the appropriate children by telephone and asking them to come to the preschool to complete and sign the enrolment forms. If the director is unable to contact the families by telephone she will contact them by mail. If families are contacted by mail, then they have 2 weeks to reply before the offer of enrolment lapses.

Enrolment of a child is complete when the family has completed and signed the enrolment form, provided immunisation information and paid a holding fee of \$300.00* ** ***

** This fee will be deducted from the child's final term fees or,*

*** This fee will be refunded, in the event of the child leaving preschool during the year, if 4 weeks term time notice is provided.*

**** This fee is non-refundable if the child does not commence preschool after they have been enrolled.*

Following enrolment, confirmation packages detailing the child's starting date will be posted to families. Families will be invited to an information evening and an orientation week so the transition to preschool for their child will be as smooth as possible.

7.3 Vacancies during the year

Where a vacancy occurs during the preschool year, the director will make an offer of enrolment to the child next on the waiting list (taking into account the provisions contained in sections 5 and 6) to fill the vacancy as soon as possible.

The director has authority to deviate from the order on the waiting list if, in her opinion, the age of the child next on the waiting list would not be compatible with those in the group in which the vacancy has occurred.

Subject to the discretion of the director as set out in the previous paragraph, a 3 day vacancy will be offered to the next 2 day child on the waiting list. The provisions of 7.2 apply to enrolments throughout the year.

7.4 Offer of enrolment declined

If an offer of enrolment is declined by a family, the child's name can remain on the waiting list if the child would still then be eligible and if the parent/guardian so wishes and advises the director of this desire.

7.5 Allocation to class groups

When the appropriate number of enrolments has been completed to fill the available positions, the director will allocate the children to class groups and will nominate the teachers and assistants who are to teach those groups.

7.6 Staggered starting times

It is the policy of the preschool to stagger the starting times of the 2 day children over the first 2 weeks at the beginning of the first term. The director will determine the staggered start times for these children.

8. FEES

8.1 Payment of fees

Preschool fees are payable on or before the first day of each term. Accounts will be posted approximately 4 weeks before payment is due. Families experiencing financial difficulty can make arrangements with the Treasurer to pay by installments. Fee assistance is available to families with low incomes at the discretion of the Executive Committee.

8.2 Calculation of fees

Fees are calculated from the child's commencement date.

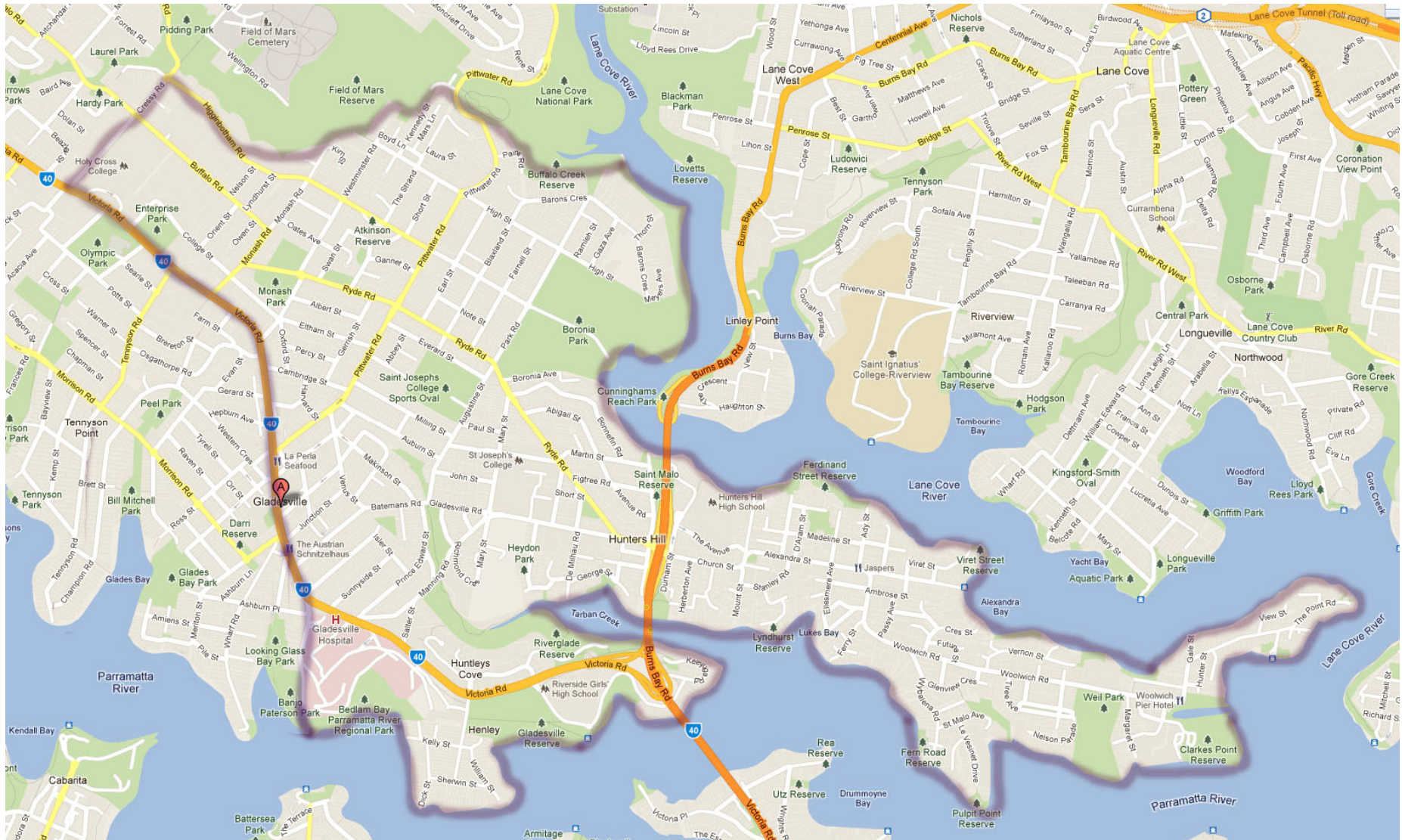
8.3 Late payment of fees

Late payment of fees after appropriate reminder notices have been issued, may result in the child's position being cancelled.

8.4 Refund if child leaves

If a child leaves the Preschool, the balance of fees will be refunded provided that the director has received **4 weeks (term time) notice in writing** of the intention to leave.

Appendix A - Hunters Hill Preschool Catchment Area Map



Catchment Area Street List

Abbey Street	Euthella Avenue	Kokera Street	Punt Road
Abigail Street	Everard Street	Laura Street	Ramleh Street
Ady Street	Farnell Street	Le Vesinet Drive	Reilby Road
Albert Street Gladesville	Ferdinand Street	Leawill Place	Reserve Street
Alexandra St	Fern Road	Leo Street	Richmond Cresent
Alfred St	Ferry Street	Lloyd Avenue	Rocher Avenue
Ambrose Street	Figtree Road	Lot Lane	Rooke Lane
Angelo Street	Flagstaff Street	Luke Street	Rooke Street
Aspinall Place	Foss Street	Lyndhurst Cresent	Rundle Place
Aston Street	Francis Street	Lyndhurst Street	Salter Street
Auburn Street Hunters Hill	Frank Street	Madeline St	Sea Street
Augustine Street	Franki Ave	Makinson Street	Serpentine Road
Avenue Road	Fryar Place	Manning Road	Shea Close
Barons Crescent	Futuna Street	Margaret St	Sherwin Street
Batemans Road	Gale Street	Mark Street	Short Street
Bayview Cresent	Gannett Street	Mars Lane	Short Street HH
Blake Avenue	Ganora Street	Mars Street	Sinclair Avenue
Blaxland Street	Garrick Ave	Martha Street	St Ives Avenue
Bonnefin Road	Gaza Avenue	Martin Street	St Malo Avenue
Boronia Avenue	George Stree	Mary St	Stanely Road
Boyd Lane	Gerrish Street	Massey Lane	Stansell Street
Brookes Steet	Gladesville Road	Massey Street	Sunnyside Street
Browns Lane	Gladstone Avenue	Matthew Street	Sutton Road
Buffalo Road	Glenview Cresent	Mayfield Avenue	Swan St
Cambridge Street Gladesville	Glenview Road	Mc Bride Avenue	Swan Street
Campbell Drive	Gray Street	Meyers Avenue	Tarban Street
Campbell Street	Halcyon Street	Milling Street	The Avenue
Centenary Avenue	Havard Street	Monash Road	The Close
Chevalier Cresent	Herberton Avenue	Moorefield Avenue	The Point Road
Church Street	Higginbotham Road	Mortimer Lewis Drive	The Strand
Clarke Road	High Street	Mount Morris Street	Thompson Street
Colledge Street	Hillcrest Avenue	Mount Street	Thorn Street
Collingwood Street	Holly Avenue	Muirbank Avenue	Toocooya Lane
Concord Place Gladesville	Howard Place	Nelson Parade	Toocooya Road
Cowell Street Gladesville	Hunter Street	Nelson Street	Tree Avenue
Cres Street	Huntleys Point Road	Nemba Street	Unwins Lane
Cressy Road <i>Victoria to Higginbotham</i>	Imperial Avenue	North Parade	Valentia Street
Croissy Avenue	Isler Street	Northumberland St	Venus Street
Crown Close	James Street	Norton Manning Road	Vernon Street
Crown Street	Jeanneret Avenue	Note Street	View Street
Cullens Lane	John Street	Oates Avenue	Viret Street
Cypress place	Johnson Street	Orient Street	Wallace Avenue
D'Aram Street	Joly Parade	Owen Street	Wandella Avenue
		Oxford Street	
De Milhau Road	Joubert Street	Gladesville	Warunda Place
Dick Street	Joy Street	Pains Road	Weambie Street
Diggers Avenue	Junctions Street	Park Road	Westminster Road
Durham Street	Jupiter Street	Passy Avenue	William Street
Earl Street	Kareelah Road	Paul Street	Windeyer Avenue
Earnshaw Street	Karrabee Avenue	Percy Street	Woodward Road
Eddy Avenue	Keeyuga Road	Pitt Street	Woolwich Road
Edgecliff Road	Kelly Street	Pittwater Road	Wybalena Road
Elgin St	Kennedy Lane	Plunkett Road	Yerton Avenue
Ellesmere Ave	Kennedy Street	Prince Edward Parade Hunters Hill	
Eltham Street	Kim Street	Prince Edward Street	
Ernest Street	King Street	Princes Street	