



2022

Applications for preschool Enrolment

Moama & District Preschool Centre Inc.

Initial Enrolment Form for 2022 preschool year.

Parents/carers need to complete and return this Initial Enrolment Form by the July 31st closing date. Forms returned after the closing date will be placed on the waiting list as per priority of place as outlined in the Enrolment Policy. Incomplete forms will not be processed until all information requested is received.

This is the **application stage only and does not guarantee a position**. Positions are determined according to funding, staffing and space within our Centre. Our priority is always given to applications for prior to school groups, according to our Enrolment Policy. If application numbers for this group allows the Centre to run sessions for other age groups, then this is considered.

All successful and unsuccessful applicants will be notified via email by the middle of August. Successful applicants will be asked to return an acceptance slip with a deposit to secure their place.

Applications are accepted according to the Preschool's Enrolment Policy, which is attached to the back of this form. Victorian residents are encouraged to also apply for positions at Victorian preschools as a place is not guaranteed at our Centre. Please note that our neighbouring Victorian preschools closing date is before ours.

Allocation of 2022 groups and sessions/days are decided in October. This occurs after all places have been accepted and a budget is approved by the Committee of Management.

Please direct enquires to the Nominated Supervisor

Narelle Blachford

Phone: 5482 1224

Email: nbmoamapreschool@bigpond.com

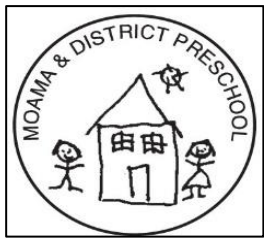
PLEASE RETURN ALL COMPLETED FORMS WITH:

- PROOF OF AGE (A COPY OF BIRTH CERTIFICATE OR EXTRACT)

CURRENT RESIDENTIAL ADDRESS (DRIVERS LICENCE NOT SUFFICIENT. PLEASE INCLUDE A CURRENT RENT OR RATES NOTICE)
- AUSTRALIAN IMMUNISATION HISTORY STATEMENT (AIR)
(APPLICATIONS CANNOT BE ACCEPTED UNLESS AN UP TO DATE AIR IS ATTACHED)
- A COPY OF HEALTH CARE CARD (IF RELEVANT)

Forms can be returned in person to the Centre Monday to Friday
or via email or mail strictly by 31st July 2021.

If you would like to make an appointment with the Nominated Supervisor/Director to discuss your child's additional needs, concerns or any questions please call 54 821224



INITIAL ENROLMENT APPLICATION FORM 2022

CHILD'S FULL NAME _____

GENDER _____

OTHER NAME/S BY WHICH CHILD IS KNOWN _____

DATE OF BIRTH _____

CHILD'S CURRENT RESIDENTIAL ADDRESS _____

POSTAL ADDRESS _____

CONTACT EMAIL ADDRESS _____

Other Early childhood services the child has attended previously _____

PARENT ONE NAME: _____ TELEPHONE NUMBER: _____

OTHER NAME/S KNOWN BY: _____

PARENT TWO NAME: _____ TELEPHONE NUMBER: _____

OTHER NAME/S KNOWN BY: _____

Please tick if the child falls into one of the priorities of access service funding guidelines as defined by the Department of Education and Communities NSW

Child with a disability and additional needs (please make an appointment with the Director as there is higher learning needs support funding that may be applied for if relevant to support this child's preschool journey).

- Child of Aboriginal or Torres Strait Islander descent
- Child from English language needs
- Current family Health Care Card holder (please provide current copy)
- Children who are risk of significant harm (from a child protection perspective)

Please tick which age group you're applying for the child in preschool in 2022

Nb: Young four year old group (Wombats) is not guaranteed to run in 2022 as this depends on budget, allocation, numbers (priority is given to prior to school groups) and space available within the Centre, as well any NSW Governments changes/requirements with regards to funding. To make this decision we need to know possible numbers.

FOUR YEAR OLD GROUP PRESCHOOL (PRIOR TO SCHOOL) -15 HOURS PER WEEK. Two full days and one half day.

School likely to attend in 2023 _____

YOUNG FOUR YEAR OLD GROUP PRESCHOOL 15 HOURS PER WEEK. (Children must turn 4 years of age between 1st Jan and 31st July in 2022 to be eligible). Possible two full days and one half day.

Thank you for filling in this application. Please remember this is the Initial application stage and even by returning by 31st July cut off with all information does not guarantee a position. Please read the attached enrolment policy and be familiar with this. Parents/guardians will be notified by email in the middle of August. Preferences for days and groups are not considered until the next stage of enrolments. This is when families are given the opportunity to make a request.

I _____ have read and understand the Moama & District Preschool Centre Inc Enrolment Policy.

Signature of Parent/Carer; _____ Date _____

Other notes including any concerns you may have regarding your child's development.

Speech and Language:

Emotional skills:

Social skills:

Behaviors at home or other centres attended (Do you have concerns?)

Cognitive skills:

Other:

For Office staff to complete (need signature)

Proof of age cited by
(must be birth certificate/extract)

Proof of current residential address; (Current Rates notice or rental notice)
..... Yes No

Copy of current up to date (AIR) Australian Immunisation History Statement
..... Yes No

Forms signed by parent/guardian
..... Yes No

ENROLMENT AND ORIENTATION POLICY

Education and Care services National Law Act 2010.

Education and Care services National Regulations: 177, 168

National Quality Standards: 6.1.1

PRE-SCHOOL ENROLMENT POLICY – copied from the Preschool’s Policy Manual.

INTRODUCTION:

The Centre is open to children of all denominations and nationalities; this includes culturally and linguistic diverse children, children with a disability, children who are at risk of harm, and Aboriginal and Torres Strait Islander Descent children.

We are a double unit Preschool Centre situated in New South Wales and are on the border of Victoria/ New South Wales. Echuca is the Victorian town and community that offers many fantastic preschool programs across its town and is funded by Victorian State Department. We welcome applications from families residing in Victoria, however, we do need to follow our NSW funding agreements and Priority of Access guidelines.

Our Centre accepts children with disabilities or challenging behaviors’ at the discretion of the Director. Final acceptance of the aforementioned from the director will be dependent upon the degree of the disability and the preschool having adequate physical, financial and human resources available. This can be reviewed by the Director also if sufficient information about the child is not supplied at the time of enrolment.

Once the Director has investigated all options thoroughly, a fair decision will be made.

The Centre is licensed to have 40 children in attendance at any one time within our two rooms. This number has been approved by the Department of Education and Community Services and must be strictly adhered to for funding agreements and guidelines.

We will maintain group sizes of 20 children, and if needed due to lack of relief staff some classes may be restricted to 19, to enable the Committee of Management to enforce the Education and Care Services National Regulation regarding having one appropriately trained staff member to 39 children, in a short-term situation to ensure the preschool children still have access to the educational program.

RATIONALE:

This policy has been developed to ensure the Centre complies with the Priority of Access Guidelines set by Family Assistance Law and defined by NSW State Government Funding Agreements. Failure by our service to meet these guidelines is a breach of the conditions of the continued approval for receiving State Government Funding from the Department of Education and Community Services.

This policy will endeavor to meet the needs of the children and families ensuring that all children have access to the Centre and that those children who will commence school in the following year have first priority. We also aim to make this policy clear for families when completing an initial enrolment application to ensure equity and consistency for the community.

GOALS:

Our Centre wants to provide high quality preschool programs to all NSW children eligible within our community who will be attending school the following year.

When there is space within the Centre's enrolment numbers across both rooms, we will offer a Young Four-Year Old group.

The Centre must follow the Priority of Access Guidelines (page 3) AT ALL times when enrolling children. The waiting list applications will reflect these guidelines to ensure that the educational program is provided to families using these priorities.

Our waiting list will also reflect New South Wales residents as next in line, after the Priority of Access guidelines are followed, as we are a New South Wales funded preschool. Additionally, we feel Victorian residents do have access to high quality preschools in their home state and will encourage these families to enroll in their local Victorian funded preschool.

STRATEGIES – HOW WILL IT BE DONE?

We will follow the Priority of Access Guidelines and our policy to ensure places are offered fairly and legitimately.

The Priority of Access Guidelines followed by State Funded preschools are defined by NSW State funding agreements. In no particular order, these are:

- Children who are at risk of harm
- Aboriginal and Torres Strait Islander Children
- Children from low income families
- Children from culturally and linguistically diverse backgrounds
- Children with disabilities
- NSW Children in their year before school (with highest priority given to children closest to school entry)

The Centre endeavors to meet the needs of the children and families in our community while complying with the above guidelines.

Four-Year-Old Group Preschool (prior to school group 15 hours attendance per week)

The Centre also needs to ensure that children attending Four-Year-Old Group sessions must turn 4 before 31st July in that year of attendance. This ensures that the child will fall in line with school starting age as set out by the New South Wales Department of Education. Children in this category attending

15 hours per week also ensures the preschool attracts NSW Start Strong Funding.

If parents of Victorian Children are offered places then these families will also be made aware of Victorian Department of Education law that the child must turn 5 years of age at school prior to 30th April in that year.

Young Four-Year-Old Group Preschool

This group was introduced to the Centre in 2014 to meet funding expectations as set out by the Department of Education and Communities, who are our funding body. This group can be only offered if there is space and resources within our room set-up and we are not running four prior to school groups.

To be eligible for this group, children must turn four years of age between January 1st and July 31st of that preschool year due to the Centre receiving funding for these children. The preschool's ultimate aim would be for this group to also attend 15 hours per week as this attracts NSW Start Strong Funding.

This group is not geared towards school readiness. Families who are successful for this group will be made aware of this.

Other:

Applications will be accepted for Victorian children who have attended the preschool in the year prior to this enrolment. However, families must remember that these children will also need to apply for a position in their own state, and is not the preschool's staff responsibility to remind families of this. It is their own responsibility to read the policy and be familiar with this. Additionally, attendance at the preschool in the previous year will not guarantee acceptance the following year.

These applicants will be given priority by the Director over other Victorian children who have not attended our Centre the previous year, only after we take into consideration the State Governments priority of access guidelines and NSW residency and there are places available.

Sources:

- Early Learning Australia (CELA), priority of access policy 2015
- Department of Education and Communities Funding Agreement (Statutory Legislation)

ENROLMENT PROCEDURES

1. In June and July, applications for enrolments are to be advertised internally (newsletters, noticeboards) and externally through local media (newspaper), the preschool website and social media. Applications will always close on July 31 the year prior to placement.

Parents are expected to give written notification on the application form stating child's details:

- full name
- other names by which the child is known
- current local address (at time of enrolment)
- date of birth
- indication if the child falls into a Priority of access
- parent/carers names
- contact number
- email address
- school to attend (if this age group)
- any additional needs/concerns you may have

Staff will be required to sight proof of age of the child and proof of current local residential address (last three months at time of enrolment), driver's license is not sufficient. In all instances, rates or rental notice). (REFER TO APPENDIX 1 for application form).

Those wishing to enroll but live outside the local area cannot proceed to the enrolment list until proof of local address is presented. Applicants moving to NSW or Victoria must be residing before the child's name can be listed for enrolment. If building, a letter from the builder certifying that place of residence being built and signature on a letterhead will be acceptable. Copies of purchase of a house need to be sighted by staff for the child to go on application list or a copy of a rental agreement.

A copy of the child's current Immunisation History Statement must be provided. The enrolment application cannot be accepted without all of these documents.

At this point of enrolment parents will be notified that children **MUST** be toilet trained to commence preschool. That is, adequately able to toilet themselves in a hygienic manner without requiring adults help. Exceptions are made for children with disabilities or medical conditions.

Successful applicants are notified in August regarding a place for their child and need to confirm this within 14 days along with the enrolment fee. Failure to do this will pass the position onto the next child on the waiting list.

2. After the confirmation of acceptance as per Enrolment Policy a date is organized in November for parents to complete a detailed confidential enrolment form regarding individual children (REFER TO APPENDIX 2 for copy of Confidential Enrolment form).

Parents will also be given details of group session times, Centre information, a Parent Information book, starting dates, a copy of the fee policy and fee information in an Information Pack. (REFER TO APPENDIX 3 for copy of Parent Information Book).

Enrolment Fee:

Families will be notified in August regarding a place for the following year. Parents will be required to confirm acceptance of the position within 14 days along with an enrolment fee.

A standard letter of acceptance for parents to respond will form part of the letter to parents.

Failure to return the application form and enrolment fee within the 14 days will mean the position will be passed to the next child on the waiting list. This enrolment fee is determined by the Committee of Management.

All parents must pay for the full 2.5 days per term for Four-Year-Old groups even if they are going to send their children for less hours/days.

Waiting list:

In the situation where the Centre cannot place all those who have enrolled by the closing date and cannot offer a position in the first round of offers to all those who applied, a waiting list will be created. The waiting list will follow the above priority of access guidelines and policy at all times.

Families are welcome to make applications after the closing date of 31st July these will go on the waiting list and positions offered as per the policy.

The policy has been updated and approved 25/5/2015