



Holland Park Kindergarten Association Inc. ENROLMENT POLICY

POLICY STATEMENT

Holland Park Kindergarten Association believes in maintaining strong community and family connections across generations of 'Kindy families' whilst offering a transparent, fair and equitable waiting list procedure. This policy applies to all families who wish to join the waiting list and to all families who receive placement offers after the commencement date of this policy. This policy addresses the importance of considering legislation and funding requirements, as well as the principles of inclusion. Enrolment procedures outlined below include, but are not limited to, using and storing personal information for the purposes intended and in accordance with the Privacy Act 1998; and enrolling children as per the Queensland Kindergarten Funding Scheme and Universal Access guidelines, with reference to The Gowrie (Qld)'s Access and Admissions Policy.

Holland Park Kindergarten Association's aim is to ensure that the enrolment process proceeds smoothly and meets the needs of the child, family and the Kindergarten and to ensure that the parent/guardian is given all necessary forms to complete and is made aware of and understands all Kindergarten Policies and Procedures.

QUEENSLAND KINDERGARTEN FUNDING SCHEME AND UNIVERSAL ACCESS

Holland Park Kindergarten (HPK) is a Queensland Government Approved Kindergarten Program provider. HPK is entitled to claim the Queensland Kindergarten Funding Scheme (QKFS) on behalf of children enrolled at our Centre. This funding is only provided to eligible aged children (turning 4 by June 30th in the year they attend kindergarten) for the equivalent of one 15 hour per week program, for a minimum of 40 weeks per year. The policy of Universal Access to Kindergarten ensures all children receive the benefit of attending a Kindergarten Program and adds an additional element to the criteria for enrolments.

If your child is attending another kindergarten program (whether in a long day care or kindergarten service) and that kindergarten program is claiming the funding for your child you will not be able to claim the funding at this service and are therefore not eligible for placement whilst there are children on our Waiting List who are not attending a funded kindergarten program. Should the Kindergarten have no eligible children on the waiting list, we could offer the placement and upon acceptance you would be required to pay full fees for the Kindergarten Program. Should a family request a placement for an eligible aged child who is not accessing a funded Kindergarten Program, we would have to accept that child in the place of a child who was a full fee paying child.

QKFS PLUS KINDY SUPPORT SUBSIDY

To be eligible for the QKFS Plus Kindy Support a family must either:

- hold a current Health Care Card, Veterans Affairs Card or Australian Government Pension Concession card with automatic Health Care Card entitlements, or
- identify as Aboriginal, Torres Strait Islander or Australian South Sea Islander (or have a child who does), or
- have three or more children, of the same age, enrolled in the same year.

The QKFS Plus Kindy Support is provided directly to the Kindergarten to reduce out-of-pocket expenses for eligible families.

Parents are required to pay the enrolment deposit in full. The enrolment deposit can be paid by arrangement with our Treasurer. The QKFS Plus Kindy Support does not apply to the Monday Group's Extended Kindy Fees and as such these fee payments remain the responsibility of families attending the Monday Group. No subsidy will be applied to offset these invoices.

PROCEDURES

To ensure consistency the following procedure will be followed for all new applicants.

1. Applying for the Waiting List

- a. All families applying to go on the waiting list for placement at HPK will need to complete the Waiting List Application Form, available on-line or by visiting the centre.
- b. A child's name is considered to be registered on the waiting list when the Waiting List Application Form has been completed and submitted, the waiting list fee (\$20) has been received and a receipt has been issued. Families will then be encouraged to attend our Annual Open Day.
- c. Families will be advised that completion of the application to go on the waiting list does not guarantee a place at the centre.
- d. Families on the waiting list will be advised that it is their responsibility to ensure they keep their details up to date.
- e. Siblings of children who have previously attended the centre will be given priority for their eligible year of attendance, provided the Waiting List Application Form has been completed and submitted, the waiting list fee (\$20) has been received and a receipt has been issued prior to the child's second birthday. Any outstanding fees owing [from previous children] must also be rectified before priority enrolment is considered. Siblings may also include permanent foster children.
- f. To ensure complete understanding of the Kindergarten's policy regarding enrolment all families applying for access to the Program will be provided with a copy of this policy via an email attachment with the confirmation and receipt email.
- g. Priority Criteria for the waiting list applies as follows:
 - i. Children currently enrolled at the Kindergarten - either ineligible for the prep year or those permitted to attend a second year (delayed school entry)
 - ii. Siblings of previously enrolled children eligible for entry (4 years of age by June 30th in the year they attend)
 - iii. Children on the Waiting List who are not currently accessing an Approved Kindergarten Program
- h. At all times the Kindergarten will endeavour to allocate places fairly.
- i. Those on the waiting list may contact the Kindergarten to review their progress on the waiting list at any time.
- j. Parents/guardians wishing to withdraw their waiting list application are requested to let the Director know as soon as possible.

2. Offer of Placement/Enrolment

- a. Places will be allocated to children who are on the waiting list in accordance with the selection and eligibility criteria outlined above, and as determined by the Management Committee based on guidelines from the Dept. Education, Employment and Workplace Relations.
- b. When enrolling children names will be taken from the waiting list in strict accordance with the child's date of placement on the waiting list. In the event that there are no children on the current waiting list, children from the next years' waiting list should be taken in order of placement on the waiting list as long as the next child is already three years of age.

- c. Contact will be made by telephone and may constitute an answer machine message. An email will also be sent outlining the placement available to that particular family.
- d. Once a place is offered to a child, the parent or guardian must confirm acceptance of the offer in writing or via email within the timeframe specified in the letter of offer.
 - i. For offers mid-term a 24 hour turn-around will be required
 - ii. For offers made for the next full year, 5 business days will be required
- e. If the family does not want the place at that particular time, they may choose to remain on the waiting list.
- f. If no contact has been received by HPK in relation to the offer, given the above time frames, then it will lapse and the place will be offered to the next child on the waiting list.
- g. To confirm and secure the position, a completed Acceptance Form must be received and the enrolment deposit paid within the specified timeframe, as outlined in the letter of offer.
- h. A child's enrolment will be confirmed when the Acceptance Form has been completed and submitted by the parent/guardian, the enrolment deposit has been received and a receipt has been issued.
- i. Families will be provided with confirmation of the Child's Group and the anticipated timeframe for receipt of the Enrolment Booklets from the Kindergarten within due course.

3. Enrolment Deposit

An enrolment deposit will be requested with the letter of offer. Typically the annual enrolment deposit will include the following:

- a. \$5.50 membership fee to the Holland Park Kindergarten Association,
- b. \$100 Resource Levy
- c. \$100 Maintenance Levy
- d. \$100 Volunteer Levy, which can be refunded if you participate in a minimum of 8 hours volunteer rostered time including, working bees, fundraising events, and/or been an integral member of the Management Committee.

4. Once Enrolment is confirmed

- a. Families will be given an acceptance package that will include:
 - i. A welcome letter notifying families of the group allocation, start dates, interview date and time and details of the Annual General Meeting (AGM) and Parent Information Evening
 - ii. An enrolment booklet
 - iii. Committee Nomination Form
 - iv. Invitation to Open Afternoons
 - v. An Emergency Contact Form
- b. Families will be required to complete the Enrolment Booklet – providing any and all additional information as requested and the Emergency Contact Form. These are required to be returned as requested.
- c. At the Parent Information Evening a copy of the Parent Handbook will be provided and additional information about the Centre will be discussed. One parent from each family is required to attend.
- d. Where a child is enrolled at any time that is not at the start of the Kindergarten Year, the official commencement date will be the date agreed on at the time of the enrolment interview and fees will be payable from this date. This will apply regardless of whether the child starts on this date or not.
- e. Families are required to give 4 weeks' notice in writing of their intention to withdraw their child from the Kindergarten or pay fees in lieu of notice. This will also apply to families who withdraw from a place prior to their child's official commencement date.
- f. Parents will be made aware that initial enrolment is valid until the end of the current calendar year.
- g. Continuing enrolments are based on communication and agreement between parents/guardians and the Director. Continuing enrolments are only available at the discretion of the Director, Management

Committee and dependent upon on guidelines from the Dept. Education, Employment and Workplace Relations.

- h. It is the responsibility of the parents/guardians to ensure that the Kindergarten is notified of all changes to contact phone numbers, addresses, emergency contacts, persons authorised to collect the child, etc. This information can be updated by contacting the Kindergarten and requesting an information update form.

4. Extended Kindy Program

- a. The extended kindy program is available to children enrolled in the Monday Group. This program operates from 3.30pm - 6pm Mondays and Tuesdays during the Kindergarten terms.
- b. All children enrolled in the Monday Group are subject to Extended Kindy Program Fees. No additional fees are charged: your fees cover the hours of care from 8am to 6pm inclusive.

APPENDIX CONTENTS

Appendix 1 - Enrolment Waiting List Form

Appendix 2 - Reference to Website Waiting List Form

Appendix 3 - QKFS

Related Policies Universal Access Policy

The Gowrie (Qld) Inc Access and Admissions Policy

The Gowrie (Qld) Inc Inclusion and Anti-bias Policy

The Gowrie (Qld) Inc Orientation and Communication Policy–Families and Children

The Gowrie (Qld) Inc Fees and Payment of Fees Policy (all available on request).

EVALUATION

In order to assess whether the policy has achieved the values and purposes set out in the Policy Statement, the Committee will:

- Assess the effectiveness of the process
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the policy.

AUTHORISATION

This policy was adopted by the Holland Park Kindergarten Association Inc. Committee of Management, at the committee meeting in November 2015.

REVIEW DATE

This policy will be reviewed annually in April by the Management Committee of Holland Park Kindergarten Association Inc.

APPENDIX 1



Child Born	Year of entry
1 July 2014 to 30 June 2015	2019
1 July 2015 to 30 June 2016	2020
1 July 2016 to 30 June 2017	2021
1 July 2017 to 30 June 2018	2022

Holland Park Kindergarten is a community based, non-profit organisation run by a voluntary management committee composed of parents who are elected each year at the Annual General Meeting. Children must be 4 years of age by June 30th in the year they attend.

Your child can be placed on our waiting list from birth. This incurs a non-refundable administration fee of \$20 payable via direct deposit on-line or by EFTPOS at the Kindergarten – this does not guarantee your position, this depends on vacancies at the time. Siblings of past students are given priority on waiting lists as per the Holland Park Kindergarten Constitution. The enrolment process usually begins in June of the year prior to entry.

Full Name of Child: _____ Male/Female (please circle)

Date of Birth: ____/____/____ Date of Application: _____ Year of attendance: _____

Parent 1: _____

Phone: _____ (BH) _____ (AH) _____ (Mobile)

Parent 2: _____

Phone: _____ (BH) _____ (AH) _____ (Mobile)

Email: _____

Address: _____

How did you hear about our Centre? _____

We offer two programs of either 2 days per week or a 5 day fortnight. What days would you prefer?

- Mondays and Tuesdays 8am – 6pm OR
- alternating Wednesdays, Thursdays and Fridays 8.45am – 2.45pm

Does your child have any additional needs/disabilities/developmental delay? No Yes

If yes, please provide details in the space below.

If your child has had siblings previously attend the kindergarten program at HPK please include their details.

Name: _____ Year: _____

- Our operating costs are funded from limited government funding, fees, grants and fundraising;
- Parent involvement is vital to the continued success of the kindergarten; and
- All incursions, excursions and activities are included in our fees, however we may be required to charge additional levies during the year to address maintenance issues (if parents cannot support working bees) and to fulfil any shortfalls in fundraising

Important: I acknowledge that I have read and understand the information on this form.

Signed: _____ Date: _____

APPENDIX 2

<http://www.hollandparkkindy.com/kindy/kindy-enrolment-form/>

APPENDIX 3

Queensland Government Kindergarten Funding Scheme

Holland Park Kindergarten is entitled to claim the Queensland Kindergarten Funding Scheme (QKFS) on behalf of children enrolled at our service. This funding is only provided to eligible aged children (turning 4 by June 30 in the year they attend kindergarten) for the equivalent of one 15 hour per week program, for a minimum of 40 weeks per year.

If your child is attending another kindergarten program (whether in a long day care or kindergarten service) and that program is claiming the funding for your child, you will not be able to claim the funding at this service and we will have to offer your child's place to the next child on our waiting list. Universal access to early childhood education ensures that a quality, early childhood education program is available for all children in the year before full-time schooling. The universal access initiative aims to improve participation in quality early childhood education for all Australian children. It is your responsibility to advise us if your child is attending another Kindergarten program.

Universal Access Policy

"The governments of the Commonwealth and Queensland are committed to implementing the National Partnership Agreement on Early Childhood Education (NP ECE) and to working together to improve the accessibility, quality and quantity of Early Childhood Education for Australian children. The Agreement is the means by which the Commonwealth and the States and Territories have committed to ensure that, by 2014, every child will have access to Early Childhood Education Programs in the year prior to formal schooling."

QKFS Plus Kindy Support Subsidy

New arrangements under the Queensland Kindergarten Funding Scheme (QKFS) also provide eligible families with the opportunity to access a Kindergarten program at a reduced out-of-pocket expense. Families, including foster carers, of eligible aged children who meet the criteria and provide acceptable proof of birth to their kindergarten service may be entitled to receive QKFS Plus Kindy Support. The subsidy is provided directly to the Kindergarten to reduce out-of-pocket expenses for eligible families.

Eligibility Requirements are as follows:

1. The child identifies as Aboriginal, Torres Strait Islander or Australian South Sea Islander and the family chooses to identify them as such on their enrolment form, or
2. The family has three or more children of the same age, enrolled in the same year. QKFS Plus Kindy Support is available for each child enrolled in a program, or
3. The family, including a foster carer, of a kindy-aged child presents one of the following: their current Health Care Card, Veterans Affairs Card, an Australian Government Pension Concession card with automatic Health Care Card entitlements, or formal communication, such as a letter, from the relevant agency stating the intent to issue a Health Care Card.

QKFS Plus Kindy Support can only be claimed once per child regardless of how many of the above criteria they meet. Provided the child/family meets the eligibility requirements for QKFS Plus Kindy Support at any point during the semester they are entitled to funding for the full semester.

It is the family's responsibility to provide valid HCC details; this responsibility includes providing updated HCC details throughout the year. Parents are required to pay the enrolment deposit in full and cover the co-payment for extended hours if attending the Monday Group.