

Dubbo Christian Preschool Policy



ENROLMENT PROCESS

Date of Last Review	December 2018
Board approval required	Yes
Owner	Principal

1. RATIONALE

Dubbo Christian Preschool aim to ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

Enrolment forms the foundation for strong relationships between families and early childhood settings to promote a quality experience of education as well as care for children.

Paul wrote to the Corinthians, as believers we should be working together as one body in Christ. In this, each part of the body undertakes specific roles; educators, parents and community members working together to reveal the kingdom of God to the children in our care.

1 Corinthians 12:12 *"Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ."*

1 Corinthians 12:27 *"Now you are the body of Christ, and each one of you is a part of it."*

Dubbo Christian Preschool enrolment policy details the process to inform and welcome new parents into the early childhood environment.

2. STATUTORY REGULATIONS AND CONSIDERATIONS

- a) National Quality Standards (ACECQA – Australian Children's Education and Care Quality Authority 2011) QA2, QA6, QA7
- b) Education and Care Services National Regulations 2011
- c) Early Years Learning Framework – Australian Government (EYLF) LO3
- d) Education and Care Services National Law Act 2010
- e) Department of Education, Employment and Workplace Relations: www.deewr.gov.au
- f) Community Child Care Co-operative NQF In A Box: www.ccccnsw.org.au

3. IMPLEMENTATION

3.1 ENROLMENT

Dubbo Christian Preschool was established with the take of providing formal schooling which equips children from Christian families to take a proper place in the life of this world. As the Preschool has grown, demand for places has exceeded the number of spaces available.

Our selection criteria are established to reflect the ethos of our Preschool. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the Christian aims and objectives of the Preschool.

We will assess all applications to enrol against these criteria. We will enrol students according to the policy described below.

3.2 PRE-ENROLMENT ORIENTATION

Dubbo Christian Preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated authority may provide the visiting family with a tour of the service environment and information that may include:

- 3.2.1 Service philosophy and curriculum
- 3.2.2 Introduction to educators and staff
- 3.2.3 The physical environment
- 3.2.4 Administrative matters, cost, and fee payment methods

3.3 OUR ENROLMENT PROCESS

3.3.1 Points at which we take in new students

Our normal entry point is at the commencement of the school year. We will consider applications for entry at other times, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry.

We have limited places to offer. After we offer places we will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept their offer, or if students already enrolled withdraw from Preschool.

3.3.2 You cannot defer an offer

If we offer a student a place for a particular entry time, that offer only applies to that point of entry. It cannot be deferred to a later date, except by our agreement.

3.3.3 Our enrolment timetable

Our action	Parents' action	Comments
1. We develop a list of prospective students from completed <i>Application to Register</i> forms	Parents may have their child placed on the list of future prospective students by completing an <i>Application to Register</i> form and paying the Registration Fee.	<ul style="list-style-type: none"> • As we receive each form we add the child's name and contact details to our list of prospective students for the relevant year. • The Registration Fee is non-refundable and paying it does not guarantee a place.
2. We send <i>Application to Enrol</i> forms to all students on the list	If parents wish to proceed with their application they will complete the <i>Application to Enrol</i> form and return it along with the Enrolment Fee.	<ul style="list-style-type: none"> • We will send all children on the list <i>Application to Enrol</i> forms. • The Enrolment Fee is non-refundable and paying it does not guarantee a place.

Our action	Parents' action	Comments
3. We receive and process completed <i>Applications to Enrol</i> .		<ul style="list-style-type: none"> In order to allow students to begin on the first day of the school year we must receive all completed applications to enrol before 8 December in the year before the prospective students' desired entry time. Applications received by this date do not guarantee an offer of a place. However every effort will be made to process applications as quickly as possible, particularly those with extenuating circumstances for late applications eg. employment transfer.
4. We will assess applications against our selection criteria. We may notify parents that we have decided not to consider their child for a place at DCS pebbles / PREP.		<ul style="list-style-type: none"> We may request further detail about information parents have provided on the <i>Application to Enrol</i> form to assist us in our assessment.
5. The Principal (or delegate) will interview students and parents.	Attend interview with their child at the time arranged.	<ul style="list-style-type: none"> An interview doesn't guarantee an offer of a place.
6. The School Board will interview parents.	Attend board interview.	<ul style="list-style-type: none"> An interview doesn't guarantee an offer of a place.
7. Offer of a place which includes mailing an <i>Enrolment Contract</i> .	Accept the offer of a place by signing the <i>Enrolment Confirmation</i> and paying the pebbles / PREP Family Bond, or reject the offer.	<ul style="list-style-type: none"> We will send offers of places immediately after each monthly Board meeting. The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, or if we're placing their child on a waiting list. The Family Bond is payable when a place is accepted.

3.4 FEES DURING THE ENROLMENT PROCESS

- 3.4.1 A Registration Fee is to be paid by the parents and forwarded with the Application to Register form. This fee is charged per prospective student, is non-refundable and does not guarantee the offer of a place at Dubbo Christian Preschool.
- 3.4.2 An Enrolment Fee is to be paid by the parents and forwarded with the Application to Enrol form. This fee is charged per student, is non-refundable and does not guarantee the offer of a place at Dubbo Christian Preschool.
- 3.4.3 A Preschool Family Bond is to be paid by the parents when they accept an offer of a place. The bond is charged per family and may be refunded at the completion of Preschool providing all fees are accounted for. For Preschool students accepted into Kindergarten, this bond will be transferred to be a part payment of the K- 12 Family Bond.
This payment is not required for existing families who have already paid their Family Bond.

3.5 PRIVACY OF INFORMATION SUPPLIED

All enrolment information parents' supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

3.6 ENROLMENT CONTRACT

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the Preschool Family Bond. This will establish the parents' agreement to support the school rules and policies, to pay the school fees, to accept the Terms of Enrolment and the consequences of suspension or termination.

3.6.1 Parents' Declaration

In completing the Application to Enrol form we will ask the Parents to declare that to the best of their knowledge they have:

- Disclosed any special needs of their child
- Provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- Completed fully the Application to Enrol form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse or terminate the enrolment process on these grounds.

3.6.2 Obligation to attend all school activities

When a place at the Preschool is accepted the student will be expected to attend all the activities of the Preschool, including classes and curriculum based excursions, extra-curricular activities and special school functions.

3.6.3 Preschool Fees

Dubbo Christian Preschool Fee instalments must be paid one term in advance and are due on the first day of each term. Term 1 Fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current Preschool Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.

3.7 WHEN GUARDIANS OR CARERS ARE ENROLLING CHILDREN

In this policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

3.8 OUR ENROLMENT POLICY MAY CHANGE

Dubbo Christian Preschool reserves the right to alter its Enrolment Policy. Changes to the Enrolment Policy will be notified in the School's Annual Report and communicated to parents through newsletters. Parents are encouraged to contact the school to find out if there have been any changes.

3.9 INFORMATION TO BE PROVIDED BY PARENTS

Families will provide the following information, prior to the agreed start date for the child:

- 3.9.1 A completed enrolment form including authorisations
- 3.9.2 Current Immunisation records
- 3.9.3 Birth Certificate, Passport or other identification
- 3.9.4 Current contact information for parents and emergency contacts
- 3.9.5 Information on children's additional needs (including medical conditions, health and developmental concerns)

Parents who indicate that their child has a medical condition, health or developmental concern will be given a copy of Dubbo Christian Preschool Dealing with Medical Conditions Policy in accordance with policy guidelines.

This information will be kept at the service premises in accordance with the service policies and the Education and Care Services National Regulations 2011.

3.10 Prior to Formally Commencing at Dubbo Christian Preschool

- 3.10.1 In the year prior to commencement, an Open Day is held, where prospective students can visit Dubbo Christian Preschool with their parents or other family member. On Open Day, an information session is held for the parents and students have the opportunity to spend some time in the Preschool classroom. A family member will remain in the premises during these orientation visits. The family member must sign the visitors book/register on arrival and when they leave. The child cannot be left at the service until they have formally commenced and are therefore included in the ratios.
- 3.10.2 For students commencing Preschool at the beginning of the school year, a one (1) hour orientation session is held in the week prior to commencement. During the orientation session students participate in activities and parents are given information relative to Preschool.
- 3.10.3 Students commencing Preschool at other times of the year are welcome to visit the classroom prior to their first day. A family member will remain in the premises during these orientation visits. The family member must sign the visitors book/register on arrival and when they leave. The child cannot be left at the Preschool until they have formally commenced and are therefore included in the ratios.
- 3.10.4 Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions and how to manage them if required.
- 3.10.5 During the orientation process educators and staff will interact with the child and actively encourage them to engage in the service program and activities. They will also be available to the family to answer any questions they may have, whilst ensuring they are not compromising the supervision of other children or required ratios.

3.11 UPON COMMENCEMENT

- 3.11.1 On the child's first day of attendance educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required.

Throughout the day, educators will contact the family to let them know how their child is settling if there has been any separation anxiety at the start.

- 3.11.2 The Educator will undertake a final check of enrolment details, authorisations and information updates prior to the family departing the service.

4. POLICY AVAILABILITY

The Enrolment Process Policy, updates and requirements will be made available to staff, families and visitors.

Related Policies & Procedures	Person Responsible
Acceptance and Refusal of Authorisations Policy	Educational Leader
Administration of First Aid Policy	Principal
Child Health Policy and Guidelines	Educational Leader
Child Protection Policy	Principal
Privacy and Confidentiality Policy	Principal
Grievance Policy	Principal
Dealing With Infectious Diseases Policy	Educational Leader
Dealing With Medical Conditions Policy	Principal
Arrival and Departure Policy	Educational Leader
Governance, Management of Records and Confidentiality Policy	Principal
Incident, injury, trauma and Illness Policy	Principal
Nutrition, Food and Beverages and Dietary Requirements Policy	Educational Leader
Fee Policy	Business Manager
Sun Protection Policy	Classroom Educator