6.1 ENROLMENT PROCESS

Date of Last Review	June 2026
Board approval required	Yes
Owner	Nominated Supervisor
NQF Reference	National Regulations: 92, 93, 99, 102, 102D, 157, 160, 161, 168 National Quality Standards: 2, 6, 7

1. RATIONALE

Dubbo Christian Preschool aims 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.

Dubbo Christian Preschool is committed to ensuring that every child's safety and well-being are paramount in the decision-making process when recruiting staff. This policy outlines the child-focused recruitment processes and procedures in place that will help to ensure the adults working with the children enrolled in this service align with this service's intention to be child safe and follow the regulatory requirements.

2. STATUTORY REGULATIONS AND CONSIDERATIONS

a) National Quality Standards (ACECQA – Australian Children's Education and Care Quality Authority 2011)
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

3. IMPLEMENTATION

3.1 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:

3.1.1 Service philosophy
3.1.2 Introduction to educators and staff
3.1.3 The physical environment
3.1.4 Administrative matters, cost, and fee payment methods

3.2 OUR ENROLMENT PROCESS

3.2.1 Points at which we take in new children

Our normal entry point is at the commencement of the school year. We will consider applications for entry at other times 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 pool and will use this pool to make later offers of enrolment if children to whom initial offers were made deicide not to accept their offer, or if children already enrolled withdraw from Preschool.

3.2.2 Priority Access will be given in accordance to current Start Strong for Community Preschool funding guidelines.

Additionally, the Preschool will base any decision about offering a place to a child on:

a. Family relationship with the school:

i. current Berakah Christian Education (BCE) family
ii child of Berakah Christian Education (BCE) employee
iii sibling of a current or ex-BCE student;
iv either of the parents attended the school
v. support the Preschool's attitudes, values and priorities
vi. Preschool's ability to meet the additional needs or abilities of the child.

b. Other considerations:

i. fellowship in a local Christian church

3.2.3 You cannot defer an offer

If we offer a child 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. Enrolment needs to commence within 4 weeks of the start of contract, unless by other arrangement requested in writing two weeks prior to Term commencing, failure to do so may lead to cancellation of contract.

3.2.3 Our enrolment timetable

Our action	Parents' action	Comments
1. Parents complete an *Application to Enrol* form online	If parents wish to proceed with their application they will complete the *Application to Enrol* form and return it along with the Application Fee.	• The Application Fee is non-refundable and paying it does not guarantee a place.
2. We receive and process completed *Applications to Enrol*.		• Applications received by this date do not guarantee an offer of a place. We prioritise applications according to Preschool funding requirements.
3. We will assess applications against our selection criteria.		• We may request further detail about information parents have provided on the *Application to Enrol* form to assist us in our assessment.
4. The Director (or delegate) will interview children and parents.	Attend interview with their child at the time arranged.	• An interview doesn't guarantee an offer of a place.
5. Offer of a place which includes mailing an *Enrolment Contract.*	Accept the offer of a place by signing the *Enrolment Confirmation* and paying the Preschool Family Bond, or reject the offer.	• 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 pool. • The Family Bond is payable when a place is accepted. • Contract must be returned within 2 weeks or contract may be void

3.4 FEES DURING THE ENROLMENT PROCESS

3.4.1 An Application Fee is to be paid by the parents and forwarded with the Application to Enrol form. This fee is charged per child, is non-refundable and does not guarantee the offer of a place at Dubbo Christian Preschool.

3.4.2 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 children accepted into Kindergarten at Dubbo Christian School, 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 provided 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, information will be retained with the permission of the parents, incase a position becomes available.

3.6 ENROLMENT CONTRACT

Parents who accept a place for their child will do so by signing the Enrolment Confirmation and paying the Preschool Family Bond. This will establish the parents' agreement by supporting the Preschool policies and procedures, to pay the Preschool fees, to accepting the Terms of Enrolment and the requirements if the contract is terminated.

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 additional needs of their child
- Provided a copy of any Parenting Plan or Court Order that applies to the prospective child and parent(s)
- Provided an up to date copy of their child's Immunisation History Statement and
- Completed fully the Application to Enrol form with all additional paperwork required

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 Preschool Fees

Dubbo Christian Preschool Fee instalments must be paid one term in advance and are due on the first day of each term. Two (2) weeks Fees are non-refundable even if the child 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 children. 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 with at least 14 days' notice and communicated to parents. Policies are available upon request or once enrolled, through the Preschool App.

3.9 INFORMATION TO BE PROVIDED BY PARENTS

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

- A completed enrolment form including authorisations
- Current Immunisation records

- Birth Certificate, Passport or other identification
- Current contact information for parents and emergency contacts
- Information on children's additional needs (including medical conditions, health and developmental concerns and NDIS plans)
- Visa or Residential status (if applicable)

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. A Risk Minimisation and Communication Plan will be completed prior to the child's first day to ensure the Preschool can best care for their child.

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 Prior to commencement, parents and their child will be invited for a formal interview with the Preschool Director or delegate.

3.10.2 For children commencing Preschool at the beginning of the Preschool year, Orientation sessions will be held at Dubbo Christian Preschool, with booking links emailed at the end of the year prior to commencement. An orientation session is held in the week prior to commencement. During the orientation session children participate in activities and parents are given opportunities to get to know Preschool staff. A family member will remain in the premises during these visits. The family member must 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.

3.10.3 Children commencing Preschool at other times of the year are welcome to visit the Preschool prior to their first day. A family member will remain in the premises during these orientation visits. The family member must register on arrival and when they leave. The child cannot be left at the Preschool until they have formally commenced.

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 Children are to be toilet trained/timed prior to commencing Preschool. "Toilet trained/timed" means that children will go to the toilet independently when asked and are able to wipe with minimal assistance. If they are unable to be toilet trained or toilet timed within five (5) weeks of the commencement of the contract, Preschool Staff will review the child's readiness for Preschool for the current year. This will be discussed between Parents, Educators and the Director.

3.10.6 A progressive plan may be indicated for some children to support their current needs. This will be discussed prior to enrolment or during the first few weeks as the need arises. This is in line with our Start Strong Program funding.

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.

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.

Date	Action
June 2022	Addition to 3.2.2; change to 3.2.8; add 3.10.6
June 2023	Slight changes. Addition of priority access in 3.2.2 & 3.2.3.5 Contract return date Responsible person changed to N/S
July 2024	3.2.2 Added Start Strong for Community Preschools to priority access paragraph
June 2026	Updated offer considerations. Added child paramountcy paragraph

Related Policies & Procedures	Person Responsible
2.7 Acceptance and Refusal of Authorisations Policy	Nominated Supervisor
4.2 Administration of First Aid Policy	Nominated Supervisor
4.1 Child Health Policy and Guidelines	Nominated Supervisor
2.1 Child Protection Policy	Nominated Supervisor
2.3 Privacy and Confidentiality Policy	Nominated Supervisor
2.8 Grievance Policy	Nominated Supervisor
4.7 Dealing With Infectious Diseases Policy	Nominated Supervisor
4.3 Supporting Medical Conditions Policy	Nominated Supervisor
6.3 Arrival and Departure Policy	Nominated Supervisor
2.5 Governance, Management of Records and Confidentiality Policy	Nominated Supervisor
3.2 Incident, injury, trauma and Illness Policy	Nominated Supervisor
4.9 Nutrition, Food and Beverages and Dietary Requirements Policy	Nominated Supervisor
6.2 Fee Policy	Business Manager
7.5 Sun Protection Policy	Nominated Supervisor