

ENROLMENT POLICY

SELF FUNDED 3 YEAR OLD KINDERGARTEN

The Range Children's Centre Kindergarten operates two self-funded three-year-old kindergarten groups. For this reason, the fees are higher than the four-year-old groups, who receive government funding.

ELIGIBILITY:

- The total number of children in each group shall not exceed 24.
- Acceptance is strictly limited to children who turn three years of age PRIOR to 30th April in the year of attendance. No child whose third birthday is after the 30th April of the year of attendance will be accepted for enrolment.
- No child will be eligible to commence three-year-old kindergarten PRIOR to his/her third birthday under any circumstances.

ENROLMENT:

Positions will be offered in accordance with the following criteria:

1. Places shall be offered on a two-session attendance basis to children in date of birth order on the waiting list until the number of accepted places matches group sizes of 24 children per group.
2. Any child deemed by the kindergarten teacher to require a second year in the three-year-old group will be given priority for the second year placement.
3. Any child who currently attends, or is enrolled to attend the long day care program will be given priority for placement.
4. All placements will be made strictly in accordance with this criterion. The Committee of Management will resolve any issue that arises in relation to the application of this criterion. Decisions made by the Committee of Management are final.

Note: Your child cannot start three year old kindergarten until they turn three unless a responsible adult also attends with them.

PROCEDURE:

- Applications can be made from 1st February until 1st June the year prior to attending. Enrolments close at 4.00pm on 1st June. Late enrolments will be accepted after this date.
- First round offers will be made in June in the year prior to commencement. First term fees will be payable on acceptance of a position. This amount is non-refundable.
- Should a 'Confirmation of Acceptance' form not be returned to The Range Children's Centre by the due date, it will be presumed that the place is no longer required.

- Second round offers will then be made for remaining places to those remaining on the waiting list in accordance with the above eligibility/enrolment criteria.

ABSENCE:

- If a child is absent for an extended period, his/her place **will not be held** unless the kindergarten teacher has a formal written request and the prescribed fee instalment has been paid.
- The kindergarten will be closed on all gazetted public and school holidays.

FEES:

- All three year old kindergarten fees must be paid **PRIOR** to the commencement of each term.
- If a place is deemed held open for a child commencing later in the year, full fees for each term prior to the child's commencement will remain applicable and shall represent a placement holding fee.
- Children who turn three after the commencement of term one and before 30th April, will still be required to pay the first instalment fees in full which shall represent a placement holding fee.
- Should a child attend for only one regular session, full fees will remain applicable. The remaining session will be held available for that child in the event there is a change of circumstances.

IMMATURITY:

Should the teacher, in his/her professional opinion, determine a child is not yet ready for kindergarten, the teacher may ask the parents to withdraw the child from the group. The Committee of Management will formally notify the parents and all monies will be refunded on pro-rata basis.

4-YEAR-OLD KINDERGARTEN:

Children who have attended a three-year-old group at The Range Kindergarten **will not** receive priority to attend a four-year-old kindergarten group.

Solely the Hobson's Bay City Council determines placement in four-year-old kindergarten. Applications for four-year-old kindergarten must be made through Hobson's Bay City Council.

CHILD CARE:

All children who have accepted and paid first term fees for the following year of three year old kindergarten, will be given second priority of access on the child care wait list. Siblings of children already attending child care will be given first priority. Children accepting three year old positions will be placed on the child care wait list in order of when their wait list application is received.

Any queries regarding enrolments and procedures for three year old kindergarten should be addressed in writing to: Three Year Old Kindergarten Teacher

The Range Children's Centre Kindergarten
87 Kororoit Creek Road
WILLIAMSTOWN VIC 3016
Phone: 9397-8244

**APPLICATION FOR ENROLMENT
PRIVATELY FUNDED THREE YEAR OLD KINDERGARTEN**

This is an application for enrolment only and **NOT** a guarantee of acceptance. You will be advised in June of the year prior to your child's attendance regarding placement offers.

Applications accepted 1st February – 4th June (the year prior to your child attending three-year-old kindergarten.)

***PLEASE ENCLOSE – 2 STAMPED SELF-ADDRESSED ENVELOPES.
– A PHOTOCOPY OF YOUR CHILD'S BIRTH CERTIFICATE OR EXTRACT.***

Please use block letters:

CHILDS NAME: _____ DATE _____ OF _____ BIRTH:

SEX: M/F _____ PHONE: _____

ADDRESS:

PARENT/GARDIANS NAME _____ PARENT/GARDIANS NAME _____

Mobile/Work Phone Number _____ Mobile/Work Phone Number _____

Does your child have any special needs? Please specify.

Please list any considerations you believe we should be aware of in relation to this application.

Signature _____ Date _____

Please ensure that you have read the enrolment policy carefully and then return this form to:

Three-Year-Old Enrolment Officer
The Range Children's Centre Kindergarten
Kororoit Creek Road
WILLIAMSTOWN VIC 3016