

## REGISTRATION & ENROLMENT INFORMATION FOR FAMILIES

### 1. No Jab, No Play Legislation

According to the No Jab, No Play law in Victoria, a child must be fully vaccinated before their enrolment can be confirmed. Parents must provide an Immunisation History Statement from the Australian Immunisation Register, indicating that the child is fully vaccinated, or has an exemption, as per the No Jab, No Play legislation.

### 2. Appropriate Age

For a child to enrol and attend a Preschool program, the child must turn 3 years of age by 30<sup>th</sup> April in the year they commence in the Preschool program. They must also turn 3 years of age before commencing in the program itself.

For a child to enrol in an Early Learners' program, the child must turn 2 years of age by 30<sup>th</sup> April in the year they are to commence in the Early Learners' program. They must also turn 2 years of age before commencing in the program itself.

### 3. Registration Procedure

An 'Application for Registration' is an application for a place on the waiting list for a child to attend a Preschool program, and an Early Learners' program if applicable, and will be accepted from parents/guardians from the birth of the child. Completed Application for Registration Forms are to be forwarded to the Business Manager at the Centre along with a copy of the child's birth certificate and a non-refundable Registration Fee of \$55.

It should be noted that although participation in the Early Learners' program is optional it is highly recommended that children participate in this program as it provides a valuable foundation to the Preschool program. Early Learners' participants receive priority over other registered children in the allocation of Preschool places.

A separate Application for Registration Form must be completed for each child. No automatic entry is given to siblings. Parents/guardians are advised to register all subsequent children as soon as possible.

Admission to the Early Learners' program does not guarantee admission to the Preschool program.

Unless a change of address is notified, any offer of place will be sent to the address on the Application for Registration Form.

To facilitate the inclusion of all children into the education program Registration Forms should clearly identify any additional or specific needs of the child.

### 4. Offer, Allocation & Confirmation of a place is subject to:

- (a) the parent/guardian providing the Centre with an up to date Immunisation History Statement indicating that the child is fully vaccinated, or has an exemption, as per the No Jab, No Play legislation
- (b) there being no outstanding family debts. Where a family owes any amount of money to the Centre, no further placements in a program will be provided to any child in the family, until all outstanding monies are paid or a payment plan signed by both the parents/guardians and the Centre is implemented.

Any offer, allocation or confirmation of a future place at the Centre for any child of a family, is made subject to the family having no outstanding debts to the Centre, either at or after the time of offer, allocation or confirmation of a place.

Should a family at any time have an outstanding debt to the Centre, the Committee may decide to withdraw and cancel any offer, allocation or confirmation of a place for any child in the family. This withdrawal may be actioned up until a child commences in the program. The place will be offered to the next person on the waiting list. The child's name will be removed from the waiting list until such time as the debt is repaid or an agreed payment plan is implemented. No future offers will be made to any child in the family until the unpaid amount is fully paid or a payment plan signed by both parties is implemented. Should the debt be repaid or an agreed payment plan implemented, the child's name will be returned to the waiting list using the original priority number.

## 5. Enrolment Criteria

The Committee of Management reserves the right to interview at least one parent/guardian who is accompanied by the registered child.

The Committee of Management reserves the right to take into account when offering and allocating places, the age and gender balance of the groups, the additional needs of individual children, the Department of Education (DE) Priority of Access Criteria and the financial position of the Centre.

The Committee of Management has determined that priority entry will be given as per the following definition:

**Priority 1:** Provided the child has been Registered at least 3 months prior to the first round of offers of places being made:  
(a) a sibling of a child who is currently enrolled in and intends to complete, or who has previously completed, a 2 year (or optional 3 year) Preschool program; (b) a child whose mother or father completed a 2 year Preschool program at KMC; or (c) a child/grandchild of a currently contracted KMC staff member with at least 2 years KMC service.

Preschool Program - the order of priority for offers of place is: (1) current Early Learner participants who are Priority 1; (2) other current Early Learner participants; (3) children not in Early Learners who are Priority 1; and (4) registered children on the waiting list as per the chronological order of registration.

Early Learner's Program - the order of priority for offers of place is: (1) children who are Priority 1; and (2) registered children on the waiting list as per the chronological order of registration.

Other considerations: Preschool Montessori transfers – conditional upon the availability of a place the Committee may offer a place to a child seeking transfer from an interstate or overseas Montessori Preschool program ahead of registered children. Requests for transfer from another Montessori Preschool within Victoria will be considered on an individual basis; Multiple births – applications by twins/triplets may be advanced if two/three vacancies occur at the same time; DE Priority of Access Criteria – in instances where more eligible children apply for a place at the service than are available, the service must allocate spaces using the criteria outlined in the DE Kindergarten Funding Guide.

## 6. Offer of Place

Places will be offered to registered children in accordance with the enrolment criteria above.

**An offer of a place in the Preschool program is an offer of a place in the program for two years. An optional third year may be available subject to the Director's assessment.** An offer made after the commencement of the school year is an offer of place to the end of Term 4 in the 2<sup>nd</sup> or 3<sup>rd</sup> year of attending the Preschool.

**An offer of a place in the Early Learners' program is an offer of a place in the program for 1 year.** An offer made after the commencement of the school year is an offer of place to the end of Term 4 in the year of attendance.

In the event that a child is offered a place at the Centre, at least one parent/guardian of the child must become a member of the Kalker Montessori Centre Ltd. A place for the child is only available while at least one parent/guardian remains a member.

Parents/guardians seeking enrolment of their child in a program must return completed Enrolment Application Forms, an up-to-date Immunisation History Statement (IHS) and relevant fees by the due date as indicated on the offer of place documents. **Forms returned after the due date or forms returned incomplete or without an up-to-date IHS or fees, will lose their order of priority.**

## 7. Allocation of Places

Places will be allocated, in accordance with the enrolment criteria of the policy and the No Job, No Play legislation, to children for whom Enrolment Application Forms, up to date Immunisation History Statements and fees have been returned to the Centre, by the due date.

Up to date Immunisation History Statements will be used to determine whether the enrolment can be confirmed or a Held place needs to be allocated. Where a Held place is allocated a Holding Fee will be charged and processed with the Building Levy. Parents will have 2 months after the date the child's next immunisation is due to provide the updated Immunisation History Statement. Once the immunisation status is determined to be compliant under the No Job No Play legislation, the enrolment will be confirmed and the Holding fee will be offset against the Bond. If the updated certificate is not provided by the date 2 months after the date of the child's next due immunisation, the Held place will be cancelled and a cancellation fee, as stated in the Fees Policy will be deducted from the Holding fee and the balance of the fee and the Building Levy returned to the parent.

Applicants who have been unsuccessful in gaining a place will be informed in writing and their payments (excluding the registration fee) will be refunded. These applicants will remain on the waiting list.

Parents/guardians who cancel their held or confirmed place before the start of Term 1 in the year of commencement, will be required to notify the Business Manager in writing as soon as possible. Cancellation fees apply as stated in the Fees Policy. Cancellation after the start of Term 1 is considered a withdrawal and the Bond will not be returned (refer to Fee Information for Families).

## **8. Allocation within Groups – Preschool**

In the Preschool Program, places within the groups will be allocated in accordance with criteria of age and gender balance, the needs of individual children and government funding. Class groups are structured as far as possible to maximise the educational benefit to children. In the interests of each individual child's development, siblings, excluding twins, will be allocated separate groups. The Centre seeks a balance of ages and gender within each group. Due to circumstances beyond its control, the Centre cannot guarantee the class age and gender balance from year to year.

## **9. Montessori Preschool Program – Extended Day**

Enrolment in the Preschool Program includes a commitment by the parents/guardians that the child, will, when the Director determines the child is ready, participate in the Extended Day part of the program. The graduation in hours of tuition for children in the Preschool Program is: 1<sup>st</sup> year – 5 mornings (15 hours); 2<sup>nd</sup> year – 5 mornings and 2 afternoons (20 hours); 3<sup>rd</sup> year – 5 mornings 2 or 4 afternoons (20 or 25 hours) (as determined by the Director in consultation with the parent/guardian. The additional 2 afternoons is optional.). All Extended Day placements are determined at the discretion of the Program Director. Attendance is either Monday & Tuesday or Wednesday & Thursday.

Readiness for Extended Day includes the child: being able to interact appropriately with other children, express their own needs and work cooperatively; having energy, stamina and the ability to cope with the extended time; and displaying a degree of concentration and independence.

## **10. Other Matters - Preschool**

It is expected that a child commencing in the Preschool is toilet trained or well on the way to being toilet trained.

Each child who has been allocated a place in the Preschool program is required to attend an interview/orientation session accompanied by at least one parent/guardian with the Director of the Program group prior to commencing in the preschool.

## **11. Allocation within Groups – Early Learners**

Places within the groups will be allocated in accordance with criteria of age and gender balance and the needs of individual children. Class groups are structured as far as possible to maximise the educational benefit to children. Due to circumstances beyond its control, the Centre cannot guarantee the class age and gender balance from year to year.

## **12. Other Matters – Early Learners**

A parent/guardian of a child who has been allocated a place in the Early Learners' program is required to attend an orientation session with the Director of the Program prior to the child commencing in the program.

## **13. Care Program**

The Care Program is an optional program available to the Preschool Full Program children Monday to Friday 12 – 5pm. The Care Program Terms & Conditions set out the details of the Program.

## **14. Expulsion of Children**

The Kalker Montessori Centre Limited reserves the right to exclude any child from the school at any time, whether entirely or for such period or periods as may be considered appropriate. Parents whose children are involved in the exercise of this power may approach the Committee of Management of the Kalker Montessori Centre Limited in accordance with the Articles of Association.