ENROLMENT & ORIENTATION POLICY SUMMARY (As at 1/3/16)

Copy of complete Enrolment & Orientation Policy

If you require a copy of the complete Enrolment & Orientation Policy please contact the Business Manager.

No Jab, No Play Legislation

A child’s enrolment cannot be confirmed unless the parent has provided the Centre with an Immunisation Status Certificate indicating that the child is age appropriately immunised, or has an exemption, as per the No Jab, No Play legislation.

Appropriate Age

For a child to register, enrol and attend a Preschool program, the child must turn 3 years of age by 30th April in the year they commence in the Preschool program.

For a child to register and enrol in an Early Learners’ program, the child must turn 2 years of age by 30th April in the year they are to commence in the Early Learners’ program. They must, however, turn 2 1/4 years of age before commencing in the program itself.

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 and will be accepted from parents/guardians from the birth of the child.

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.

A copy of the child’s birth certificate must accompany the Application for Registration Form.

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.

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

(a) the parent providing the Centre with an up to date Immunisation Status Certificate indicating that the child is age appropriately immunised, 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. (Refer also Fees Policy 7.11)
Selection Criteria
The Committee of Management reserves the right to interview each registered child accompanied by at least one parent or guardian.

The Committee of Management reserves the right to take into account when allocating places the age and gender balance of the groups, the additional needs of individual children and Government funding.

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 6 months prior to the first round of offers of places being made:
- 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;
- a child whose mother or father completed a 2 year Preschool program at KMC;
- a child of a currently contracted KMC staff member with at least 2 years KMC service.

The order of priority for offers of place in the Preschool program is:
1. Early Learner children who are Priority 1;
2. children who are currently enrolled in the Early Learners’ Program;
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.

The order of priority for offers of place in the Early Learners’ program is:
1. children who are Priority 1; and
2. registered children on the waiting list as per the chronological order of registration.

Offer of Place
Places will be offered to registered children in accordance with the selection 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 2nd or 3rd 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 or 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 remains a member.

Parents/guardians seeking enrolment of their child in a program must return completed Enrolment Application Forms, a current Immunisation Status Certificate and relevant fees by the due date as indicated on the offer of place documents. Forms returned after the due date will lose their order of priority.

Allocation of Places
Places will be allocated, in accordance with the selection criteria of the policy and the No Jab, No Play legislation, to children for whom Enrolment Application Forms, up to date Immunisation Status Certificates and fees have been returned to the Centre, by the due date. Late or incomplete forms or those without an up to date Immunisation Status Certificate or fees, will lose their order of priority.

Up to date Immunisation Status Certificates 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. Parents will have 2 months after the date the child’s next immunisation is due to provide the updated Immunisation Status Certificate. Once the immunisation status is determined to be compliant under the No Jab No Play legislation, the enrolment will be confirmed, the Holding fee will be offset against the Bond and the Building Levy payment will be processed. 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 returned to the parent.

Applicants who have been unsuccessful 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 Committee 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 Fees Policy).
Allocation within Groups – Preschool

In the Full 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 individual child development siblings 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.

Transfer Between Preschool Groups

The opportunity for a child enrolled in a Preschool program to transfer from Afternoon to Full Program (and vice versa) is very limited. There is no guarantee that a Full/ Afternoon program place for their child to transfer to will be available. Once a child has commenced in a program he/she will continue in that program for their remaining time at the Centre.

Montessori Preschool Full Program – Extended Day

Enrolment in the Full 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 Full Program is: 1st year – 5 mornings (15 hours); 2nd year – 5 mornings and 2 afternoons (20 hours); 3rd year – 5 mornings 2 or 4 afternoons (20-25 hours).

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

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 groups prior to commencing in the preschool.

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. Due to circumstances beyond its control, the Centre cannot guarantee the class age and gender balance from year to year.

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.

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.