

## Following is information about our wait list and enrolment procedures.

1. Families may put their child's name on the waiting list from two years of age.
2. A Waiting List application form must be completed and a copy of the child's birth certificate and immunisation history statement must be provided when the form is returned.
3. A waiting list (Administration) fee is payable when a child's name is added to the list. Reduced rates are available for Health Care Card Holders (please see Administration Assistant). This fee is non-refundable. Applications will not be processed until the wait list fee has been received. A receipt will be issued.
4. Enrolment requirements:
  - a. To be eligible to be enrolled at St Andrew's Kindergarten, all immunisations must be current and up-to-date at all times. Please be aware that if this is not the case, your child will not be able to attend preschool **and the preschool place may be offered to another child on the waiting list.**
  - b. Immunisation rules and procedures are as follows:
    - i. Children who are offered and accept a place at St Andrew's Kindergarten must provide up to date approved immunisation forms upon waitlist application, and again upon accepting an offer of enrolment along with the required levy and completed enrolment forms. Your child cannot be enrolled nor attend without these.
    - ii. Approved immunisation forms (Medicare Australian Immunisation Register (AIR)) must show that their child:
      - a. Is fully immunised for their age (AIR Immunisation History Statement), or;
      - b. Has a (AIR Medical Contraindications) medical reason not to be vaccinated, or;
      - c. Is on a recognised (AIR Catch-up Schedule) catch-up schedule if their child has fallen behind with their immunisations
    - iii. Parents of children on a recognised catch-up schedule must complete the catch up schedule by the start of the school term wherever possible. Proof that the catch up schedule is completed or commenced and on track will be required on the first day of school. Your child will not be allowed to attend without them.
    - iv. In addition, children must remain up to date on immunisations for their age (unless medically exempted from vaccinations) during the school year, otherwise they will be asked not to attend school until immunisations are up to date. If immunisation records are not up to date by the time of re-enrolment, the child will not be eligible to accept a place offered at St Andrew's for the following year.
5. A waiting list application does not guarantee a place at the Preschool or guarantee enrolment on the days preferred.
6. It is the responsibility of parents to notify the Kindergarten if you have a change of address, telephone number or other relevant details that may affect your wait list application.
7. The waiting list will be an accurate record of names in order of the date of entry onto the list.
8. If more than one child's name is entered on any given date, then waiting list priority is given according to age ie: from oldest to youngest.

## **Allocation of Places and Priority**

1. Children already enrolled at the centre are first offered places for the following year if:
  - a. They are ineligible for school
  - b. The parents feel they would benefit from another year in a Preschool program.
2. Places are next offered to Children of Aboriginal or Torres Strait Island descent, children with additional needs and children from a non-English speaking background, children from low-income families, children considered “at risk”, up to the limit of how many such children the Preschool can properly support.
3. Places are then offered to siblings of current or past children who will turn four years old prior to July 31<sup>st</sup> in the following year
4. The remaining places will be offered to children who will turn four and/or five years old by the 31<sup>st</sup> July of the following year. These places will be offered in strict waiting list order.
5. If places remain available once offers have been made to all the groups listed above, the remaining places will be offered to children who will turn three years old by the start of the first term of the following year. Priority of placement will commence (in no particular order) with Children of Aboriginal or Torres Strait Island descent, children with additional needs and children from a non-English speaking background, children from low-income families, children considered “at risk”, up to the limit of how many such children the Preschool can properly support. Families accepting such a place maybe charged a 3-year-old levy in addition to the normal daily fees.

## **Timing and process**

- Offers of places to children eligible under sections 1 to 5 above will be made in August.
- Parents will be asked to nominate their preference for days. ie 2 or 3 day group according to the availability of places (except for children who will not turn four by the 31<sup>st</sup> July of the following year, who will only be eligible for a place in the 2 day group).
- If the place is accepted, an Enrolment and Administration levy will be charged. This levy is non-refundable and is required to be paid within 10 working days of receiving the confirmation letter.