



ENROLMENT POLICY

Twin Hills Preschool controls enrolments for 3 and 4 year old kindergarten and all applications must be sent to Twin Hills Preschool. Enrolment forms are available from Twin Hills Preschool or can be downloaded from our website: www.twinhillspreschool.com.au. Children are eligible to apply once they are 2 years old.

All applications for enrolment must be on the standard *Application for Enrolment* form obtainable from the Kindergarten.

Applications must be accompanied by an administrative fee of \$20.00, which is not refundable.

Applications are placed on the relevant waiting list in order of receipt of application forms and administrative fee.

Applications for 3 Year Old kindergarten will be accepted for children who turn three years of age on or before 30th April. 3 Year Old kindergarten is not funded by the government.

To be eligible for a funded place in the 4 Year Old group the child must be 4 years old on or before 30th April in the year of attendance. It is possible to defer entry until the following year.

In March/April prior to the year of attendance, a letter will be sent offering a place at Twin Hills and a deposit of \$100.00 is required to secure the position. This is non-refundable and is deducted from Term 1 fees (\$50.00 deduction) and Term 4 fees (\$50.00 deduction)

Applicants who are unsuccessful will be notified in writing that they are not allocated a place and advised of their position on the waiting list.

An additional annual family participation levy is paid in Term 1. If more than one child from a family attends the Preschool in a given year then the levy is paid per family.

This is refunded in Term 4 if:

- A parent participates at two (2) events such as:
Working Bees, or/and a Fundraising event, or becomes
- An active member of the Committee⁽¹⁾

(1) In order to qualify as an active member of the committee, at least 75% of committee meetings must be attended as well as participation in other events.

No Jab No Play Law.

From January 1st 2016, all children are required to be fully immunized before commencing. We are committed to ensuring our early childhood service provides children with a healthy start to their educational journey.

Selection criteria for the Unsubsidised Three Year Old Group

To be eligible, 3 year olds must have turned three years by 30th April of the year of commencement at the Twin Hills Preschool.

Priority will be given in the following order:

1. Children who have attended Twin Hills Preschool in the previous year and are repeating three year old kindergarten.
2. Children who are also enrolled for the 4 year old group at Twin Hills Pre School in the following year.
3. Children whose siblings have attended Twin Hills in the past on the condition that the application requirements have been followed. Date of application closest to 2nd birthday will be given priority.
4. Applications are placed in order of receipt of application forms and administrative fee. When more than one application is received on any one day, those applicants shall be enrolled in descending order of age.

Selection criteria for the Four Year Old Group

All places will be offered subject to Government funding.

To be eligible, four year olds must have attained 4 years of age by 30th April of the year of commencement at the Preschool. Children are selected according to Department of Human Services Regulations.

Priority will be given in the following order:

1. Children who attended Twin Hills 4 year old group the previous year and are repeating having received or not received a second year of government funding for attending 4 year old Pre School.
2. Children who have attended the 3 year old group at Twin Hills the previous year.
3. Children whose siblings have attended Twin Hills in the past on condition that the application requirements have been adhered to.
4. Date of application.

Priority is given to children who have a sibling who is or will be concurrently enrolled at Twin Hills Preschool and have accepted an offer of placement.

The maximum number of children in the three year old group is 22.

The maximum total number of children in the four year old group is 29.

The term 1 fees are due prior to the commencement of the term. Other term fees are due 2nd week of the preceding term.

TWIN HILLS PRESCHOOL APPLICATION FORM

CHILD

Surname: _____

Given Name: _____

Address: _____

_____ Postcode _____

Date of Birth: _____ Gender: Male/Female

Preschool Year/s of Attendance:

3 Year Old in _____ 4 Year Old in _____

Please indicate if your child has a disability, developmental delay or other special need such as allergies:

Please indicate if your child's immunisation is up to date: Yes No

Please provide a current copy of your child's immunisation certificate.

How did you hear about Twin Hills Preschool? _____

PARENTS

Mother's Name: _____

Occupation: _____

Home Phone: _____ Mobile: _____

Work Phone: _____

Email: _____

Father's Name: _____

Occupation: _____

Home Phone: _____ Mobile: _____

Work Phone: _____

Email: _____

Have any siblings previously attended Twin Hills Pre-school and in what year?

I have read and understood the Twin Hills Enrolment Policy and enclosed a copy of my child's immunisation history certificate and a \$20 application fee.

Signature of Parent: _____

Date: _____

Please ensure these items are enclosed with your application:

- Copy of immunisation certificate
- \$20 application fee.