



TWIN HILLS PRESCHOOL ENROLMENT POLICY

Twin Hills Preschool manages enrolments for 3 and 4 year old kindergarten and all applications must be sent to Twin Hills Preschool. Enrolment forms are available 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 Enrolment Application Form and must be submitted to an Educator or sent to twinhills.enrolments@kindergarten.vic.gov.au. Applications must be accompanied by an administrative fee of \$20.00, which is not refundable.

Information about the requirements of the law for enrolment, locating and accessing immunisation services, and obtaining an up to date AIR Immunisation History Statement can be found below.

To be eligible for a funded place, applications for 3 Year Old kindergarten will be accepted for children who turn three years of age on or before 30th April, and for 4 Year Old kindergarten will be accepted for children who turn four years of age on or before 30th April in the year of attendance. It is possible to defer entry until the following year.

Applications are placed on the relevant waiting list in order of receipt of application forms and administrative fee and using the eligibility and priority of access criteria.

A separate application form must be completed for each child, and for each proposed year of attendance at the service.

Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an enrolment application form for the following year.

A copy of the child's birth certificate and proof of address must be submitted with all applications.

A copy of an updated immunisation certificate must be attached and can be accessed from <https://www2.health.vic.gov.au>, search for 'Immunisation enrolment toolkit'. The acceptable outcomes of the assessment for offering a confirmed place are:

- That the next due vaccine for the child on the AIR Immunisation History Statement is within the acceptable timeframe for an enrolment, or;
- That the child has been assessed by Twin Hills Preschool as being eligible for a 16-week grace period

Parents/guardians who do not have an up to date AIR Immunisation History Statement and whose child is not eligible for the grace period cannot be offered a place and are referred to Australian Childhood Immunisation Register or to an immunisation provider.

Applications must be received by 1st of June in the year prior to attendance for offer of places in the funded three-year-old and four-year-old kindergarten programs. Applications received after this will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Twin Hills Preschool.

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 is required to secure the position. This is non-refundable and is deducted from Term 1 fees (\$50 deduction) and Term 4 fees (\$50 deduction)

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.

The family participation levy 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 – 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.

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

Placements will be offered in writing to applicants in accordance with the eligibility and priority of access criteria. Parents/Guardians will be sent a placement confirmation letter within 2 weeks upon receipt of the completed letter of offer, non-refundable deposit and an up to date AIR Immunisation History Statement, which will be assessed and found acceptable.

Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify Twin Hills Preschool in writing as soon as possible.

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.

No Jab No Play Law.

All children are required to be fully immunised before commencing. We are committed to ensuring our early childhood service provides children with a healthy start to their educational journey.

All places will be offered subject to Government funding.

Priority of access based on the DET criteria for funded 3 and 4 year old kindergarten programs includes, Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, Children eligible for the Kindergarten Fee Subsidy, Children with additional needs, defined as children who: require additional assistance in order to fully participate in the kindergarten program, require a combination of services which are individually planned or have an identified specific disability or developmental delay.

To be eligible, three year olds must have turned three years by 30th April of the year of commencement at the Twin Hills Preschool. Children are selected according to Department of Human Services Regulations. 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 Preschool 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.

To be eligible, four year olds must have turned four years of age by 30th April of the year of commencement at Twin Hills 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 Preschool.
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 number of children in the four year old group is 29.

Note: Places will not be allocated to children until any outstanding fees owed to Twin Hills Preschool by the family is paid, or a payment plan is agreed to between the family and Twin Hills Preschool (refer to Fees Policy).