



# **PRESCHOOL/KINDERGARTEN CENTRAL ENROLMENT POLICY 2004**

## **FREQUENTLY ASKED QUESTIONS**

### **Why has the preschool enrolment policy changed?**

*The policy has been changed after consultation with the community and with the preschools and kindergartens involved in central enrolment.*

*The changes are designed to ensure equitable access to preschools for children with ties to Bayside.*

### **When can I enrol for preschool?**

*Enrolments for preschool and kindergarten will be taken between 1 May and 30 June in the year before you would like your child to attend.*

*Remember applications submitted during this time have an equal opportunity to get a place – you do not have to be first in line to submit your form.*

### **How do I get an enrolment form?**

*Enrolment forms will be available from the end of March 2004.*

*Enrolment forms can be obtained from Bayside City Council Offices, Preschools/Kindergartens participating in the Central Enrolment system, Maternal & Child Health Centres, Child Care Centres, libraries and the Council website.*

### **How do I enrol?**

*Once you have filled in the registration form, post it or take it, together with the registration fee, to Bayside City Council, 76 Royal Avenue, Sandringham, 3191. If you are hand delivering it to the Council go directly to the Cashier's desk.*

*Remember, you need to have the forms to the Council between 1 May and 30 June.*

### **Do I have to queue to enrol?**

*No! Enrolments for preschool and kindergarten will be taken between 1 May and 30 June. All applications submitted during this time have an equal opportunity to get a place.*

### **Can I enrol for both three and four year old at the same time?**

*Yes, you can enrol for both three and four year old preschool at the same time using the one form.*

### **I enrolled when my child turned two years old. Do I need to re-enrol?**

*No you do not need to re-enrol. An Alteration to Registration form will be sent to you toward the end of April. You will need to return the form before 30 June to ensure your enrolment is updated.*

### **What fees are applicable?**

*There is a non refundable registration fee which must accompany your registration form. This covers the administration of the enrolment process. The amount is shown on the application form and is for a single year so if you want to apply for two years you need to multiply the registration fee by two.*

*There is also a fee that covers the cost of providing the preschool service. This is levied by, and payable to, the preschool/kindergarten. These fees should be discussed with the preschool/kindergarten involved.*

### **How do I know which preschool/kindergarten to choose?**

*Visit the preschools in your area and decide which best suits your child's needs.*

*Remember, there is a benefit in choosing a kindergarten close to you, as this is one of the selection criteria if there are more people applying than there are places available.*

### **Can I choose more than one preschool/kindergarten?**

*Yes, you may choose a first and second preference. Please remember nominated preferences do not guarantee a place.*

**How are places allocated?**

*If there are an equal or greater number of places than applicants then all applicants will receive an offer. If there are more applicants than places then a weighted priority system will apply. If there are more applicants with the same weighting than there are places a computer generated ballot will select who receives an offer.*

**How does the weighted priority system apply?**

*If the weighted priority system is required it will be based on four criteria for three-year-olds (five criteria for four-year-olds). The criteria are:*

- *Enrolment period – you must enrol between 1 May and 30 June;*
- *Evidence of a tie to Bayside ie any family or child who lives, works, studies or has child care in Bayside. Please note: you will need to attach evidence of any tie to the municipality. This may include a copy of a rates or utility invoice, confirmation of employment location from your employer, letter from your or your child's education provider, or letter from your child care provider. If your child care provider is not a registered business you will need to complete a statutory declaration including number of hours in care. Note: this will be used to calculate proximity to the preschool;*
- *Proximity to the Preschool/Kindergarten – this may cross municipal boundaries. In 2004 the proximity will be based on a two kilometre radius from the preschool. This will be calculated using a geographic software system;*
- *Sibling preference will apply where a sibling has previously attended the requested preschool/kindergarten. Please note this will be phased out for all children attending preschool/kindergarten in 2007 (2006 for those attending three-year-old); and*
- *Continuity (applicable for four-year-old preschool only). A child who has a place at three-year-old will be offered a place at the same four-year-old preschool, ensuring continuity, where it is possible to do so*

**Does a three-year-old place guarantee a four-year-old place at the same kindergarten?**

*No, a three-year-old place does not guarantee a four-year-old place at the same kindergarten however, historically we have been able to place all four-year-olds at a preschool within the Bayside municipality by the commencement of the preschool year.*

**When will I be notified about places?**

*There are three rounds of offers. The first round will be in early August, the second in early September and the third in early October. Notification of offers will be sent through the post.*

**What happens if I do not get an offer?**

*If you do not get an offer in the first round you may still get an offer in the second or third rounds. If after all rounds you have not received an offer your details will be passed to your first preference preschool which will place you on its waitlist. You will be sent a letter advised of any vacancies there may be at other preschools in the Bayside municipality.*

**What happens if I miss the enrolment date?**

*Enrolment applications received after 30 June will be held until the last round of offers have been made. If there are available places in the preschool(s) of your choice a place will be offered to you. If there are no places available your details will be passed to your first preference preschool who will place you on their waitlist. You will also be advised of any vacancies there may be at other preschools in the Bayside Municipality.*

*Enrolment applications should be lodged directly with the preschool/kindergarten after 30 October.*

**Is sibling preference still applicable?**

*Sibling preference is still applicable however it will be phased out for all children attending preschool/kindergarten in 2007 and for three-year-old in 2006.*