



3 Year Old – (Eligible 12) Preschool Enrolment Policy

Introduction

4.1.1 Aboriginal children and children under guardianship of the minister

Aboriginal children and children under guardianship of the Minister for the Department for Child Protection may start preschool on or after their third birthday. These children may attend up to an average of 12 hours per week initially, increasing up to 15 hours per week at the beginning of the year in which the child turns 4 years of age before 1 May or in the middle of the year if their birthday is before the 31st October

Aboriginal children and children under guardianship of the minister may have an extended period in preschool up to 6 years of age. All children are required to be enrolled and attending school by the age of 6 as per the *Education Act 1972*.

Session times

- ☺ Preschool sessions for eligible 3 year old children (Eligible 12 hours) are from **8:30am to 11:30am on Monday, Tuesday, Thursday and Friday (3 hours each morning)**. This is developmentally appropriate for three year olds for the best learning and to minimise disruption to older children's learning in the afternoon. We also don't have facilities to cater for young children to sleep..
- ☺ Full days will only be available if the Preschool is at capacity and cannot offer morning sessions.
- ☺ Eligible 3 year old children are entitled to 12 hours (E.12) per week but can choose to attend any amount of hours up to this amount – they do not have to attend the full 12 hours.
- ☺ Entrance to the main building after 8.30am is by the two doors at the rear of the building.
- ☺ Families are welcome to drop off their child any time between 8:30 and 9:00am and have the option of staying and playing with their child, or leaving straight away
- ☺ Morning Group time will start at approximately 9.00 am. It is at this time the children are requested to sit on their mats awaiting the teaching staff. If you anticipate that extra security or assistance for your child is needed then it is requested that you leave your child with any one of the staff members.
- ☺ Please be aware that you should only let your child in and out of the gates when entering or leaving the kindy, unless you have specific notification from another child's family and that staff are aware of this procedure.
- ☺ Families are asked to drop off and pick up their child on time – not before 8:30am and not after 11:30am as staff are setting up, reflecting, having group time with the other children etc.
- ☺ 3 year old children will not be involved in Kindy excursions – only children in their eligible year before school will be able to attend these.
- ☺ Eligible 3 year old (E.12) children will not be able to attend preschool on the mornings of school transition visits if all educators are supporting the transition program. Families will be notified of this with sufficient notice.
- ☺ Hours cannot be made up for time missed due to Public Holidays, Student Free Days, Excursions, School Transition visits, sickness or family reasons.
- ☺ Please be aware that children under the age of 4 are not permitted to travel on Department buses.
- ☺ Attendance of 3 year old children is subject to staffing capacity limits and then placed in order of the priority of access list.

Fee payments

- ☺ Invoices are placed in communication pockets within the first two weeks of each term. Invoices are made up of fees which are set at the Term 3 Governing Council meeting the previous year.
- ☺ Payment plans are available, but it is a request that regular payments are to be made in order for a terms fee to be completed at the end of each term.
- ☺ Fees may also be paid through CentrePay – forms are available at the Preschool

This policy will be reviewed annually in September.

Signed: _____
Chairperson – Narelle Miller Director – Simone Shevchenko

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