

3 Year Old 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 15 hours per week.

Once children reach the appropriate intake for their eligible year before school, for example, Intake 1 (beginning of the year intake) or Intake 2 (mid-year intake), they will then attend preschool for full days (15 hours).

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 Aboriginal children or Children in Care are from **12:00pm to 3:00pm on Monday, Tuesday, Thursday and Friday (3 hours each afternoon)**. For families wanting to access the full 15 hours, 4 full Wednesdays each term will be available to make up the hours from 8:30am to 3:00pm (dates to be advised each term). The **full Wednesday will only be available for children already accessing the 4 afternoon sessions** and not as a replacement for some of these sessions. Families need to decide how many sessions they would like their child to come for the term and let the Director know. This can be reviewed/changed each term if required.
- ☺ The way we offer the 15 hours is developmentally appropriate for three year olds for the best learning and to minimise disruption to older childrens' learning in the morning. Young children are not developmentally ready to engage and sit in the morning group time, which then causes disruptions for the 4 year old children. 3 year old children want to play and eat, so the afternoon session works best to cater for this. The afternoon session also means that all children are going home at the same time, reducing the anxiety of other children who want to go home and can't understand why some are leaving early (when they used to come for a morning session).
- ☺ Full days will only be available if the Preschool is at capacity and cannot offer afternoon sessions.
- ☺ Eligible 3 year old children are entitled to 15 hours per week but can choose to attend any amount of hours up to this amount – they do not have to attend the full 15 hours.
- ☺ Entrance to the main building at 12:00pm is by the two doors at the rear of the building.
- ☺ Lunch will be eaten at 12:00pm with the other children when your child arrives – eating helps them settle into the environment and lessens separation anxiety. Please make sure you pack lunch for your child to eat.
- ☺ Please be aware that you should only let your child in and out of the gates when entering or leaving the preschool, 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 12:00pm and not after 3:00pm as educators are having group time with the 4 year old children before 12:00pm, and reflecting and planning after 3:00pm.
- ☺ 3 year old children will not be involved in Preschool excursions – only children in their eligible year before school will be able to attend these.

- ☺ 3 year old children will not be involved in the Community Library visits on the Wednesday sessions as this is not developmentally appropriate for them. They will remain at preschool with the other children.
- ☺ 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

- ☺ Preschool is not free and fees must be paid each term.
- ☺ Fees will be reduced if less sessions are booked.
- ☺ 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 – Jessica Collins Director – Simone Shevchenko

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