



St Helens Park Kindergarten

Enrolment and Attendance Policy



Families living within the priority zone as designated by Dept for Education will be offered first round placement from August 1; followed by round 2 offers, from Sept 1, for families who have expressed a desire to attend St Helens Park Kindergarten and that have not accepted a place in first round from their local kindergarten, in line with the policy set by Adelaide Prospect Partnership. These will be offered to those families on the waiting list using the criteria set by the site and Governing Council:

These criteria are as follows-

1. your main daytime carer lives in the area
 2. siblings have attended this centre
 3. parents have employment in the local community
 4. special circumstances at the discretion of the director
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1. Children will be offered sessional kindergarten for 2 full days and an additional 3 hours on alternate Friday mornings. Session times are 8.45-3.30 for full days, and 8.45-11.45 for the alternate morning sessions.
 2. Children cannot be left earlier than 8.45 unless by special arrangement with the director and on the approval of all staff due to critical emergency situations only. This will incur a cost of \$5, and cannot be accessed on a regular basis. Staff may assist in organising out of school care with other families by way of introductions. The safety of the child is a priority, and staff are engaged in setting up the environment and not available to provide supervision prior to 8.45am.
 3. If families are late on multiple occasions without notice in collecting their child (15 min-30 min) a fee of \$5 each time will be incurred; and \$10 after 30 minutes, each time. Families are requested to notify the kindergarten if running late to collect their child. Families will be contacted by 3.45pm if collection of child has not occurred and no contact has been made to staff. If no contact has been made to staff and all attempts at contacting emergency numbers have failed the child will be taken to the closest Police station by 2 staff members at the time of staff leaving the site.

Attendance policy: May 2018

Review date: May 2020.

Revision date:

Director

Governing Council