

## AIM

To ensure Hills Montessori School has consistent maximum enrolments and is accessible to all students and that families receive a positive and informative enrolment and orientation process. Hills Montessori School enrolment procedures are guided by the Department of Education (Early Childhood Education and Care).

## IMPLEMENTATION

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure policies and procedures are followed (regulation 170).

Our school accepts enrolments of children between 3 years and 6 years of age.

Enrolments will be accepted providing:

- The maximum daily attendance does not exceed the licensed capacity of the School
- A vacancy is available for the booking required
- The adult to child ratios is maintained in each room

## PROCEDURE

The following selection criteria, in order of priority, will apply when offering a place in the pre-school:

1. Requirements of the Department of Education (ECEC)
  - Four (4) year and Three (3) year olds that are;
    - First Nations children
    - Children from low-income families holding a current Health Care Card
    - Children with English language needs
    - Children at risk of significant harm (from a child protection perspective)
    - Children with a disability or additional needs
2. Requirements of our selection criteria;
  - a. Siblings of children who are attending or have attended Hills Montessori School
  - b. Transfers from other AMI Montessori schools
  - c. Children whose parents have attended a tour or Open Day
  - d. Children not enrolled at another service
  - e. Four (4) year olds requiring 3 days and based on date of submission of Enrolment Application
  - f. Four (4) and Five (5) year olds requiring 2 days of pre-school in the Full Day classes and based on date of submission of Enrolment Application
  - g. Children attending the Hills Montessori Parent/Toddler program (children are required to have attended the Parent/Toddler program for at least 6 months (2 terms) to qualify for priority
  - h. Three (3) year olds as per their chronological order of enrolment on our waiting list

Children are offered a minimum of 600 hours of early childhood education per year as required by the Start Strong Program guidelines issued by the Department of Education (ECEC).

If a child requires emergency care for an additional day which they are not enrolled for, the following procedure is to be followed:

- Advise Head of School or in her absence the Nominated Supervisor

- Contact Department of Education and Communities
- If approval is given and child is placed in a class that is not their enrolled class, ensure child's paperwork, medical information and Action Plan (if any) is passed to the staff of classroom child is allocated.

### **PRE-ENROLMENT INTERVIEW**

An interview will be organised with our Head of School for all families prior to an official offer. This interview enables parents to gain a greater understanding of our school, our policies and procedures and our enrolment processes prior to accepting a place for their child.

### **STAFF / CHILD RATIOS**

3 to 6 year olds - One teacher :10 children

2 to 3 year olds – One teacher: 5 children

### **INCLUSION**

Hills Montessori is an inclusive pre-school offering a program to children from all cultures, including Aboriginal and Torres Strait Islanders as well as additional needs children. *Refer to our Additional Needs Policy*

### **CHILD ACCESS**

A parent of a child that has been denied access in a court of law will need to be identified by providing the school with a copy of the Court Order. *Refer to our Child Access Policy*

### **TOILETING**

Children are required to be able to toilet independently prior to commencement. If a child is not able to do so by their start date, commencement will be deferred until child is fully toilet trained. This may not apply to children with a disability or medical conditions.

### **IMMUNISATION**

All children entering the pre-school programs are required to present an immunisation certificate. Parents who choose not to have their child/children immunised are unable to enroll their child. *Refer to our Immunisation Policy*

### **APPROPRIATE AGE**

For a child to enrol and attend the pre-school program, the child must turn three (3) years of age prior to the commencement date. The child's Birth Certificate is to be submitted to the Enrolment Officer prior to the child's commencement. This document must be the original of the following; birth certificate, birth extract or passport.

### **ALLOCATION OF PLACES**

Placements will be allocated in accordance with the selection criteria of this policy to children for whom enrolment application forms, fees and levies have been paid to the school by the due date.

Parents/guardians who do not wish to accept the offer of a place, or who wish to cancel their enrolment prior to the commencement of the first term of enrolment, must notify the Finance Officer in writing. Fees paid may be refunded as per the *Fees Policy*

### **PLACEMENT FEE**

If the Placement Fee is not received by the due date stated on the offer letter, and unless prior arrangements have been made with the Finance Officer, the child's place at the school will be forfeited.

## HOLDING A PLACE

A child's place can be held over for a maximum of one (1) term only by paying that term's fees and levies. If you wish to hold the child's place for longer, a written request must be submitted to the Board for consideration. If this request is granted, then for each subsequent term/s the place is being held, full term(s) fees and levies must be paid.

## SOCIETY MEMBERSHIP FEE

It is a requirement that at least one parent becomes a member of the Hills Montessori Society and that they remain a member while their child is attending the school.

*Refer to Fees Policy*

## ALLERGIES AND ASTHMA

Every child with asthma or an allergy attending the school will be required to provide a written "Action Plan" filled out by the doctor in consultation with the child's family and given to the child's teacher prior to commencement along with any medication listed on the action plan.

If forms and medications are not received before your child commences then their start date will be deferred. *Refer to Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy*

## KINDERGARTEN

For a child to be eligible to attend the Kindergarten (ES1) program, the child must turn five (5) years of age on or before 31<sup>st</sup> July in the year in which the child will attend the Kindergarten program. The child must have also completed one full year in the preschool program. Enrolment commences from the first school day of the year. *Refer to Kindergarten Enrolment Policy*

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Pre-school Enrolment and Placement Policy* will be reviewed annually in consultation with families, children, staff and board.

***In the best interest of the school, the School Board reserves the right to alter or make exceptions to any of the above without notice or under any circumstances.***

LEGISLATIVE LINKS	
<b><i>Education and Care Services National Regulations</i></b> <b>S175</b> Offence relating to requirements to keep enrolment and other documents <b>77</b> Health, hygiene and safe food practices <b>78</b> Food and Beverages <b>85</b> Incident, injury, trauma and illness policies and procedures <b>86</b> Notification to parents of incident, injury, trauma and illness <b>88</b> Infectious disease <b>90</b> Medical conditions policy <b>91</b> Medical conditions policy to be provided to parents <b>92</b> Medication Record <b>93</b> Administration of medication <b>96</b> Self-administration of medication <b>97</b> Emergency and evacuation procedures <b>99</b> Children leaving the education and care service <b>100</b> Risk assessment must be conducted before excursion <b>101</b> conduct of risk assessment for excursion <b>102</b> Authorisation for excursions <b>102D</b> Authorisation for service to transport children <b>157</b> Access for parents <b>160</b> Child enrolment records to be kept by approved provider and family day care educator <b>161</b> Authorisations to be kept in enrolment record <b>162</b> Health information to be kept in enrolment record <b>168</b> Education and Care service must have policies and procedures <b>170</b> Policies and procedures to be followed <b>181-184</b> Confidentiality of records and storage of records	
<b><i>National Quality Standards</i></b> <b>6.1</b> Supportive relationships with families <b>6.1.1</b> Engagement with the service <b>6.1.2</b> Parents views are respected <b>6.1.3</b> Families are supported <b>6.2</b> Collaborative partnerships <b>6.2.3</b> Community and engagement	
<b><i>Registered and Accredited Individual Non-Government Schools (NSW) Manual</i></b> <b>3.6</b> Safe & Supportive Environment Disability Discrimination Act 1992 Family Law Act 1975 Family Assistance Law – Incorporating all related legislation for Child Care provider handbook in Appendix G <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a>	
LINKS TO OTHER POLICES	LINKS TO OTHER DOCUMENTS
Additional Needs, Infectious Disease, Dealing with complaints, Excursion/incursion, communication, immunisation, incident, injury, trauma & illness, interactions with	

families, medication conditions, fees, privacy, sickness, sun safe, withdrawal
<b>OTHER RESOURCES</b>
<p>Australian Children’s Education &amp; Care Quality Authority. (2014).</p> <p>ACECQA. (2021). Policy and procedure guidelines. <i>Enrolment and Orientation</i>.</p> <p>ACECQA. (2022). The Disability Discrimination Act: <a href="#">What do Children’s Education and Care Services Need to Know?</a></p> <p>Australian Government Department of Education (2022). Child Care Provider handbook –<a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a></p> <p>Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing) <a href="https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing">https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing</a></p> <p>Australian Government Services Australia <a href="https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement">https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement</a></p> <p>Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). <a href="https://guides.dss.gov.au/family-assistance-guide/2/1/3/40">https://guides.dss.gov.au/family-assistance-guide/2/1/3/40</a></p> <p>Department of Human Services (Centrelink): <a href="https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy">https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy</a></p> <p>Education and Care Services National Law Act 2010. (Amended 2018). <a href="#">Education and Care Services National Regulations</a>. (2011).</p> <p>Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools.</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).</p> <p>National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay <a href="https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay">https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay</a></p> <p>NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: <a href="https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx">https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx</a></p> <p>Revised National Quality Standard. (2018).</p> <p>Victoria State Government. Requirements for all early childhood services. <a href="https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx">https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx</a></p>
<b>REVIEW DATES</b>
<p><i>Review: May 2022, July 2022, 24 April 2023, 12 August 2024</i></p> <p><i>Updated: 29 April 2023, 12 August 2024</i></p> <p><i>Ratified: 26 April 2023, 12 August 2024</i></p> <p><b>Next review date: no later than August 2025</b></p>

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
August 2024	Continuous improvement section added Annual policy maintenance Hyperlinks and sources checked and repaired as required Added medication to the allergies and asthma section	August 2025
April 2023	Hyperlinks checked for accuracy Added implementation information	April 2024
July 2022	Selection Criteria; Removing priority under No.1 as this section is equal. Amending priority given to 4 and 5 year olds for 3 days	2024
May 2022	<b>Added to Selection Criteria:</b> Child at risk of harm 3 days attendance as a priority over 2 days Procedure for a child requiring emergency care	2024