

Introduction

Effective enrolment and orientation processes form the foundations for strong relationships between families and the centre.

Waiting list

- Where possible, parents / guardians are encouraged to visit the centre prior to completing a waitlist form.
- A child's name is considered to be on the waiting list when the centre has received a completed waitlist form and any waiting list fee has been paid and received.

New enrolment

○ Enrolment Offer

- Enrolment offers are managed by and are the responsibility of the Director (with Administrator / Clerical support).
- Enrolment offers for the following year typically commence:
 - Kindergartens – up to one year prior to commencement
 - Childcare – Quarter 4; the year prior to the year of entry.
- When a vacancy exists, an enrolment offer is made to the next child on the waiting list.
- The number of enrolment offers made depends on:
 - Vacancies
 - The number of children on the waitlist
 - The age of children
 - The number of continuing children, and
 - The expected number of delayed entry / exit children.
- When offering enrolments, the centre will:
 - Make offers according to received date order of waitlist form.
 - Prioritise children who turn 4 by 30 June in the year they attend kindergarten.
 - Follow the Queensland Kindergarten Funding Guidelines when offering enrolments to eligible age children booking into a second group and non-eligible age children. Refer to the 'Kindergarten specific enrolment information' section of this procedure.
- To ensure equity of access to all community members, priority will not be given to:
 - children of committee members,
 - siblings of children enrolled at the centre,
 - children of families who live locally, and
 - children of staff (unless approved by the committee).
- An enrolment is confirmed when a parent/guardian has completed and returned an *Enrolment Booklet* and any fees are paid. An enrolment offer specifies the offer expiry date. The parent/guardian is required to return all completed documents by the expiry date.
- Centre Director (or delegate) maintains current waitlist and makes enrolment offers.

Enrolment Confirmation

- Parent/Guardian accepts or declines enrolment offer.
- Centre Director (or delegate) processes the enrolment offer and any fee payable.
- A confirmation of enrolment is sent to the parent/guardian.
- As completed enrolment booklets are received, review information with care and attention. Reviewing children's health information is a legislative requirement. If a parent/guardian has not provided their consent for any item, the centre Director (or approved delegate) is required to contact the parent/guardian to discuss and confirm their understanding and intention. This is especially important if a parent/guardian has not provided consent for emergency medications such as EpiPen or Ventolin. If a parent/guardian has not provided their consent to administer an EpiPen or Ventolin in a medical emergency, provide the following information:
 - Sometimes a child experiences their first asthma/anaphylaxis medical emergency while in care.
 - Delay in administering anaphylaxis/asthma medication in a medical emergency may result in serious, even fatal health risks to children.
 - Under-treatment of anaphylaxis is more harmful (and potentially life threatening) than over-treatment of a mild or moderate allergic reaction.
 - All teachers and educators have current anaphylaxis and asthma first aid training
 - To help in the making of an informed decision please refer to [Asthma Australia](#) and [ASCIA](#).

Orientation

- The Centre Director plans, invites, and communicates orientation activities to relevant parents/guardians.
- Arrange a formal meeting with parents/guardians who are enrolling a child with an additional need or medical condition.

- To ensure a smooth transition and where possible, families are actively encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment.
- Consider and respond appropriately to the needs of enrolled families from diverse cultural and language backgrounds. To access interpreting services, please contact the C&K Quality and Regulation team (3513 2597/ nqf@candk.asn.au).

Kindergarten specific enrolment information

- Only children of eligible age (i.e., children who turn 4 by June 30 in the year they attend kindergarten) can receive Queensland Kindergarten Funding. Parents/guardians of non-eligible age children are not eligible for any Queensland Kindergarten Funding.
- Waitlisted children of eligible age will be offered a place before children wishing to enrol in a second kindergarten group and non-eligible age children.
- The Department has stated that eligible-aged children wishing to book in a second group and non-eligible aged children can be conditionally enrolled with a starting date of February 1, providing they do not take the place of an eligible-aged child. If places are available from February 1, these children will be **charged the standard daily fee, plus a minimum of 10%**.
- Only offer non-eligible children places in an approved kindergarten program from February 1, if places are available after finalising the enrolment of eligible children. Earlier enrolments of non-eligible children must be approved in writing by the Department of Education prior to offering place.
- To be eligible for the Queensland Kindergarten Funding, approved kindergartens must operate and provide a program for a minimum of 15hrs/week at least 40wks/year.
- A child enrolled in a second kindergarten program will not be eligible for additional Queensland Kindergarten Funding subsidies. The parent/guardian must indicate via the *Enrolment Booklet* which centre will receive the Queensland Kindergarten Funding.