

### Introduction

An effective enrolment and orientation process helps build a strong relationship between the centre and its families.

### Waiting list

- If possible, parents / guardians are encouraged to visit the centre prior to completing a waitlist form.
- Affiliate Committees may choose to implement a waiting list fee as part of the centre's Fee Policy.
- A child is considered to be on the waiting list when the centre has received a completed waitlist form and any waiting list fee (if applicable) has been paid and receipted.
- The centre Director (or their delegate) will maintain a current waitlist.

### Making Enrolment Offers

- The centre Director manages and makes Enrolment Offer. They may be supported by the centre Clerical or Administration Officer.
- Enrolment offers typically commence:
  - Kindergartens – up to one year prior to commencement
  - Childcare – Quarter 4; the year prior to the year of entry.
- When a current vacancy exists, an enrolment offer is made to the next eligible child on the waiting list.
- The number of enrolment offers being made depend on the:
  - number of vacancies
  - number of children on the waitlist
  - age of children
  - number of continuing children, and
  - expected number of children accessing delayed entry / exit.
- When making enrolment offers the Director will:
  - ensure enough places are kept for continuing children and children accessing delayed entry / exit.
  - make offers according to received date order of the waiting list form.
  - prioritise children turning 4 by 30 June in the year they will be attending kindergarten.
  - follow the Queensland Kindergarten Funding Scheme Guidelines when offering enrolments to non-eligible age children.
- Enrolment offers should specify an offer expiry date. The parent / guardian is requested to return all completed documents by the expiry date.
- An enrolment is confirmed when a parent / guardian completes and returns an *Enrolment Booklet* and any applicable enrolment fee is paid.

### Enrolment Acknowledgement

- **The parent / guardian** accepts or declines the enrolment offer.
- **The centre Director** (or their delegate) processes the enrolment offer and any enrolment fee payable.
- The centre sends a confirmation of enrolment to the parent / guardian.

### Orientation

- The centre Director plans, invites, and communicates information about orientation with relevant parents / guardians.
- They also arrange any formal meetings with parents / guardians who are enrolling a child who has an additional need or medical condition.
- To ensure a smooth transition and if/where possible, families are encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment (e.g. Open Week).
- 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](mailto:nqf@candk.asn.au)).

### Kindergarten Enrolment Considerations

- 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 Scheme subsidies. Parents / guardians of non-eligible age children are not eligible for any Queensland Kindergarten Funding Scheme subsidies.
- Waitlisted children of eligible age will be offered a place before non-eligible age children.
- Enrolment offers to non-eligible age children are made as per Queensland Kindergarten Funding Scheme guidelines.
- To be eligible for the Queensland Kindergarten Funding Scheme funding, approved kindergartens must operate and provide a program for a minimum of 15hrs / week at least 40wks / year.
- If a child is already enrolled in another approved kindergarten program, they may only be considered for enrolment in a second kindergarten group when the waiting list has been exhausted and all efforts have been undertaken to maximise enrolments of eligible age children.
- A child enrolled in a second kindergarten program will not be eligible for additional Queensland Kindergarten Funding Scheme subsidies. The parent / guardian must indicate via the *Enrolment Booklet* which centre will receive the Queensland Kindergarten Funding.
- Eligible age children, not currently enrolled in a kindergarten program, have priority over children wishing to enrol in a second kindergarten group.

### References

Queensland Government (2020) [Queensland Kindergarten Funding Scheme: Funding Requirements](#)