

גן ילדים קדימה

KADIMAH PRESCHOOL, FRIDAY KAB SHAB PROGRAMME ENROLMENT POLICY

Draft review – Sept 2016 mtg GTB

PURPOSE:

To support information given to parents/caregivers regarding conditions of enrolment to Kab Shab

RATIONALE:

- The Kadimah Preschool Kab Shab programme is governed by the Bernard Goldwater Educational Trust.
- This is a special programme to provide Jewish learning and experience for children from Jewish families aged between three and four years old.
- The Preschool benefits from a parent body which is committed to one early childhood centre and is supportive of its philosophy, programme and special character.
- Kadimah Preschool has entry requirements for enrolling a child in the Friday Kab Shab programme and a set process for pre-enrolment and enrolment.

PROCEDURES

The entry requirements to the Kadimah Preschool Friday Kab Shab programme are that the child is:

- Toilet-trained (unless there is a medical or other recognised developmental reason why not);
- 3 years old.
- Parents/caregivers that contact Kadimah Preschool regarding the enrolment of their child in the Friday Kab Shab programme are encouraged to arrange an interview, at which they are provided with written information and an application for enrolment form.
- Priority enrolment is given to children of the Jewish faith in the Friday Kab Shab programme and for children who will be attending the Preschool.

IN ADDITION, it is noted that:

- Declining a place or delaying entry will mean that the child cannot be guaranteed a place at a later date.
- Places for Kab Shab pupils will be limited to 5 at any one time.
- Should a parent request that a Kab Shab pupil continue beyond the age of 4 years, such a variation from normal practice will be at the discretion of the Preschool and dependant upon vacancies. A 3-year old on a waiting list will take priority.

ATTENDANCE

- Children attend the Kab Shab programme for the specified hours of 7.45am-3.00pm on Fridays.
- Children cannot hold dual enrolment in both the Kab Shab and Preschool programmes.
- If claiming ECE funding the full 6 hours will need to be claimed.

DOCUMENTATION

- An enrolment form for admission is sent to the parents once a place is confirmed for their child. This form must be completed and returned to the Preschool before the child starts. On receipt of the completed enrolment form a confirmation letter will be sent indicating the starting date for the child to attend the Kab Shab programme.
- Parents/caregivers are required to notify the Preschool of any changes of circumstances. Attestation claims must be kept up to date, and kept with the other enrolment information by the Preschool.
- Kadimah Preschool complies with the Privacy Act 1993 regarding information held on record.