

גן ילדים קדימה

KADIMAH PRESCHOOL ENROLMENT POLICY

PURPOSE:

To support information given to parents/caregivers regarding conditions of enrolment into Kadimah Preschool

RATIONALE:

- Kadimah Preschool is an independent Jewish preschool governed by the Bernard Goldwater Educational Trust.
- We are welcoming and inclusive of all children and their families.
- We have a requirement for children to attend a minimum of three days per week, but our experience shows that children's holistic learning is greatly enhanced by attending more.
- The Preschool benefits from a parent body which is committed to one early childhood centre and is supportive of its philosophy, program and special character.
- Kadimah Preschool has entry requirements for enrolling a child, and a set process for pre-enrolment and enrolment.

PROCEDURES:

The entry requirements to Kadimah Preschool are that the child is:

- Toilet-trained (unless there is a medical or other recognised developmental reason why not);
- 3 years old;
- Going to attend 3 or more days per week, with 5 days being the most desirable for children from the age of four years.
- Parents/caregivers that contact Kadimah Preschool regarding the enrolment of their child are encouraged to arrange a time to visit. At the visit, they are provided with written information and an enrolment application form. If they unable to visit, this information is emailed to them.
- Kadimah Preschool processes the pre-enrolment as per the Waiting List policy.
- Parents/caregivers are encouraged to arrange two visits to the Preschool before their child starts, preferably during a session.

IN ADDITION, it is noted that:

- Being flexible about days will facilitate enrolment.
- Declining a place or delaying entry will mean that the child cannot be guaranteed of a place at a later date.
- If the required number of days is not available initially, more can be added as places arise {enrolled children will be given priority when this occurs}.
- No child shall be refused enrolment on the grounds of race, gender, physical disabilities or religion.
- Kadimah Preschool requires 14 days' notice from families if they wish to withdraw their child from the program. The 14 days' notice is taken from the date the letter/email is received by the Administrator or Head Teacher. On receiving the letter, the Kadimah Preschool Administrator will notify the family of the child's final enrolled session. The family is required to pay full fees up to and including the child's final enrolled session.

ENQUIRIES AND PRE-ENROLMENT

- Parents/caregivers that contact Kadimah Preschool regarding the enrolment of their child are encouraged to arrange a time to visit. At the visit, they are provided with written information and the application for enrolment form.
- Kadimah Preschool processes the pre-enrolment application as per the Enrolment and Waiting List policy.
- Parents are encouraged to arrange two visits to the Kadimah Preschool before their child starts, preferably during a session.
- A pre-enrolment application form is to be filled in and a \$50 fee paid to hold the child's place. The \$50 fee is then transferred to the first term's fees once a child starts.

ATTENDANCE

- Children who attend the Preschool on a part week basis must attend on the days they have specified on their enrolment form. If families want to change their child's days of attendance this needs to be done formally, with the approval of the Head Teacher and the enrolment form must be signed and adjusted accordingly.
- Children may attend on a casual basis for a day if this has been arranged previously with the Head Teacher to ensure all safety requirements and staffing regulations have been met. Families will be charged a flat fee per day for casual attendance as per the fee schedule.

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.
- Parents are required to notify the Preschool in writing of any changes of circumstances. Attestation claims must be kept up to date, and kept with the other enrolment information by the Preschool.
- Fees are invoiced at the beginning of each term and are payable in advance (***Please refer to our "Fee Schedule"***).
- Kadimah Preschool complies with the Privacy Act 1993 regarding information held on record.