

Enrolment

Olympic Avenue Kindergarten participates in the City of Bayside's Central Enrolment Service and supports the service's aim of equal access to high quality preschool education for children in the local area.

Staff need to be advised of any areas where children may need extra assistance before the commencement of kindergarten sessions to ensure children receive the support they require (refer to the kindergarten's anti-discrimination policy).

- Places for the kindergarten program within the City of Bayside are allocated according to a number of criteria which are regularly reviewed. Information regarding the criteria for the Bayside Central enrolment scheme can be found in the Council brochure available from the Council Offices or by accessing the Council website at:

http://www.bayside.vic.gov.au/children_kindergarten_information.htm

- An offer and acceptance of a 3-year old place does not guarantee an offer of a 4-year old place. The allocation of places is a separate process for each year, even though applications for both 3 and 4-year old kindergarten places can be made at the same time.
- The enrolment period commences on the 1st of May and closes on the 30th of June in the year prior to commencement. All registrations received after 30th of June will be placed on a council waiting list and considered after the 1st, 2nd and 3rd round offers. If the number of registrations exceeds the number of spaces then the registrations will be weighted. If the number of equally weighted registrations exceeds the number of available places, a computer ballot will decide the allocation of places.
- The first round of offers will begin in August with the third round being completed in September by the Bayside Council central enrolment service. Any registrations still on the waiting lists then will be sent to the kindergartens after the third round, with any subsequent offers of places decided by Olympic Avenue Kindergarten.
- Applications for enrolment may be made directly to Olympic Avenue Kindergarten but will only be considered after all Central Enrolment Service applicants have been offered places.

Registration and Enrolment Process

- To apply for a 3 or 4 year old place at Olympic Avenue Kindergarten, register using Bayside Council's Central Enrolment form available from Bayside City Council at 27 Royal Avenue, Sandringham, 3191 or from the Council's website at:

http://www.bayside.vic.gov.au/children_kindergarten_information.htm

- This form is lodged together with the application fee to Bayside Council by the 30th of June in the year prior to commencement.
- Upon offer of a place by Bayside Council at Olympic Avenue Kindergarten, places are confirmed by forwarding the acceptance form, indicating the preferred session time and the required fee to Olympic Avenue Kindergarten, 28 Olympic Avenue Cheltenham 3192.

Waiting Lists

3-Year Old Sessions

- Olympic Avenue Kindergarten will give priority to applicants on the waiting list from the Central Enrolment Service, followed by applicants who have applied directly to the kindergarten. Where there is more than one applicant for a particular place:
- Priority will be given first to children of past and present Committee members, regardless of birth date.

- Priority will then be given to children turning 3 years old before the 31st January and whose sibling/s attended Olympic Avenue Kindergarten within the last four years in order of application date.
- Priority will then be given to those with a child turning 3 years old before the 31st January in order of application date.
- Where there are children turning 3 years old after the 31st January but before the 30th April, sibling preference will be given priority before application date. The child may not commence sessions until they have turned 3 years old and their place must be secured by the payment of the term 1 fee, which is not refundable.

4-year old sessions

- Olympic Avenue Kindergarten will give priority to applicants on the waiting list from the Central Enrolment Service, followed by applicants who have applied directly to the kindergarten. Where there is more than one applicant for a particular place:
- Priority will be given first to children of past and present Committee members, regardless of birth date.
- Priority will then be given to children turning 4 years old before the 31st January and whose sibling/s attended Olympic Avenue Kindergarten within the last four years in order of application date.
- Priority will then be given to those with a child turning 4 years old before the 31st January in order of application date.
- Where there are children turning 4 years old after the 31st January but before the 30th of April, sibling preference will be given priority before application date.

Allocation of Session Times.

- Olympic Avenue Kindergarten will endeavour to accommodate preferred session times but will also consider teacher's input to ensure balanced groups.
- All session times will be offered in the 1st and 2nd rounds. If one 3 or 4 year old group has been filled, it will not be offered in the 3rd round.
- A ballot will be performed where the demand for a session is greater than places available, after the Enrolment Officer has contacted the families in alphabetical order from the over-subscribed group, and asked for volunteers to change groups. Past and present Committee members will be excluded from this ballot and automatically be assigned to the session time of their choice.
- Families will be notified of the allocation of their session as soon as practicable after the places have been allocated.

Term Fees

Fees are payable at the commencement of term one and prior to the commencement of terms 2, 3 and 4. Olympic Avenue Kindergarten reserves the right not to refund part or the term's entire fee in the event that a child is withdrawn after the term fee is paid.

Authorisation:

This policy was adopted by the Committee of Management at the meeting on 15th September 2009

Review Date: This policy shall be reviewed by September 2011

Signed: