

KINDERGARTEN ENROLMENT POLICY

AIM

The Kindergarten program is offered at the Hills Montessori School, West Pennant Hills as five full days for six hours each day, as registered with the NSW Department of Education.

PROCEDURE

The aim of the Kindergarten year is to give the Teacher the opportunity to present the more complicated lessons appropriate to the older children. For children to benefit fully from the Montessori program it is recommended that they stay for the Kindergarten year as the foundations or building blocks for that year are laid down in the years preceding it. It is in the Kindergarten year that the integration of all the skills and knowledge acquired in the earlier years occurs.

Children enter the Kindergarten program according to the Department of Education guidelines, that is, children turning 5 on or before the 31st July and according to Hills Montessori School's order of priority as listed below. Children whose 5th birthday falls after this date will not be accepted into the Kindergarten program until the following year. It is important that the Kindergarten children see themselves as a cohesive social group and for this reason it is inappropriate to admit new children into the program in the latter part of the year with the exception of a transfer from another Montessori Kindergarten program.

The Kindergarten program is registered with the NSW Department of Education and follows the NSW school curriculum as well as the Montessori curriculum.

Kindergarten children are drawn from all four pre-school classes. As this is a registered Kindergarten year, children usually transfer to Year 1 in Primary School.

CONDITIONS OF ENROLMENT

- There is no guarantee of placement as Kindergarten places are limited
- Term One Kindergarten Tuition Fees (non-refundable) are payable in advance by 30th September, the year prior to commencing the Kindergarten year.

ORDER OF PRIORITY

- Requirements of NSW Department of Education
- Five (5) year olds on or before 31st July
- Students enrolled for 2 years in a pre-school program at Hills Montessori School, West Pennant Hills
- Siblings of children who have attended Kindergarten at Hills Montessori School, West Pennant Hills
- Students enrolled for 1 year in a pre-school program at Hills Montessori School, West Pennant Hills
- Transfers from another AMI Montessori school having done as a minimum one full year there
- Wait list as per the chronological order of enrolment

The Head of School may conduct an interview prior to places being offered. An information evening is held during Term 2 in the year prior to children commencing their Kindergarten year.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Kindergarten Enrolment Policy* will be reviewed annually in consultation with families, children, staff and board.

LEGISLATIVE LINKS	
<p>Education and Care Services National Regulations S175 Offence relating to requirement to keep enrolment and other documents 77 Health, hygiene and safe practices 78 Food and beverages 85 Incident, Injury, Trauma and Illness 86 Notification to parents of incident, injury, trauma and illness 88 Infectious diseases 90 Medical conditions policy 91 Medical conditions policy to be provided to parents 92 Medication record 93 Admin of medication 96 Self-admin of medication 97 Emergency and evacuation procedures 99 Children leaving the education and care service premises 100 Risk assessment must be conducted before excursion 101 Conduct of risk assessment for excursion 102 Authorisation for excursions 102D Authorisations for service to transport children 157 Access for parents 160 Child enrolment records to be kept by approved provider 161 Authorisations to be kept in enrolment record 162 Health information to be kept in enrolment record 168 Education and Care service must have policies and procedures 170 Policies and procedures to be followed 171 Policies and procedures to be kept available 173 Prescribed information is to be displayed 177 Prescribed enrolment and other documents to be kept by approved provider 181 Confidentiality of records kept by approved provider 183 Storage of records and other documents</p> <p>National Quality Standards 6.1 Supportive relationships with families 6.1.1 Engagement with service 6.1.2 Parent views are respected 6.1.3 Families are supported 6.2 Collaborative partnerships 6.2.3 Community and engagement</p> <p>Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 Safe & Supportive Environment</p>	
LINKS TO OTHER POLICES	LINKS TO OTHER DOCUMENTS
Additional Needs, Infectious Disease, Concerns & Grievances, Excursion/Onsite Visits, Communication, Immunisation, Incident, Injury, Trauma and Illness, Interactions, Medical Conditions, Fees Policy, Privacy, Confidentiality and storage of records, Sickness, Sun Safe, Withdrawals	Parent Handbook
OTHER RESOURCES	
<p>Australian Children's Education & Care Quality Authority. (2014). ACECQA. (2021). Policy and procedure guidelines. <i>Enrolment and Orientation</i>. ACECQA. (2022). The Disability Discrimination Act: What do Children's Education and Care Services Need to Know? Australian Government Department of Education (2022). Child Care Provider handbook https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing) https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing Australian Government Services Australia https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). https://guides.dss.gov.au/family-assistance-guide/2/1/3/40 Department of Human Services (Centrelink): https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy Education and Care Services National Law Act 2010. (Amended 2023). Education and Care Services National Regulations. (Amended 2023). Government of Western Australia. Department of Health. (2021). Western Australian Immunisation Requirements. Guidelines for persons in charge of child care services, community kindergartens and schools. National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay NSW Government Health. (2019). Questions and answers about vaccination requirements for child care: https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx Revised National Quality Standard. (2018). https://www.education.vic.gov.au/childhood/providers/regulation/Pages/regallservices.aspx</p>	
REVIEW DATES	
<p>Review: 2020, 12 August 2024 Updated 2020 12 August 2024 Ratified: 20 August 2020, 12 August 2024 Next review no later than August 2025</p>	

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
August 2024	Policy reviewed and regulations checked Hyperlinks and sources checked and repaired as required Continuous improvement section added	August 2025
2020		August 2024