

CHALLIS PARENTING AND EARLY LEARNING CENTRE

PRE KINDERGARTEN ENROLMENT POLICY

The Pre Kindergarten programme focuses on providing early intervention and preparation for Kindergarten the following year. It is run by a qualified Early Childhood Teacher and Education Assistant at Challis Community Primary School. The programme provides emphasis on Language, Social/Emotional and Physical Development in your child's readiness for school.

The key programme components include;

- Parent participation, including attendance during specific sessions and class outings
- A high level involvement in the child's learning
- Attendance at all sessions (two per week) and/or notify and explain all absences
- In class Occupational Therapist and Speech Pathologist services
- Involvement with the Child Health Nurse and other services

Can I enrol my child?

Challis Parenting and Early Learning Centre offer a Pre Kindergarten program to children who;

- Reside within the Challis Schools boundary.
- Have turned three years of age prior to June 30th
- Enrol at Challis Community Primary School for further education (*Kindergarten, Pre Primary Year One/Year Two*)

Important notice

If an enrolled child/family moves out of the Challis Boundary area, enrolment is deemed invalid, and the position will be offered to the next child on the waitlist.

How do I apply?

Parents who wish to enrol their child in the Pre Kindergarten program need to complete a **Application for Enrolment Form**, available from the school front office, along with the following documents;

1. Birth Certificate
2. Proof of Address (Rental agreement for renters OR current Gas or Electricity Bill for home owners)
3. Immunisation Records
4. Proof of Citizenship or Visa Grant Documents (if applicable).

What happens after I hand in the application form and documents?

The Principal will:

1. Consider all information provided on the **Application for Enrolment Form** prior to accepting an enrolment, including evidence of children's dates of birth, and evidence of the child's residential address.
2. Accept applications for enrolment from all parents and children within the Challis School Boundary including those children with a disability, provided that there is classroom accommodation.
3. Manage all enrolment decisions.
4. Advise all parents of the outcome of their application as soon as practicable. If the application has been rejected, the Principal will notify the family in writing.

My child has been accepted. What do I do now?

1. Once the **Application for Enrolment Form** has been accepted, the parents will be contacted.
2. The child will then be placed on a waitlist until (i) the child turns 3 years of age (*before June 30th in the school year*) (ii) there is a space available in a classroom.
3. The parents will then be sent an **Enrolment Form** to be completed prior to the child commencing Pre Kindergarten classes. This form needs to be returned to the school with updated proof of address and also birth certificate and immunisation records if not already provided.
4. The child will then be given a placement and will commence Pre Kindergarten once the required forms are completed and sighted.
5. All Pre Kindergarten students will have their enrolment details recorded on Integris under 'Admissions' to ensure availability of information to all staff.

As there is a high demand for places in the programme please be aware of the following expectations:

- Children will attend each session, with the exception of illness. Four missed sessions will result in the child's placement being reviewed by the Principal.
- Parents will ensure that they attend all appointments when advised by a member of the team.
- Parents agree to their child being tested on entry and the end of the year.
- If you move out of the Challis Schools boundary, your child's place in the Pre Kindergarten programme will be forfeited and given the next 'in boundary' child on the waiting list.
- If you **do not** submit an application for enrolment for Four Year old Kindergarten at Challis Community Primary School in a timely manner your child's place in the Pre Kindergarten programme will be forfeited and given to the next 'in boundary' child on the waiting list.

APPLICATION FOR ENROLMENT 2023 Pre Kindergarten (3 years)

CONDITIONS OF ENROLMENT

Challis Parenting and Early Learning Centre offer a Pre Kindergarten program to children who:

- **RESIDE WITHIN THE CHALLIS SCHOOL BOUNDARY.**
- Have turned three years of age prior to June 30th
- Student must enrol at Challis Community Primary School for their further education
- If the student moves out of the Challis Boundary area, enrolment is deemed invalid, and the position will be offered to the next child on the waitlist.
- Attend all sessions (two per week)
- Notify and explain all absences

OFFICE USE ONLY

Date received: _____

Birth certificate sighted: YES ☐ NO ☐

Immunisation records provided YES ☐ NO ☐

Proof of residence provided YES ☐ NO ☐

Visa sighted YES ☐ NO ☐

Family Court Order sighted YES ☐ NO ☐

In Area YES ☐ NO ☐

Accepted (Principal) _____ YES ☐ NO ☐

Surname			Name		
Date of Birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Address					
Name of Parent/Guardian					
Telephone		Email			

Brothers and sisters aged 0—12 years

Name:	Date of Birth:	Attend Challis Yes <input type="checkbox"/> No <input type="checkbox"/>	Name:	Date of Birth:	Attend Challis Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	Date of Birth:	Attend Challis Yes <input type="checkbox"/> No <input type="checkbox"/>	Name:	Date of Birth:	Attend Challis Yes <input type="checkbox"/> No <input type="checkbox"/>

Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No
Is your child in the care of CPFS	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Case Worker Name: _____
Does your child mainly speak English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No please specify Language: _____

This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child.

Does your child have a disability/medical condition? YES ☐ NO ☐

Please indicate whether: Physical ☐ Intellectual ☐ Other ☐

Please outline nature of disability/medical condition (or attach details):- _____

Do you have any concerns regarding your child's development? YES ☐ NO ☐

Please outline concerns:- _____

Did your child attend;

Challis Parenting and Early Learning Centre Stay and Play? (playgroup)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Challis Parenting and Early Learning Centre Move and Groove?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Challis Parenting and Early Learning Centre Tiny Tots?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Challis Parenting and Early Learning Centre Child Health Nurse?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Challis Parenting and Early Learning Centre New Mums Group?	YES <input type="checkbox"/> NO <input type="checkbox"/>

The information provided on these forms will only be viewed by staff involved with Challis Parenting and Early Learning Centre.

Do you give consent to all agencies concerned viewing these details YES ☐ NO ☐

I declare that the information provided on this form is true and I agree to the Conditions of Enrolment listed at the top of this form.

Signature of Parent/Guardian _____ Date _____