



WAITING LIST POLICY

(Policy formulated from C & K Association Waiting List Policy)

- 1) A child wishing to attend the Kindergarten may have his/her name placed on the waiting list from the 1st of July in the year following their birth.
- 2) Placement of your child's name on the waiting list is not a guarantee of enrolment acceptance.
- 3) Children enrolled in the centre in the previous year have first priority of placement to children on the waiting list.
- 4) No waiting list priority is given to children for specific reasons. Example:
 - a) children of committee persons, or
 - b) siblings of children already in attendance at the centre, or
 - c) children of staff, or
 - d) children of families who live locally.
- 5) When enrolling children, names are taken from the waiting list in strict accordance with the child's order of placement on the waiting list.
- 6) In the event that there are no children on the current waiting list, children from the next years waiting list may be taken in order of placement on the waiting list as long as the next child is already three years of age. Parents must be made aware that in order to be eligible for Prep Year, children must be 4 by the preceding June.
- 7) Parents of children with Additional Needs are encouraged to place their child's name on the waiting list as soon as practicable so that, where possible, these children may be considered as part of the 22 within the group.
- 8) The waiting list fee charged is \$30 for the first child's name entered on any waiting list year.
- 9) A child's name is considered to be registered on the centre waiting list when the parent has either completed and returned the online waiting list form, or alternatively met with the Director to register their child's name, returned the completed waiting list form, **and** paid the waiting list fee. The Director will notify parents of their child's enrolment beginning May/June in the year before the child is due to attend.
- 10) It is the parents' responsibility to notify the Director of any change of address or contact phone number. If the Director is unable to contact a parent due to incorrect address and/or phone number being given then the enrolment will be offered to the next name entered on the waiting list.