

APPLICATION FOR WAITING LIST FORM EMMERICK STREET PRESCHOOL

15 Emmerick St, Lilyfield NSW 2040
Ph: (02) 9810 4845 Fax: 9810 2583
<http://www.emmerickstreet.com.au>



*Emmerick Street
Community
Preschool*

Important Information

- Applications must be completed in full
- Children must be at least 2 years old to be placed on the waitlist
- There is a \$20.00 fee which must accompany the application form
- A fact sheet is attached to this form for families to read, prior to completing the waiting list form. The fact sheet outlines the waiting list procedure

DATE OF APPLICATION	
WAITING LIST PAYMENT ATTACHED	

OFFICE / ADMIN USE ONLY	
DATE APPLICATION RECEIVED	Waitlist Payment received Cash / Cheque
ENTERED	

Where did you here about the preschool? _____

Child Information			
Surname		First Name	
Date of Birth:		Gender:	Female Male
Date from which place is required? (please note this date can NOT be guaranteed)			
Date child is due to start school?			
Do you have a Low Income Health Care Card	N	Y	Card Number:

Required Days and times of attendance (3-4 years Th-Fr, 4-5 years MTW)				
Mon	Tues	Wed	Thurs	Fri

Parent 1 Family Name:		First Name:	
Home Address:			
Suburb:		Postcode:	
Home Phone No:		Mobile:	
Email:			
Past or present occupation or course of study:			
Employer or place of Education:			
Business Address:			
Suburb:		Postcode:	
Work Phone:		Nationality:	

Parent 2 Family Name:		First Name:	
Home Address:			
Suburb:		Postcode:	
Home Phone No:		Mobile:	
Email:			
Past or present occupation or course of study:			
Employer or place of Education:			
Business Address:			
Suburb:		Postcode:	
Work Phone:		Nationality:	

Main language spoken at home?	
Additional needs of child?	
Medical conditions of child?	
Disability or developmental delays of child?	
Aboriginal or Torres Strait Islander descent?	
Single parent family?	
Does either parent have a disability?	

Please provide us with any other information we should know about your child			
Other Children in the Family			
Name	Sex	Date of Birth	Year(s) attended Emmerick St (If applicable)

Parent/Guardian Name:	
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Parent /Guardian Signature :		Date:	
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FACT SHEET

Attendance Days

The preschool caters for 3-5 year olds. 3-4 year olds attend on Thursday and Friday, and 4-5 year olds on Monday, Tuesday and Wednesday.

Preschool Hours

Preschool hours are 9am to 3pm, Monday to Friday, during school terms. Preschool dates follow the school calendar and, as these dates vary, this information will be included in the preschool newsletter, at the beginning of each year.

Preschool Holidays

Preschool terms are the same as for the NSW state schools. There are four terms each year.

If you require additional information please call (02) 9810 4845

Process for Filling Vacant Positions (relevance to preschool)

Services are required to fill places as soon as notification is received that a vacancy will occur. Vacant positions are offered following the Priority of Access guidelines as well as the Education and Care Services National Regulation 2011, and Education and Care Services National Law Act 2010. Siblings of children who are already enrolled in the service will be given priority when filling positions from the waitlist. In these cases the sibling must be on the waitlist and Priority of Access guidelines maintained at all times.

Families not responding to places offered within the specified time (see below) from the Nominated Supervisor/Teaching Director will be returned to the waiting list and the position offered to the next family on the list. The Teaching Director will notify families of the starting date for the position.

The Waiting List

When applying for a position at Emmerick Street, your child's name will be placed on a waiting list for a fee of \$20. The Teaching Director begins organising enrolments in August each year. These are generally finalised in October. The Teaching Director will contact each family whose child is accepted for enrolment via email. Upon acceptance of the position the Teaching Director will send families an enrolment package. To secure the enrolment families have 2 weeks to return the enrolment pack with supporting documents and payments.

Positions may also be offered throughout the year if they become available.

Priority of Access Guidelines Information

After the availability of a position and consideration of order of precedence by the Nominated Supervisor, the child/ren may be offered a position at the centre.

Enrolment Procedure – how we select children

Enrolment will be offered to children in line with the following order of precedence:

- a. Children, whose families meet specific enrolment criteria, are experiencing disadvantage and/or who are unable to access other prior to school services. This includes:
 - Children at risk of serious abuse or neglect;
 - Children of Aboriginal and /or Torres Strait Islander background;
 - Children in families which include a disabled person;
 - Children from a non-English Speaking background;
 - Children with special needs;
 - Children in socially isolated families;
 - Children of single parents; and
 - Children of families experiencing financial hardship.

b. Children who will have a brother or sister enrolled at the preschool (or who was previously enrolled at the Preschool).

c. Age considerations:

For the 4-5 year old group:

- Children turning 5 take precedence over children turning 4;
- Children must be at minimum turning 4 years old that year; but
- Children turning 4 by 31st of July that year take precedence over children turning 4 latter in the year.

For the 3-4 year old group:

- Children must turn 3 or 4 during the year of enrolment;
- Children must not start until they have turned 3;
- March is latest birth date for turning 3 to be enrolled in this group;
- If children turn 3 in April or later they may be enrolled in this group the following year, when they will turn 4; and
- Children must not be turning 5 that year.

d. The date in which children's names have been placed on the waiting list, starting from the earliest date.

The chronological order in which children's names have been placed on the waiting list may also be applied to categories a, b, c and/or d if there are more children in those categories than places in classes.

e. Children's gender will only be used as selection criteria to ensure there is not a large majority of one gender.

Final enrolment decisions will be under the discretion of the Nominated Supervisor.

Enrolment Process

1. The family will be contacted via email to be offered a position, with the need for their child to be toilet trained brought to their attention.
2. The position will be held for 1 week for the family to accept the offer of the position.
3. Preschool will follow up with phone call if the family does not respond within the week,
4. Family have 24 hours to respond to the phone call. Failing to do this will result in the position being offered to the next child on the list.
5. If the family does not accept the position they may choose to leave their child on the waiting list and the next child on the list will be offered a placement.
6. Following the acceptance of an offer the Nominated Supervisor will organise a time with the family to pick up an enrolment package or mail one to them. The Nominated Supervisor will advise the family of the placement holding fee needed to secure their child's enrolment and that the position will be held for 2 weeks to allow the placement holding fee to be paid and enrolment form with supporting documents to be returned.
7. Children in the 3- 4 year old group will be automatically given a placement in the 4 – 5 year old group the following year. They will not have to apply for a placement in the older group but parents must confirm in writing, at the end of the year, to the Nominated Supervisor that their child will be returning the following year. The Nominated Supervisor will request this along with an invoice for the placement holding fee in term 4 of the year before they start in the older group.
8. **The placement in both groups will be secured with payment of the placement holding fee. Failure to do so may result in a loss of the enrolment.**
9. New families will be offered to attend an orientation meeting for parents in term 4 of the year before their child will be enrolled.
10. Child orientations for the 3 – 4 year old group will occur on the first day back in term 1. Children are divided into 2 groups and will attend either 9am – 11am or 11.30am -1.30pm. The Nominated Supervisor will advise families of this date before the start of term 1.
11. Children starting throughout the year will have an orientation with a short day for their first day of preschool: 9am – 1pm. Their families will have a private orientation with a meeting with the Nominated Supervisor.
12. Children starting in the 3 – 4 year old group will have a short day on their first day at preschool: 9am – 1pm.
13. **Please be aware that the preschool fees are charged on a 'per-term' basis, regardless of attendance and start date.**

Emmerick Street Preschool Responsibilities

- To ensure the Priority of Access guidelines are followed when filling a vacant position at the Preschool;
- To ensure families are informed of the Priority of Access guidelines when making a waiting list application;
- To ensure families are informed of the requirement for the children to be toilet trained before commencing their enrolment;
- To confirm receipt of waitlist application and waitlist application fee via email;
- To contact parents to offer a place and arrange a time to complete the enrolment process before the commencement date;

- To advise families that a place may not be available when families require care.

Family Responsibilities

- To fill the waiting list application form in full. Incomplete waiting list forms will not be accepted.
- If you do not receive a confirmation / email / correspondence letter within 14 days of forwarding your application, please contact us;
- Parents must keep the Service informed of any changes in family details including:
 - Change of address;
 - Change of telephone number;
 - Change of work place and telephone number;
 - Change in need of care for part or full time care;
 - Maternity leave;
 - Changes to Priority of Access status.
- Respond within 1 week to offers of enrolment;
- Monitor your email re offer;
- Ensure your child is toilet trained before commencing their first day of preschool.
- Please be aware that your child/ren's first day at preschool in the 3 – 4 year old group will be a short day and you will be expected to collect them by 1pm.

Toilet Training

As we do not have access to nappy changing facilities, children must be toilet trained before they start at Emmerick Street Community Preschool.

Being toilet trained is defined as a child not needing pull ups or nappies, having the understanding to identify when they need to pass urine and/or faeces and the skills to do this independently. Staff may help with wiping children's bottoms but are not expected to change nappies or pull ups.

Emmerick Street Preschool Responsibilities:

- Inform families, during the enrolment procedure and orientation process, of the requirement for their child/ren to be toilet trained before they commence their enrolment.
- Inform families that their child's start date may need to be delayed depending on the progress of toilet training, however full term fees will need to be paid as per our fees policy.

Families Responsibilities:

- Ensure their child is toilet trained before their first day of preschool.
- Contact the preschool if their child is not toilet trained to organise a new start date.
- Continue to pay term fees if their child's start date has been delayed due to the need for toilet training.

Failure to update or respond to requests may result in being taken off the waiting list.