



# Emmerick Street Community Preschool

C/- Birchgrove Community Association Ltd  
15 Emmerick Street, Lilyfield. 2040  
Website: [www.emmerickstreet.com.au](http://www.emmerickstreet.com.au) PH: (02) 98104845

## Important Information

- Application form must be completed and sent to the Preschool.
- Children must be at least 2 years old to be placed on the waitlist.
- A \$40.00 (Non-Refundable) fee must accompany this application form
- A fact sheet is attached to this form for families to read, prior to completing the waiting list form.

<b>DATE OF APPLICATION</b>	
<b>WAITING LIST PAYMENT ATTACHED</b>	

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

Where did you hear about the Preschool? \_\_\_\_\_

Child Information			
Surname		First Name	
Date of Birth:		Gender:	Female      Male
Date enrolment is required? (Please be aware this date can NOT be guaranteed)			
Year your child is due to start school?			
Do you have a Low Income Health Care Card (LIHCC)	N      Y	Card Number:	

Required Days of attendance (3-4 years ThF / 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. All current reports should be attached if your child is in therapy.

Other Children in the Family			
Name	Sex	Date of Birth	Year(s) attended Emmerick St (If applicable)

Parent/Guardian Name:			
Parent /Guardian Signature :		Date:	

# WAITING LIST & ENROLMENT FACT SHEET

## Attendance Days

The Preschool caters for 3-5 years old children.

- 3-4 year olds attend Thursday and Friday, and;
- 4-5 year olds attend Monday, Tuesday and Wednesday.

## Preschool Hours/Holidays

Preschool hours are 9am to 3pm, Monday to Friday, during NSW school terms. As these dates vary, this information will be included in the Preschool newsletter, at the beginning of each year and available on the calendar on our website [www.emmerickstreet.com.au](http://www.emmerickstreet.com.au) or PH: 98104845

## Priority of Access to Enrolments (relevance to Preschool)

Services are required to fill places as soon as notification is received that a vacancy will occur. Vacant positions are offered according to the following 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 Preschool will be given priority when filling positions from the waitlist. 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 Preschool will be returned to the waiting list and the position offered to the next family on the list. The Preschool will notify families of the starting date for the position.

## Waiting List Procedure

Upon receipt of your application form and non-refundable fee, your child's name will be placed on a waiting list. The Preschool begins organising enrolments in August/September each year. Families will be offered a position at the Preschool via email. Upon acceptance of the position, families will be sent the enrolment package and an Invoice for the relevant fees, including the Bond. To secure the enrolment families have 2 weeks to return the enrolment pack with supporting documents and enrolment bond and fees paid.

Positions may also be offered throughout the year, if a vacancy occurs.

## Enrolment Offers / Priority of Access Guidelines and Information:

Enrolment will be offered to children in line with the Priority of Access Guidelines:

- a. Children, whose families meet specific enrolment criteria, experiencing hardship and/or who are unable to access other prior to school services. This includes:

Priority 1 – a child at risk of serious abuse or neglect •

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test •

Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$43,727 for 2015-2016 or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families.

- b. Children who have a sibling 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 later in the year.

For the 3-4 year old group:

- Children must turn 3 or 4 during the year of enrolment;
  - Children are unable to start until they have turned 3years;
- 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.

**Final enrolment decisions will be at the discretion of the Preschool.**

### **Enrolment Procedure:**

1. The family will be contacted via email to be offered a position.
2. The position will be held until the due date on the email for the family to accept the position.
3. Preschool will follow up with phone call, if the family does not respond within the week,
4. Families 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 Preschool will organise a time with the family to pick up an enrolment package or email one to them. The family will be advised of the placement and enrolment bond and other fees required to secure their child's enrolment and that the position will be held for 2 weeks to allow the placement enrolment 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, by the end of Term 3, to the Preschool that their child will be returning the following year.
8. **The placement in both groups will be secured with payment of the enrolment fee. Failure to do so may result in a loss of the enrolment.**
9. New families will be invited to attend an orientation evening for parents in Term 4, prior to their child commencing.
10. Orientations for the 3 – 4 year old group will occur on Orientation day TBA.
11. Children starting in the 3 – 4 year old group, will have short days on their first and second weeks at preschool: 9am – 11 am or 11.30 -1.30pm on Orientation Day. Families will be advised of the date before the start of term 1.

**NB: Please be aware that the Preschool fees are charged each term, 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 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 complete the waiting list application form. Incomplete waiting list forms will not be accepted;
- Pay the non-refundable application fee prior to being placed on the waiting list;
- If you do not receive a confirmation / email / correspondence letter within 14 days of forwarding your application, please contact us;
- Parents must keep the Preschool 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 needs e.g. To be removed from the waiting list;
  - Changes to Priority of Access status.
- Respond by the due date on the email to offers of enrolment;
  - Monitor your emails re: offer;
  - 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 11am or 1pm.

## **Toilet Training**

As we do not have access to nappy changing facilities, it is a requirement that children are 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.
- To pay term fees if their child's start date has been delayed due any circumstances.

**NB: Failure to update/respond to emails may result in your child being removed from our waiting list.**

**Emails may be sent from the following addresses:**

[director@emmerickstreet.com.au](mailto:director@emmerickstreet.com.au) or [officeadmin@emmerickstreet.com.au](mailto:officeadmin@emmerickstreet.com.au)