



ENROLMENT AND FEES POLICY

Rozelle Public School Preschool

REVISED APRIL 2019

We believe the children of our preschool have a sense of belonging to their family, their cultural group and our preschool community within Rozelle Public School and also to the local and wider community.

We believe it is important to provide our children with unhurried time and opportunity to enjoy being in the moment and engaging with their surroundings.

We aim to develop positive dispositions for learning - enthusiasm, curiosity, persistence, confidence, optimism, cooperation and the ability to reflect.

We believe in the importance of the early learning years as a foundation for our children becoming confident, creative and curious learners able to participate actively in society.

Government Preschool Classes

The Department of Education and Communities' key focus is delivering educational services to school-aged children, that is, those children attending K – 12. In addition to this key focus, the Department recognises the importance of preschool education and operates preschool classes in 100 government schools across NSW. These classes assist children for one year prior to enrolment in Kindergarten to develop literacy, numeracy, physical, social, emotional, cognitive and self-help skills. Children are encouraged to actively participate in educational programs that cater to each child's individual stage of development, interests and skills, and broaden their understanding of themselves and the community around them.

Our Preschool Program

Further information is provided in our Preschool Information booklet available on the school's website at www.rozellepublicschool.com.au/preschool

Preschool Hours and Classes

The Australian Government's National Partnership Agreement on Early Childhood Education requires that all preschools provide a minimum of 15 hours of care per week.

In order to comply with this regulation the Preschool will have two classes in a five day per fortnight program as follows:

Class 1 Monday, Tuesday, Wednesday Week 1

Monday, Tuesday Week 2

Class 2 Thursday, Friday Week 1

Wednesday, Thursday, Friday Week 2

Eligibility Criteria

Children are eligible for enrolment in preschool classes from the beginning of the school year if they turn four years of age before July 31 of that year.

Specific Priority Enrolment Criteria

In accordance with the Department of Education and Communities' Preschool Enrolment Policy, Rozelle Public School is required to provide priority to disadvantaged children in the local community who are unable to access other early childhood centres. Disadvantage may be related to race, socio-economic status or disability. Priority categories will include children:

- of Aboriginal and/or Torres Strait Islander origin
- from families experiencing financial hardship
- with disabilities
- with refugee status or who are non-English speakers

If applying for enrolment under these specific priority criteria, documentation to support the application will be necessary and an interview with the Principal may also be required.

Children meeting Specific Priority Enrolment Criteria will be offered placement first.

The Application Process

Applications for enrolment in Rozelle Public School preschool for the following year will be accepted from the beginning of Term 2 of the current year. Application forms can be obtained from the school office or downloaded from the school web site.

Applications close at 3:00pm on the Friday closest to 30th June of the current year. Applications received after 3.00pm on that day will be considered only if positions are still available once all other applications have been considered and all applicants on the waiting list have been offered places.

Applications must be submitted in person with the originals of all necessary documentation.

Once decisions have been made by the Placement Panel, all applicants will receive a letter informing them of whether or not their application was successful. These will be sent out in the last week of July each year.

Successful applicants will then be required to submit a Department of Education and Communities Preschool Enrolment form. These forms are available from the school office or can be downloaded from the Department's website.

Documentation

You will need to bring the following original documents with you:

- your child's birth certificate or passport
- proof of child's residential address - originals of three documents such as your council rates notice or residential lease and electricity bill
- Commonwealth Health Care Card (if applicable)
- family law or relevant court orders (if applicable)
- reports related to your child's disability or special need (if applicable).

Placement Panel Decisions

Rozelle Public School has established a placement panel to consider and make recommendations on all enrolment applications to the Preschool. The panel is comprised of the Principal, the Preschool teacher and the President of the Parents and Citizens' (P & C) Association.

Following the closing date for applications, the placement panel meets to review each application and other documentation to place applications into priority order according to the stated eligibility criteria and specific priority enrolment criteria.

Once places are offered to students who meet the specific priority criteria, any remaining places will be filled on the basis of the following priority:

- Children living within the local school boundary, with additional priority given according to age (older students will have greater priority)
- Children living outside the school boundary with siblings enrolled at the school, with additional priority given according to age (older students will have greater priority)
- Children living outside the local school boundary with additional priority given according to age (older students will have greater priority).

Final placement decisions rest with the Principal and School Education Director.

Enrolment boundaries

Please check the Department of Education's School Finder website <https://education.nsw.gov.au/school-finder> for an accurate map of the school's boundaries or check with the school office. Streets on the edge of the school boundaries have one side attending Rozelle Public School and one side attending neighbouring schools so please ask for advice if you live in one of these locations.

Waiting List

Where the number of children applying exceeds the number of places available, names will be placed in order of priority on a waiting list. If a vacancy occurs during the year, the position will be filled by the child with the highest priority on the waiting list.

Declaration

As part of the enrolment process you will be asked to sign a declaration stating that all information given is not false or misleading. False or misleading information may influence your enrolment status or offer of a placement.

Preschool Enrolment of Non-Australian Citizens

Holders of some temporary visas are not eligible to enrol in Department of Education and Communities preschools. Details of visa subclasses and eligibility are available from the school office. Temporary Visa Holders who obtain a preschool place do not have to pay the Temporary Residents' Fee but are liable for payment of any preschool fees which apply.

Fees and Payment

Fees consist of a mandatory fee set by the Department of Education and Communities and a Voluntary Contribution. The mandatory fee is returned to the NSW Department of Education and Communities. The Voluntary Contribution is retained by the school to help provide additional educational resources for the benefit of students in the preschool.

The mandatory fee is currently set at \$40 per day and may be adjusted annually by the state government. The fee for children from families holding a current Commonwealth Health Care Card is set at 50% of the full fee. The fee for Aboriginal children will be set at 50% of the full fee. In exceptional circumstances, the Principal will be able to grant a full fee exemption on either a short or longer term basis. This decision will be taken in consultation with the other members of the preschool placement panel. The amount for the voluntary contribution will be set each year. For 2019 it is set at \$25 per fortnight.

Parents/carers will be billed fortnightly. Payment should be made two weeks in advance and can be made online via the "Make a Payment" button on the right hand side of the school website homepage, by cash or cheque made payable to Rozelle Public School between 8:00am and 3:00pm at the main school office, or by mail.

Fees are compulsory. If a family is experiencing difficulties with payment, they should make an appointment to see the Principal. Non-payment of fees after 4 weeks may lead to the cancellation of the child's preschool place. A payment plan will be negotiated between parents/carers and the school Principal.

Out of School Hours Care for Preschoolers

Before School Care may be available with OshClub for eligible children attending preschool. OshClub is an independent provider, which operates on the school grounds. Please contact their office directly on

Website: oshclub.com.au

Email: rozelle@oshclub.com.au

Phone: 1300 395 735.