

Lambie Street Preschool Enrolment Waiting List Application



To register your interest in enrolling at Lambie Street Preschool please complete and return this form along with a copy of your child's Australian Immunisation History Statement.

CHILD'S DETAILS

Given Name: Surname:
Date of Birth: Gender: Male Female
Cultural Identity: Language spoken at home:

IMMUNISATION RECORD (Essential)

Copy of child's Australian Immunisation History Statement provided? Yes No
Contact the Australian Immunisation Register (AIR) or Medicare to obtain a copy of your child's Immunisation History Statement. Overseas immunisation records are not accepted.

ADDITIONAL INFORMATION ABOUT YOUR CHILD

Is your child listed as a dependant on an Australian Government issued Concession Card? Yes No
Is your child of Aboriginal or Torres Strait Islander origin? Yes No
Does your child have a language background other than English? Yes No
Does your child have a diagnosed disability or additional need? Yes No
If yes, please provide additional information:
.....
Does your child participate in a preschool program at another preschool or early childhood education care service? Yes No Name of Service

ENROLMENT PREFERENCES

What year do you wish your child to start preschool? 2024 2025

Enrolment at Lambie Street Preschool is for TWO (2) days per week.

Please indicate your preferred days of attendance below.

Monday Tuesday Wednesday Thursday Friday
 Any 2 consecutive days Any 2 non-consecutive days

A limited number of three (3) day per week enrolments are available each year for children in their year before primary school. Would you like your child added to the waiting list for a third day of enrolment? Yes No

PARENT CONTACT DETAILS

Parent/Guardian Name:
Residential Address:
Email address:
Telephone contact: Date:

Cooma Lambie Street Preschool - Enrolment Waiting List Information Sheet

To apply for a position at Lambie Street Preschool families need to complete a Waiting List Application for their child.

A child's name will be added to the enrolment waiting list upon the return of the completed *Waiting List Application* and copy of the child's up-to-date immunisation record, issued by the Australian Immunisation Register.

Enrolment at Lambie Street Preschool

Lambie Street Preschool is licensed for 40 places.

Lambie Street Preschool is funded by the NSW Department of Education's *Start Strong for Community Preschools Program*. Under this program, the preschool must provide 600 hours per year (15 hours per week) of a quality preschool program for each enrolled child.

Enrolments of 2 days per week (15 hours) are offered to meet the requirements of the Start Strong funding program.

A maximum of 3 days per week enrolment will be offered, and only to children who are in their year before primary school (dependent on availability).

Other enrolment patterns will be assessed on an individual basis and are at the discretion of the preschool Director, who, if after assessing the needs of the child is of the opinion that a different pattern and/or priority of enrolment is required for that child.

The allocation of positions is made in accordance with the Lambie Street Preschool *Enrolment Policy* and *Priority of Access Guidelines* as required by the *Start Strong for Community Preschool Program*. These guidelines are intended to assist services with making enrolment decisions in a way that allocates places to those in the greatest need.

Priority of Access groups

The *Start Strong for Community Preschools Program Guidelines* requires services to give equal priority of access to:

1. Children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at a school.
2. Children who are at least 3 years old on or before 31 July in that preschool year and are:
 - Children with Aboriginal and Torres Strait Islander background
 - Children with a disability or additional needs
 - Children with English language needs
 - Children from low-income families
 - Children who are at risk of significant harm (from a child protection perspective)

There is no order of priority assigned to the points list above.

The service may also consider the hours a child is enrolled at another funded service when making enrolment decisions. To maximise the number of children who have access to a preschool position within our local area children who attend other preschool services may be given a lower priority on the waiting list.

Offers of enrolment

Under the Lambie Street Preschool *Enrolment Policy*, offers of enrolment will be made in the following order.

1. Re-enrolling children, who have no outstanding fees.
2. Siblings of re-enrolling children/returning families from the enrolment waiting list, within the *Priority of Access* groups.
3. Children from the enrolment waiting list within the *Priority of Access* groups.
4. Any remaining positions are then offered to 3-year-old children from the enrolment waiting list who are not in a *Priority of Access group*, allocated in the date order that applications were received, and within the approved number of 'non equity' three-year-old places as determined by the management committees' annual budget review.

Enrolment process

The annual enrolment process commences during Term 4 each year (October/November). The preschool will contact families from the waiting list during Term 4 to discuss enrolment opportunities for the following year. Enrolment may also be offered throughout the year if positions become vacant. Children will not be offered enrolment until they are three years of age.

The offered position will be held for a period of 2 weeks for the family to accept the offer. After this time, if the family has not accepted, the position will be offered to the next eligible child from the waiting list.

Upon acceptance of the offered position, the family will be provided with an enrolment package, confirmation of the child's start date and details of preschool orientation. To secure the enrolment for the child families must.

- Return their completed enrolment package and copies of the requested supporting documentation.
- Pay a non-refundable enrolment deposit of \$50. This deposit will be credited towards the child's preschool fees.