



ADMISSION, ENROLMENT AND ORIENTATION POLICY

NATIONAL REGULATIONS 2011, REG 168 (2) (K) QUALITY AREA 6.1

INTRODUCTION

St Peter's Early Learning Centre (ELC) is a Catholic educational setting for girls and boys from three years of age. It is conducted in partnership by St Kevin's College Toorak and the Parish of St Peter's, Toorak.

St Peter's ELC offers an adventurous and challenging education for young learners prior to their entry into formal schooling. St Peter's ELC strives to provide high quality educational experiences, which will challenge each child to achieve and to grow in confidence in his or her ability.

Should parents wish to continue their son's education within the traditions of St Kevin's College Toorak, a separate enrolment application is required. We recommend that this process be undertaken at the time of application to St Peter's ELC. Whilst the ELC operates in partnership with St Kevin's College Toorak, enrolment into St Peter's ELC does not guarantee enrolment into St Kevin's College. Separate enrolment procedures are required for entry to St Kevin's College.

In the 3 year old/Kindergarten program, preference is given to children who have turned 3 prior to 31 January in year of entry and all children must turn 3 by 30 April in the year of entry. Children cannot begin at St Peter's ELC until the day of their third birthday.

In the 4 year old/Pre-Prep program preference is given to children who have attended the 3 year old/Kindergarten program at St Peter's ELC, then children who have turned 4 prior to 31 January in year of entry. All children must turn 3 by 30 April in the year of entry.

All 4 year old/Pre-Prep children will participate in a full-time weekly program, but parents may choose to send their child three or four days per week. A full-time fee will be charged, regardless of the number of days per week the child attends. As of 2020, our 3 year old/Kindergarten program is a full time weekly program, however, families may also choose to attend three, four or five days. A full-time fee will be charged regardless of the number of days of attendance.

Both the 3 year old/Kindergarten program and the 4 year old/Pre-Prep program will have two early childhood educators working with the group at all times. Due to the National Early Childhood Regulations governing child staff ratios, the maximum number of children in the 3 year old/Kindergarten group will be 22 children and in the 4 year old/Pre-Prep group will be 22 children. Where possible, we aim to have an approximately equal number of boys and girls in each group.

APPLICATION AND ADMISSION PROCEDURE

Application

Applications for entry to St Peter's ELC must be made on the official St Peter's ELC application form.

Applications for entry to all years of schooling, Preparatory – Year 12 at St Kevin's College must be made separately and on the official application form for the College, available from that College.

While an application is a pre-requisite for admission, it is not a guarantee of admission to St Peter's ELC and St Peter's ELC reserves the right to offer a place to any student, irrespective of the date of application.

An application fee of \$200, an Extract of Birth Entry (or similar documentary evidence of date of birth) and a Baptismal Certificate are required to accompany the application form. The application fee for St Peter's ELC is separate from the application fee for entry to St Kevin's College Toorak. The application fee is non-refundable.

The person(s) signing the application form completes an agreement to abide by the rules, procedures and business practices of St Peter's ELC as set out in this document, and in other official St Peter's ELC documents, as reviewed from time to time.

Any change of address should be notified immediately. Failure to do so may result in losing a place on our waiting list.

Admission Procedures

Enrolment procedures are undertaken by the Head of St Peter's ELC in consultation with the Director of Glendalough, St Kevin's College Toorak. A formal offer of a place at St Peter's ELC is sent twelve months prior to entry.

Upon receipt of a formal offer of a place for their child, parents are required to sign and return the 'Acceptance of Position Form' with the confirmation of enrolment fee. This confirmation of enrolment fee is currently \$1,000.00 and must be paid in full before the student can be accepted into St Peter's ELC. The fee is non-refundable if the child subsequently does not commence at St Peter's ELC due to deferral or cancellation by the family. If the child does commence, \$500.00 will be deducted from the first instalment of the tuition fee in the year of enrolment.

Generally, students are accepted in accordance with the enrolment criteria and according to St Peter's ELC's policy on gender balance within each group. A waiting list exists for families once all positions have been offered. If vacancies occur during the year, an offer may be given to a child whose name is on the waiting list for that year. It is expected that the children entering St Peter's ELC 3 year old/Kindergarten program will continue into the 4 year old/Pre-Prep program the following year.

From the 1 January 2016 the Victorian State Government requires children attending Early Childhood Services to have up-to-date immunisations. Should parent/s accept an offer for their child to commence at St Peter's ELC, commencement is subject to an up-to-date Immunisation Status Certificate being provided. The certificate must be sourced and dated to be within 2 months of the child commencing at St Peter's ELC. For more information visit <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

Orientation visits are conducted in November of the year preceding entry for all new children. Individual transition is implemented if required as discussed between educators and the child's family. The current 3 year old/Kindergarten children have orientation visits to the Pre-Prep program during November prior to commencing the following year. The children will have the first three Wednesday's of Term 1 off as they settle in to their new classes. The educators will conduct Parent/Teacher exchanges during this time to build connections and relationships with families.

Parents are required to give one full term's notice in writing if they choose not to continue with their child's place at St Peter's ELC. Failure to do so will result in a full term's fees being charged.

Policy Name: Admission, Enrolment & Orientation Policy

Last Updated: April 2021

Policy Owner: St Kevin's College, Director of Glendalough

Date of Next Review: April 2023