



# 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 child'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. Enrolment at St Peter's ELC does not constitute automatic enrolment at St Kevin's College. Separate enrolment procedures are required for entry to St Kevin's College.

## ENROLMENT CRITERIA

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.

Preference is also given in line with the priority access criteria on page 42 of Victorian Government's [Kindergarten Funding Guide](#).

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. We are committed to having an approximate equal number of boys and girls in each group.

Early Start Kindergarten (which applies to the 3-Year-Old Kindergarten program) gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, your child must be three by 30 April in the year they start kindergarten, and:

- be from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your child has been supported by Child Protection of Child FIRST.

Children can also access free or low cost 4-Year-Old Kindergarten through the Early Start Kindergarten (ESK) Extension Grant. ESK extension grants will also be available to all refugee and asylum seeker children in the year before school Pre Prep who are not eligible for the Kindergarten Fee Subsidy (KFS).

Eligibility requirements for ESK will align with KFS for refugee and asylum seeker children, noting that Visas eligible for KFS are currently being updated in the Kindergarten Information Management (KIM) system.

Early Start Kindergarten is available in all kindergarten programs delivered by a qualified teacher. You can submit an application for enrolment of your child and asking to access an Early Start Kindergarten grant.

## 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 school, available from that school.

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 and with the approval of the Principal, St Kevin's College, Toorak. A formal offer of a place at St Peter's ELC is sent eighteen months prior to entry.

Upon receipt of a formal offer of a place for their child, parents are required to sign and return the 'Confirmation of Enrolment 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 (above) and according to St Peter's ELC's approach 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 immunisation. 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: September 2021

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

Date of Next Review: August 2022



# FEE POLICY

NATIONAL REGULATIONS 2011, REG 168 (2) (N) 170, 171 QUALITY AREA 7.1

## INTRODUCTION

St Peter's ELC fees are determined by the St Kevin's College Business Manager and Principal of St Kevin's College Toorak. Fees are subject to variation from year to year and these will be determined by October of the year preceding enrolment.

The Fees for 3 and 4 year-old placements in 2021 are as follows:

- **3-Year-Old Tuition Fee** - \$19,490
- **4-Year-Old Tuition Fee** - \$19,490

For 2021 St Peter's ELC will be billing parents each quarter. Once the statement is issued, payment is due on the following dates:

	<b>Instalment 1</b>	<b>Instalment 2</b>	<b>Instalment 3</b>	<b>Instalment 4</b>
<b>Due Date</b>	15 January 2021	15 April 2021	15 July 2021	15 October 2021

Please note, additional costs may occur throughout the year for excursions following the educational program.

### Methods of Fee Payment

#### Direct Deposit via EFT

Contact the St Kevin's College Finance Department for details at [fees@stkevins.vic.edu.au](mailto:fees@stkevins.vic.edu.au).

#### BPAY

Details are included on Statements issues on 1 January, 1 April, 1 July and 1 October.

#### Credit Cards

Cards accepted are MasterCard, Visa and American Express. Please note that a surcharge of 1% will be applied for payments.

#### Cheque

Cheques are to be made payable to "St Peter's ELC" and can be sent directly to the finance office of SKC or through the ELC.

### St Peter's ELC Uniform

New students to St Peter's ELC will be required to have a St Peter's ELC bag and hat. The uniform pack costs \$55.00 (*Hat - \$20.00 & Bag - \$35.00*) and is available on Orientation Days which are held in November of each year, or through request to head of ELC.

### Hours of Operation

St Peter's ELC operates during the days the partner schools have students in attendance.

Hours and days of operation for St Peter's ELC educational program are: Monday to Friday, 8:45am – 2:45pm.

## Before and After Hours Care

<b>Before Care</b>	\$10.00	8:00am – 8:45am	(Monday – Friday)
<b>After Care</b>	\$15.00	pick-up between 3:00pm and 4:00pm	(Monday – Friday and includes afternoon tea)
<b>After Care</b>	\$25.00	from 3:00pm - any time after 4:00pm and up until 5:00pm	(Monday – Friday)

The Finance office at St Kevin's College Toorak will bill parents for the 3 year old Kindergarten and 4 year old Pre Prep programs on a quarterly basis. Out of Hours care will be billed per term as required.

Policy Name: Fee Policy

Last Updated: August 2021

Policy Owner: St Kevin's College Business Manager

Date of Next Review: August 2022

### Related Documents:

Before and After Care Policy

Fee Subsidy: Pre-Prep Fees Policy

Privacy and Confidentiality Policy



# FEE SUBSIDY: PRE-PREP POLICY

NATIONAL REGULATIONS 2011, REG 168 (2) (N) QUALITY AREA 7.1

## INTRODUCTION

This policy is an addendum to St Peter's ELC Fee Policy and is in response to the DET, Victorian Kindergarten Policy, Procedures and Funding Criteria. The DET calls this fee subsidy "Kindergarten Fee Subsidy". At St Peter's ELC, Kindergarten is the unfunded 3-year-old program and Pre-Prep is the funded program. To avoid confusion, the fee subsidy policy at St Peter's ELC is to be called the **Fee Subsidy – Pre-Prep Fees Policy**. The DET provides a Kindergarten Fee Subsidy to promote participation in Kindergarten programs and to realise the government's aim to provide all children with access to a high-quality kindergarten program in the year prior to school.

This policy provides operational guidelines for St Peter's ELC to administer the fee subsidy where fees charged are above pre-prep fee subsidy. This policy covers enrolments in the funded 4-year-old/Pre-Prep program at St Peter's ELC only. Enrolments in the unfunded 3-year-old/Kindergarten program are not covered by this policy.

**PLEASE NOTE:** From 2022 – both the 3-year-old Kindergarten and 4-year-old Pre Prep programs will be funded.

## DEFINITIONS

*The Department (DET)* – Victorian Department of Education and Training.

*Kindergarten Fee Subsidy (KFS)*

*Kindergarten* - DET funded group (at St Peter's ELC this is our Pre-Prep program). For the purpose of this policy all DET references to funded Kindergarten programs will be followed by acknowledgement that at St Peter's ELC this is the Pre-Prep program. Noting that from 2022, the 3-year-old Kindergarten program at St Peter's ELC will also be funded for 5 hours per week.

*Early Start Kindergarten (ESK)*

Early Start Kindergarten (ESK) gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.

To be eligible, your child must be three by 30 April in the year they start kindergarten, and:

- be from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your child has been supported by Child Protection or Child FIRST

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant. ESK extension grants will also be available to all refugee and asylum seeker children in Year Before-School Kindergarten who are not eligible for the Kindergarten Fee Subsidy (KFS).

Eligibility requirements for ESK will align with KFS for refugee and asylum seeker children, noting that visas eligible for KFS are currently being updated in the Kindergarten Information Management (KIM) system.

A child is eligible for ESK if the child holds or has a parent or guardian who holds one of the following (please note: this may not be an exhaustive list):

- Refugee visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Emergency Rescue Visa (subclass 203)
- Woman at Risk visa (subclass 204)
- Humanitarian Stay visa (subclass 449)
- Temporary Protection visa (subclass 785)
- Temporary (Humanitarian Concern) visa (subclass 786)
- Safe Haven Enterprise visa (subclass 790)
- Protection visa (subclass 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

[\(Link to ESK eligibility\)](#)

## GUIDING PRINCIPLES OF ST PETER'S EARLY LEARNING CENTRE

This ELC is committed to:

- ensuring it meets State Government requirements and through this policy will advise all eligible families of the KFS arrangements. At St Peter's ELC this will be eligible for families in the Pre-Prep program, and be shared with future enrolments from 2022 to our 3-year-old Kindergarten enrolments.
- promoting participation for eligible families

### Procedure

This information will be included in the updated fee information sent to enrolling families in the October prior to entry into the pre-prep program. Families are asked to contact the Head of St Peter's ELC if they meet the eligibility criteria. The Head of St Peter's ELC should sight the relevant concession card, visa, travel document or letter of visa status and record the expiry date if it falls within the current term.

Parents or guardians who identify a child as Aboriginal and/or Torres Strait Islander will not be asked to provide verification of this.

St Peter's ELC will notify the Department of any families who qualify for the KFS (St Peter's ELC Pre-Prep program) through the twice yearly data collection and update processes. The State Government then pays St Peter's ELC a fee subsidy for eligible families.

Policy Name: Fee Subsidy: Pre Prep Policy

Last Updated: July 2021

Policy Owner: St Kevin's College Business Manager

Date of Next Review: August 2022

### Related Documents:

Fee Policy

Privacy and Confidentiality Policy