

Enrolment Placement Policy

Date: 14/08/2012

Review Date: Annually

Purpose:

The purpose of this policy is to set guidelines for prioritising the placement of applications for enrolment to the Montessori Early Education Centre.

Scope:

This policy applies to the committee, staff, and parents/guardians who wish to have their children enrolled at the centre, or have children already enrolled at the centre.

Circulation:

To be provided to all persons receiving an Application for Enrolment confirmation letter. To be provided to any person upon request. Copies will be held in Policy Manuals for Teachers, Parent's Library, and Committee.

Authorisation:

This policy was adopted by the Montessori Early Education Centre Committee, at the committee meeting of 26th November 2007.

Review date:

This policy shall be reviewed annually in February or earlier if required.

Use:

Policy to be used in conjunction with staff, Enrolment Officer and Administrator for the processing of all applications for enrolment.

Where a family owes any amount of money overdue to the centre, no further placements in programs will be provided to any child in the family, until all outstanding monies are paid, or a payment plan is agreed to by both parties.

Glossary:

MEEC: Montessori Early Education Centre

MPS: Mitcham Primary School

Policy:

Placements of applications will be made according to the following order:

1/ Entry into the Early Starter Program, preference will be given in date order:

- (a) Siblings currently attending the centre, for the proposed year of commencement.
- (b) Siblings who have attended and completed programs at the centre or MPS Cycle 2 /3. NOTE: priority will not be given under this clause if sibling has only completed Early Starter program and not gone on to complete a MEEC pre-school program.
- (c) (i) Enrolled with Equipment Levy Registration of \$300 paid for attending MPS Cycle 2/3 (ii) Who have paid the former Cycle 2/3 \$50 Registration fee. Priority will be given to children where the Equipment Levy Registration has been paid, however upgrading is optional.
- (d) Siblings who have previously attended the centre.
- (e) Currently attending a Montessori Early Starter Program at another centre and wishing to transfer.
- (f) Date of the Application for Enrolment.

2/ Entry into the Cycle 1 Program, preference will be given in date order:

- (a) Who have completed the MEEC Early Starter Program.
- (b) Siblings who have previously completed a MEEC Cycle 1 program or Sessional program and gone to Cycle 2/3 at MPS and paid Equipment Levy Registration of \$300 for MPS Cycle 2/3
- (c) Siblings currently in Cycle 1 Program (for proposed commencement year), and paid Equipment Levy Registration of \$300 for MPS Cycle 2/3.
- (d) Siblings currently in Sessional program (for proposed commencement year), and paid Equipment Levy Registration of \$300 for MPS Cycle 2/3.
- (e) Confirmation of Enrolment with Equipment Levy Registration of \$300 paid for attending MPS Cycle 2/3.

- (f) Siblings who have previously completed a MEEC Cycle 1 program and gone to Cycle 2/3 at MPS and paid the former Cycle 2/3 \$50 Registration fee.
- (g) Siblings currently in Cycle 1 program (for proposed commencement year), and who have paid the former Cycle 2/3 \$50 Registration fee.
- (h) Siblings currently in Sessional Program (for proposed commencement year), and who have paid the former Cycle 2/3 \$50 Registration fee.
- (i) Confirmation of Enrolment who have paid the former Cycle 2/3 \$50 Registration fee.
- (j) Siblings currently in a MEEC Cycle 1 program (for proposed commencement year) and have not paid (i) Equipment Levy Registration of \$300 for MPS Cycle 2/3 or (ii) former Cycle 2/3 \$50 Registration fee.
- (k) Siblings who have previously completed a Cycle 1 Program and not continued to Cycle 2/3
- (l) Siblings who have previously completed a Sessional Program and not continued to Cycle 2/3.
- (m) Currently in a Montessori preschool program and wish to transfer and have paid (i) Equipment Levy Registration of \$300 for MPS Cycle 2/3 or (ii) who have paid the former Cycle 2/3 \$50 Registration fee. Priority will be given to children where the Equipment Levy Registration has been paid, however upgrading is optional.
- (n) Completed a Montessori Early Starter program at another centre and wish to transfer and have (i) paid Equipment Levy Registration of \$300 for MPS Cycle 2/3 or (ii) who have paid the former Cycle 2/3 \$50 Registration fee. Priority will be given to children where the Equipment Levy Registration has been paid, however upgrading is optional.
- (o) Date of the Application for Enrolment

3/ Entry into the Sessional Program, preference will be given in date order:

- (a) Who have completed the MEEC Early Starter Program.
- (b) Siblings currently in MEEC Sessional Program or attending the centre (for proposed commencement year).

- (c) Siblings who have attended and completed programs at the centre or MPS Cycle 2 /3. NOTE: priority will not be given under this clause if sibling has only completed Early Starter program and not gone on to complete a MEEC pre-school program.
- (d) (i) Who have paid Equipment Levy Registration of \$300 for MPS Cycle 2/3 and wish to transfer to Cycle 1 (ii) who have paid the former Cycle 2/3 \$50 Registration fee. Priority will be given to children where the Equipment Levy Registration has been paid, however upgrading is optional.
- (e) Currently in a Montessori pre-school program and wish to transfer
- (f) Completed a Montessori Early Starter program at another centre and wish to transfer
- (g) Date of the Application of Enrolment.

4/ Special entries

Staff enrolling their children will get priority preference for any place.

The committee and staff will take into account the balance of boy/girl ratios and the mix of ages.

Applications will not be accepted until the child has been born.

Should you wish to defer entry into a program, this must be given in writing to the Enrolments Officer and Administrator prior to the commencement of term 1 of the entry year. The above criteria in your proposed year of entry will apply.

If a placement of offer is declined, or if a child is withdrawn from a program, you are automatically placed at the bottom of the waiting list to re-enter the centre.

Evaluation:

In order to assess whether the policy has achieved the values and purposes the committee will:

- Assess whether a satisfactory resolution has been achieved in relation to enrolment procedure issues.
- If appropriate, conduct a enrolment placement policy survey, or incorporate relevant questions in the general parents/guardians survey.
- Take into account policy feedback from the Enrolment Officer and Administrator and staff.
- Monitor complaints and incidents regarding the enrolment of children.