



**CANNON HILL KINDY**

# Cannon Hill Community Kindergarten

## Enrolment Policy

Updated 17 May 2023

Cannon Hill Kindy is committed to providing quality early education. We have a fair and transparent enrolment procedure aimed at maximising access for eligible children while providing families the certainty they need to make family, work and care arrangements. This policy outlines how our kindy makes offers and the steps we follow from the time you submit your waitlist application.

### 1. What we offer and what we must do

We are a sessional kindergarten and offer two approved kindergarten programs in line with Queensland State School terms.

- Kindy Purple runs Monday, Tuesday and Wednesday from 8.45am - 2.45pm.
- Kindy Green runs Thursday and Friday from 8am - 4pm.

The Queensland Government subsidises the program for eligible children and fees may differ between students based on family eligibility. Please refer to our fee schedule and speak to our Enrolments Manager to understand your specific circumstances.

As part of our funding agreement, we are required to prioritise access to eligible children:

1. a child must be at least 4 years old by 30 June in the year they attend Kindy
2. a child can only claim funding through one Kindergarten program per eligible child.

It is worth noting that your child can still access other forms of childcare (eg: Daycare) and claim the Child Care Subsidy (CCS), however our Kindergarten can only claim the Queensland Kindergarten Funding on your behalf. Further information is available via: <https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/kindy-funding-essentials-sessional-kindergartens.pdf>

### 2. Timeline and how offers are made and accepted

You can waitlist your child anytime from birth by submitting a waitlist application and paying a non-refundable \$20 deposit. The year of entry is the year the child turns 4 by the 30<sup>th</sup> of June. Cannon Hill Kindy will make first round offers in June for the following year. If available, you will be given the option of either the short day (Monday-Wednesday) or long day (Thursday-Friday) program. If the preferred program is not available to you at the time of offer you can choose to either remain on the waitlist for your preferred session or accept the offered placement and retain your place on your preferred program's waitlist. Once you have declined a program you will not be reoffered the same program.

Offers will be made in writing via the email provided on the waitlist form. Acceptance of the position offered must be confirmed by return email within two weeks, by completing the enrolment paperwork and payment of a non-refundable enrolment fee.



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No response to the offer within this timeframe will result in your child's name being removed from the waitlist. Subsequent rounds of offers will be made throughout the year and until all kindergarten programs are full.

The current year's fees are available on our website and the next year's fees will be made available to interested families as soon as government funding for the following year is confirmed in Term 4.

### **3. Criteria for making an offer of enrolment**

Eligible children are made an offer in the order they are waitlisted. No priority is given to siblings of previous students however attempts will be made to place siblings attending in the same year together. Eligible children are those who will turn 4 by 30 June in the year they attend and who are not claiming Kindy Funding at another centre. In accordance with funding rules, non-eligible children (e.g. early entry children or children already attending a funded kindergarten program) will be considered for acceptance from the end of February if vacant positions are available.

A small number of places will be reserved for parents who intend for their child to access a second year of kindergarten. Parents are asked to confirm their re-enrolment by the start of Term 4, however a limited number of places may be reserved until the end of Term 4 at the Director's discretion, which at that time will be offered to the next child on the waitlist.

### **4. Fees (waitlist and enrolment fees)**

The waitlist fee is a non-refundable \$20 fee.

The enrolment fee is a non-refundable \$150 payment which includes association membership fees, a "welcome pack" of two Kindy t-shirts, hat, library bag, as well as covers the cost of your child's portfolio.

A complete list of fees is available on our website:

<https://www.cannonhillkindy.com.au/program>

Further information about the funding available to your family:

<https://earlychildhood.qld.gov.au/early-years/kindergarten>

Point of Contact: [admin@cannonhillkindy.com.au](mailto:admin@cannonhillkindy.com.au)