

Enrolment Policy

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 8.00am – 4.00pm.

Please note – from January 2025 we will be adjusting the Kindy Green program hours to 8.00am to 3.30pm to align with the FREE KINDY funding offer of 15 hours per week. We will then offer an optional "Kindy Club" to Kindy Green families, which will run from 3.30pm till 4.00pm at an additional fee of \$200 per year.

The Queensland Government subsidises the kindergarten program for eligible children through the FREE KINDY funding program. Please refer to our fee schedule and speak to our Office 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.

The year of entry is the year the child turns 4 by the 30th of June. Cannon Hill Kindy will make first round offers from mid-year for the following year's enrolments. If available, you will be given the option of either the Purple (Monday-Wednesday) or Green (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

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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 address provided on the waitlist form. Acceptance of the position offered must be confirmed by return email within two weeks, by completing the required enrolment form and payment of a non-refundable enrolment fee. 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 (usually 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)

A waitlist fee is no longer charged.

The enrolment fee is a non-refundable \$100 payment to confirm your enrolment.

All families are required to become financial members of our Association, with the Association Membership fee \$10 per family.

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/kindy>

Point of Contact: admin@cannonhillkindy.com.au

Updated 20 August 2024