

Cooma Lambie Street Preschool - Enrolment Waiting List Application

To register your interest in enrolling at Lambie Street Preschool please complete this form and return it to the preschool, with a copy of your child's immunisation record issued by the Australian Immunisation Register (AIR).

Child Details			
Given Name		Surname	
Date of Birth		Cultural Identity	
Gender	Male	Female	Language spoken
Copy of Childhood Immunisation record attached?			Yes
			No
Contact the Australian Immunisation Register (AIR) or Medicare to obtain a copy of your child's Immunisation History Statement or approved catchup schedule. Overseas records, GP printouts and "Blue book" records are <u>NOT</u> accepted.			

Information about your child		
This information will be used to allocate preschool positions in accordance with the Lambie Street Preschool Enrolment Policy and NSW Department of Education's Start Strong Program for Community Preschools Priority of Access Guidelines.		
Is your child of Aboriginal or Torres Strait Islander origin?	Yes	No
Does your child have a diagnosed disability or additional need?	Yes	No
If yes, provide detail of additional needs:		
Is your child listed as a dependent on an Australian Government issued low-income concession card?	Yes	No
Does your child have a language background other than English?	Yes	No
Does your child participate in a preschool program at another preschool or early childhood education and care service?	Yes	No
If yes, name of service attended:		
Does your child have a sibling attending (or previously attended) Lambie Street Preschool?	Yes	No
If yes, name of sibling/s:		

Enrolment Preferences			
What year would you like your child to start preschool?	2024	2025	2026
Enrolment at Lambie Street Preschool is for two (2) days per week. Please indicate your preference of attendance.	2 Consecutive days		
	2 Non-consecutive days		
Would you like your child added to the waiting list for a third day of attendance in their year before primary school?	Yes	No	
Comments:			

Parent contact details			
Parent Name			
Residential Address			
Email address			
Telephone		Date	

Cooma Lambie Street Preschool - Enrolment Waiting List Information Sheet

To apply for a position at Lambie Street Preschool families need to complete a Waiting List Application for their child.

A child's name will be added to the enrolment waiting list upon the return of the completed *Waiting List Application* and copy of the child's up-to-date immunisation record, issued by the Australian Immunisation Register.

Enrolment at Lambie Street Preschool

Lambie Street Preschool is licensed for 40 places.

Lambie Street Preschool is funded by the NSW Department of Education's *Start Strong for Community Preschools Program*. Under this program, the preschool must provide 600 hours per year (15 hours per week) of a quality preschool program for each enrolled child.

Enrolments of 2 days per week (15 hours) are offered to meet the requirements of the Start Strong funding program.

A maximum of 3 days per week enrolment will be offered, and only to children who are in their year before primary school (dependent on availability).

Other enrolment patterns will be assessed on an individual basis and are at the discretion of the preschool Director, who, if after assessing the needs of the child is of the opinion that a different pattern and/or priority of enrolment is required for that child.

The allocation of positions is made in accordance with the Lambie Street Preschool *Enrolment Policy* and *Priority of Access Guidelines* as required by the *Start Strong for Community Preschool Program*. These guidelines are intended to assist services with making enrolment decisions in a way that allocates places to those in the greatest need.

Priority of Access groups

The *Start Strong for Community Preschools Program Guidelines* requires services to give equal priority of access to:

1. Children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at a school.
2. Children who are at least 3 years old on or before 31 July in that preschool year and are:
 - Children with Aboriginal and Torres Strait Islander background
 - Children with a disability or additional needs
 - Children with English language needs
 - Children from low-income families
 - Children who are at risk of significant harm (from a child protection perspective)

There is no order of priority assigned to the points list above.

The service may also consider the hours a child is enrolled at another funded service when making enrolment decisions. To maximise the number of children who have access to a preschool position within our local area children who attend other preschool services may be given a lower priority on the waiting list.

Offers of enrolment

Under the Lambie Street Preschool *Enrolment Policy*, offers of enrolment will be made in the following order.

1. Re-enrolling children, who have no outstanding fees.
2. Siblings of re-enrolling children/returning families from the enrolment waiting list.
3. Children from the enrolment waiting list within the *Priority of Access groups*.
4. Any remaining positions are then offered to 3-year-old children from the enrolment waiting list who are not in a *Priority of Access group*, allocated in the date order that applications were received, and within the approved number of 'non equity' three-year-old places as determined by the management committees' annual budget review.

Enrolment process

The annual enrolment process commences during Term 4 each year (October/November). The preschool will contact families from the waiting list during Term 4 to discuss enrolment opportunities for the following year. Enrolment may also be offered throughout the year if positions become vacant. Children will not be offered enrolment prior to three years of age.

The offered position will be held for a period of 2 weeks for the family to accept the offer. After this time, if the family has not accepted, the offer will be withdrawn, and the position offered to the next eligible child from the waiting list.

Upon acceptance of the offered position, the family will be provided with an enrolment package, confirmation of the child's start date and details of preschool orientation. To secure the enrolment for the child families must.

- Return their completed enrolment package and copies of the requested supporting documentation.
- Pay a non-refundable enrolment deposit of \$50. This deposit will be credited towards the child's preschool fees.