



HIGHFIELDS KINDERGARTEN

1 Bloodwood Street, HIGHFIELDS QLD 4352

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Thank you for considering Highfields Kindergarten for your child.

In accordance with the Enrolment & Orientation Procedure (attached), enrolments are offered in date order of names being placed onto the Waiting List. Lodgement of this Waiting List Form does not guarantee your child will be offered a place at our Kindergarten nor does it obligate you to accept a position with our Kindergarten.

Please feel welcome to phone our Administration office, for further information or to arrange to visit the centre during operating hours.

Our current session times are as follows:

- Unit 1** Bilby Group: Mondays, Tuesdays & alternate Wednesdays 8:40am – 2:52pm
 Possum Group: Thursdays, Fridays & alternate Wednesdays 8:40am – 2:52pm
- Unit 2** Koala Group Mondays, Tuesdays & alternate Wednesdays 8:10am – 2:22pm
 Wombat Group Thursdays, Fridays & alternate Wednesdays 8:10am – 2:22pm

To calculate your child's year of commencement at Kindy/Prep please refer to the below Queensland Government age requirements:

Your Child's Birth Date	Eligible for Kindy Year	Eligible for Prep Year
1 July 2019 – 30 June 2020	2024	2025
1 July 2020 – 30 June 2021	2025	2026
1 July 2021 – 30 June 2022	2026	2027
1 July 2022 – 30 June 2023	2027	2028
1 July 2023 – 30 June 2024	2028	2029

Highfields Kindergarten is an approved Free Kindy provider under the Queensland Government's new Free Kindy initiative in 2024. The Queensland Government recognises that a quality Kindergarten program offers lifelong benefits and free access to Kindergarten means every child has equal access and opportunity for a strong start in the early years of learning.

At the time of enrolment, you will be asked to pay a \$100 Enrolment Deposit and \$5 Membership Fee (these are non-refundable). Otherwise, you will only be required to make payment during the Kindergarten year if you utilise the optional After Kindy Care program available to all families at Highfields Kindergarten. Please refer to the attached After Kindy Care flyer for further information.



Queensland
Government



Introduction

Effective enrolment and orientation processes form the foundations for strong relationships between families and the centre.

Waiting list

- Where possible, parents / guardians are encouraged to visit the centre prior to completing a waitlist form.
- A child's name is considered to be on the waiting list when the centre has received a completed waitlist form and any waiting list fee has been paid and receipted.

New enrolment

○ Enrolment Offer

- Enrolment offers are managed by and are the responsibility of the Director (with Administrator / Clerical support).
- Enrolment offers for the following year typically commence:
 - Kindergartens – up to one year prior to commencement
 - Childcare – Quarter 4; the year prior to the year of entry.
- When a vacancy exists, an enrolment offer is made to the next child on the waiting list.
- The number of enrolment offers made depends on:
 - Vacancies
 - The number of children on the waitlist
 - The age of children
 - The number of continuing children, and
 - The expected number of delayed entry / exit children.
- When offering enrolments, the centre will:
 - Make offers according to received date order of waitlist form.
 - Prioritise children who turn 4 by 30 June in the year they attend kindergarten.
 - Follow the Queensland Kindergarten Funding Guidelines when offering enrolments to eligible age children booking into a second group and non-eligible age children. Refer to the 'Kindergarten specific enrolment information' section of this procedure.
- To ensure equity of access to all community members, priority will not be given to:
 - children of committee members,
 - siblings of children enrolled at the centre,
 - children of families who live locally, and
 - children of staff (unless approved by the committee).
- An enrolment is confirmed when a parent/guardian has completed and returned an *Enrolment Booklet* and any fees are paid. An enrolment offer specifies the offer expiry date. The parent/guardian is required to return all completed documents by the expiry date.
- Centre Director (or delegate) maintains current waitlist and makes enrolment offers.

Enrolment Confirmation

- Parent/Guardian accepts or declines enrolment offer.
- Centre Director (or delegate) processes the enrolment offer and any fee payable.
- A confirmation of enrolment is sent to the parent/guardian.
- As completed enrolment booklets are received, review information with care and attention. Reviewing children's health information is a legislative requirement. If a parent/guardian has not provided their consent for any item, the centre Director (or approved delegate) is required to contact the parent/guardian to discuss and confirm their understanding and intention. This is especially important if a parent/guardian has not provided consent for emergency medications such as EpiPen or Ventolin. If a parent/guardian has not provided their consent to administer an EpiPen or Ventolin in a medical emergency, provide the following information:
 - Sometimes a child experiences their first asthma/anaphylaxis medical emergency while in care.
 - Delay in administering anaphylaxis/asthma medication in a medical emergency may result in serious, even fatal health risks to children.
 - Under-treatment of anaphylaxis is more harmful (and potentially life threatening) than over-treatment of a mild or moderate allergic reaction.
 - All teachers and educators have current anaphylaxis and asthma first aid training
 - To help in the making of an informed decision please refer to [Asthma Australia](#) and [ASCIA](#).

Orientation

- The Centre Director plans, invites, and communicates orientation activities to relevant parents/guardians.
- Arrange a formal meeting with parents/guardians who are enrolling a child with an additional need or medical condition.

NQS7 Governance and leadership Procedure Enrolment and orientation (affiliate)

- To ensure a smooth transition and where possible, families are actively encouraged to spend time at the centre prior to commencement. Invite waitlisted families to events prior to enrolment.
- Consider and respond appropriately to the needs of enrolled families from diverse cultural and language backgrounds. To access interpreting services, please contact the C&K Quality and Regulation team (3513 2597/ nqf@candk.asn.au).

Kindergarten specific enrolment information

- Only children of eligible age (i.e., children who turn 4 by June 30 in the year they attend kindergarten) can receive Queensland Kindergarten Funding. Parents/guardians of non-eligible age children are not eligible for any Queensland Kindergarten Funding.
- Waitlisted children of eligible age will be offered a place before children wishing to enrol in a second kindergarten group and non-eligible age children.
- The Department has stated that eligible-aged children wishing to book in a second group and non-eligible aged children can be conditionally enrolled with a starting date of February 1, providing they do not take the place of an eligible-aged child. If places are available from February 1, these children will be **charged the standard daily fee, plus a minimum of 10%**.
- Only offer non-eligible children places in an approved kindergarten program from February 1, if places are available after finalising the enrolment of eligible children. Earlier enrolments of non-eligible children must be approved in writing by the Department of Education prior to offering place.
- To be eligible for the Queensland Kindergarten Funding, approved kindergartens must operate and provide a program for a minimum of 15hrs/week at least 40wks/year.
- A child enrolled in a second kindergarten program will not be eligible for additional Queensland Kindergarten Funding subsidies. The parent/guardian must indicate via the *Enrolment Booklet* which centre will receive the Queensland Kindergarten Funding.

AFTER KINDY CARE



What is After Kindy Care?

The After Kindy Care program at Highfields Kindergarten provides a familiar, friendly and caring educational environment where your child can participate in interesting play-based activities after the sessional Kindergarten program has finished for the day and is an option available to all children enrolled at our Kindergarten. As modern family needs are evolving, After Kindy Care aims to provide more flexibility for families to manage their work and other commitments.

While the After Kindy Care program is separate from the sessional Kindergarten program it is still regulated and assessed by the Queensland Department of Education.

Afternoon Tea

If your child is attending After Kindy Care, please provide an additional snack for afternoon tea. You may like to provide this in a separate small lunchbox container. These can be placed in the fridge at Kindergarten with your child's lunchbox in the morning.

Hours of Operation

After Kindy Care operates on Monday – Friday from 2:15pm to 5:30pm during school terms only (excluding pupil free days and public holidays).

Advantages of After Kindy Care

There are many reasons you might consider using After Kindy Care, such as:

- **Accommodating Work:** After Kindy Care will operate until 5:30pm, providing extra time after the sessional Kindergarten program, for working families to meet their obligations on the days their child attends Kindergarten.
- **Time Management:** After Kindy Care can be used to allow busy families space to attend to other commitments or extra-curricular activities, such as sport or school activities with older siblings, as well as appointments, shopping or some precious leisure time.
- **Co-ordinating with school collection for older siblings:** Families can leave their child at After Kindy Care while collecting older children from school.
- **'Please Help Me Out' Moments:** Use an After Kindy Care casual booking for those unplanned, unpreventable and 'please help me out' moments that come up when you least expect it. Take the stress out of having to wake a sleeping baby, when an appointment has gone over-time, traffic is heavy or there is a deadline to be met.

After Kindy Care Bookings & Fees

Permanent Bookings (\$20 per day): Permanent bookings are made on a Term by Term basis and will be invoiced to you at the beginning of each Term. Permanent bookings can be for either 1, 2 or 3 days a week aligning with your child's normal sessional Kindergarten program.

Casual Bookings (\$25 per day): Attendance is subject to available spaces. Speak with our staff to organise your booking as soon as you are aware that you'll require an After Kindy Care position.

When you make a booking, we will allocate a place for your child for the whole After Kindy Care program time for that day, even if you will collect your child before the 5:30pm finish time. This allows us to adequately plan our staffing arrangements.

Please note:

- Only children enrolled in our sessional Kindergarten program can attend After Kindy Care.
- Your child can not attend After Kindy Care on days that they are not attending their normal sessional Kindergarten program.
- A late fee of \$10 per 5 minute block will be charged if your child is not collected from After Kindy Care by 5:30pm.
- Refunds will not be provided should your child be absent on a day that they were booked to attend After Kindy Care.
- After Kindy Care hours and fees are subject to regular review and may change according to demand.
- Attendance is at the discretion of the Centre Manager of Highfields Kindergarten.

WAITING LIST FORM



CHILD'S SURNAME:

CHILD'S GIVEN NAME:

DATE OF BIRTH:

GENDER: Male Female Non-Binary/Unspecified

YEAR OF ATTENDANCE:

PARENT/GUARDIAN NAME:

PARENT/GUARDIAN NAME:

HOME ADDRESS:

HOME TELEPHONE:

MOBILE:

EMAIL ADDRESS:

DOES YOUR CHILD HAVE ANY ADDITIONAL NEEDS OR MEDICAL CONDITIONS? Please detail:

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If for any reason, your child may need additional assistance (for example, special facilities, special equipment or additional support staff), please notify us as soon as possible so that we can plan for the needs of your child. Please note: This information is requested to assist us with planning for the successful inclusion of your child. The information obtained will not be used to deny or delay enrolment of your child.

PARENT/GUARDIAN DECLARATION:

I hereby apply for my child's name to be placed on the Waiting List at Highfields & District Kindergarten ('the Kindergarten'). I accept that enrolments are offered in date order of names being placed on the Waiting List. Lodgement of this Waiting List Form does not guarantee my child will be offered a place nor does it obligate me to accept a position at the Kindergarten. I further understand that the Kindergarten cannot accept responsibility for mail delivered to an address that is not current and agree to notify the Kindergarten of any change of address in writing. I am the legal guardian of the child whose details appear above and I have authority to provide the information contained in this Waiting List Form. I understand that the Kindergarten regards this information as confidential and has policies in place to ensure the protection of this information.

PARENT/GUARDIAN SIGNATURE: DATE:

How did you find out about our Kindy?

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OFFICE USE ONLY: PROCESSED BY: DATE: