

Boroondara Kindergarten Central Enrolment Scheme Enrolment Policy Reviewed November 2008

Places in all programs offered by the Boroondara Kindergarten Central Enrolment Scheme (BKCES) will be allocated according to this policy.

1. Authorisation

This policy was updated and endorsed by (BKCES) Member Kindergartens on 18 November 2008. It was originally endorsed by the City of Boroondara Council on 17 September 2007.

2. Review Date

This policy shall be reviewed annually by the Boroondara Kindergarten Central Enrolment Scheme Advisory Group and major amendments to this policy must be endorsed by Boroondara Council.

If Kindergarten Parents Victoria, (KPV) provides an updated policy prior to this date or if urgent change to the policy is proposed by BKCES Member Kindergartens, Advisory Group or Council, a meeting will be held to discuss and endorse possible amendments.

3. Scope

This policy applies to BKCES Member Kindergartens, the BKCES Advisory Group, kindergarten staff, council officers and parents/guardians who wish to have their children enrolled at the Member Kindergartens, or have children already enrolled at the Member Kindergartens.

4. Policy Statement

Values

This Enrolment Policy is committed to:

- Equal access for all children, based on the criteria set out in this policy
- Compliance with the Children's Services Regulations 1998
- Compliance with the DEECD funding requirements relating to the enrolment of children in government funded kindergarten places
- Maintaining confidentiality in relation to the details on Enrolment Application Forms.

Purpose

This policy will outline, for current and future parents/guardians who wish to have their children enrolled at a BKCES Member Kindergarten, staff and the committee

- The criteria for enrolment at a BKCES Member Kindergarten
- The process to be followed when enrolling a child, at a BKCES Member Kindergarten
- The criteria by which places within the kindergartens and their programs will be allocated.

5. Background and Legislation

Each 4 year old child has access to one year of Government subsidised kindergarten education prior to school entry. Three year old kindergarten is not Government funded and is privately run by kindergartens.

Legislation

- *Children's Services Act 1996*
- *Children's Service's Regulations 1998*
- *Disability Discrimination Act 1992 (Commonwealth)*
- *Equal Opportunity Act 1995 (Victoria)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Information Privacy Act 2000*

6. Definitions

<i>Advisory Group</i>	The Boroondara Kindergarten Central Enrolment Scheme Advisory Group (BKCESAG) comprises one representative from each participating kindergarten, Kindergarten Central Enrolment Officer (KCEO), Early Years Planner and the Early Years Coordinator. Non participating Boroondara kindergartens may also nominate a non-voting representative.
<i>Applicant</i>	A child whose parent/guardian has lodged a completed Enrolment Application Form accompanied by the non refundable Enrolment Application Fee.
<i>Ballot</i>	Random computer allocation of applicants to a waiting list , where applicants have equal 'weighting'
<i>Boroondara Kindergarten Central Enrolments Scheme (BKCES)</i>	The Boroondara Council managed Central Enrolment Scheme
<i>BKCESMK</i>	Boroondara Kindergarten Central Enrolment Scheme Member Kindergarten – a Kindergarten located in the Boroondara municipality, participating in the Boroondara Kindergarten Central Enrolment Scheme

<i>Boroondara Kindergarten Central Enrolment Officer (KCEO)</i>	The person who processes BKCES Enrolment Application Forms, and responds to general enquiries regarding the content and implementation of this policy.
<i>Children with Additional Needs</i>	<p>Children whose development or physical condition needs specialist support(KPV)</p> <ul style="list-style-type: none"> • Within the kindergarten setting • As defined by medical assessment • As defined by DHS assessment <p>(as per KPV Additional Needs Policy).</p>
<i>Committees</i>	Boroondara Kindergarten Central Enrolment Scheme Advisory Group (BKCESAG), and Member Kindergarten (BKCESMK) Committees of Management.
<i>Confidential Enrolment Form</i>	On acceptance of a place, a form is issued by the kindergarten and completed by the parent, in accordance with legislative requirements, which collects details about the kindergarten child.
<i>Deferrals – 4 year old</i>	A child who does not attend in the year when the child is eligible for a funded kindergarten place, or officially withdraws from a Member Kindergarten on or before the last day of term two. Children who have deferred from the 4 year old program are considered by DEECD not to have accessed a year of funded kindergarten, and are therefore eligible for DEECD funding in the following year.
<i>Deferrals - 3 year old</i>	A child who does not attend in the year when the child is eligible for a 3 year old kindergarten place, or officially withdraws from a Member Kindergarten on or before April 30. Children who have deferred from the 3 year old program are considered by BKCESMK not to have accessed a year of 3 year old kindergarten, and are therefore eligible to attend 3 year old kindergarten in the following year.
<i>DEECD</i>	Department of Education and Early Childhood Development
<i>Eligible child</i>	A Child who is eligible to apply for a place in a BKCESMK as stated in this policy. Refer to DEECD <i>Victorian Policy, Procedures and Funding Criteria 2006</i> for further information regarding eligibility for a funded place.
<i>Enrolment Application Form</i>	A form submitted to BKCES by parents to assist in allocating a child to his/her kindergarten preference when applying for a kindergarten place at a BKCESMK. One Enrolment Application Form covers application for both 3 year old and 4 year old kindergarten.
<i>Fees</i>	<p>Payments for a place within a program at a BKCESMK. These include:</p> <ul style="list-style-type: none"> • A Non Refundable Enrolment Application Fee payable to BKCES when lodging an Enrolment Application Form • A Refundable/Non Refundable Enrolment Security Fee required by some kindergartens payable to secure a kindergarten place. <p>Term Fees payable to the kindergarten for term tuition.</p>
<i>Grievances</i>	Grievances and Appeals (as distinct from Special Consideration) in relation to the application for enrolment process or procedures are directed through Council channels ie KCEO, Early Years Planner, Early Years Coordinator

<i>Kindergarten</i>	Kindergarten (formerly known as preschool) is a facility that provides a universal early childhood program, and is funded by the state government, for children in the year prior to commencing primary school. (DEECD <i>Victorian Policy, Procedures and Funding Criteria 2008</i>)
<i>Residential Address</i>	Refers to children a: whose residential address is in Boroondara, or b: who use home based childcare in Boroondara or c: whose residential address is outside Boroondara yet the residential address falls within the Kindertartens proximity zone d: whose residential address is outside Boroondara yet the Kindergarten to which the child has applied is the closest kindergarten to the residential address.
<i>Selection Criteria</i>	The criteria for enrolment in, and allocation of places to kindergarten programs in a BKCESMK.
<i>SF06</i>	A form 'Declaration of a child deemed eligible for a second year of funded kindergarten' completed by the teacher and submitted to DEECD by the end of Term 3.
<i>Sibling</i>	A sister or brother by birth, adoption, step or foster arrangement.
<i>Special Consideration</i>	Applications for Special Consideration are requests by parents for their child to gain a higher placing on the enrolment waiting list based on circumstances as outlined in writing to the Early Years Coordinator.
<i>Vacancy</i>	A place in a program that becomes vacant as a result of a child leaving a BKCES Member Kindergarten, or is available because all places are not filled.
<i>Vacant funded place</i>	A government funded place at the Kindergarten from which a child has withdrawn

7. Programs

After consultation with the current and future users of the Kindertartens, the Committees of Management will:

- Determine the programs and hours of attendance to be offered at their kindergarten, based on enrolments received and the financial viability of the programs to be offered.
- Kindertartens must advise the BKCES KCEO by 31 May of any program changes for the following year so that parents have the opportunity to change their preferences before the close of enrolments on the last day of Term 2.
- A kindergarten Committee of Management may change its program after the last day of Term 2 following notification of changes to the parents of the children enrolled for the following year.
- Costs and notification of program changes are the responsibility of the individual kindergarten, although, BKCES will also notify changes via the website. Eg. Document preparation, Photocopying, Collation into sealed envelopes

8. GENERAL ENROLMENT PROCEDURES

8.1 Application for a place

- Completed Enrolment Application Forms for children to attend a BKCES Member Kindergarten from parents/guardians will be accepted from the child's second (2nd) birthday.
- Enrolment Application Forms are available from BKCES Member Kindergartens, City of Boroondara Council Offices, Libraries and Maternal Child Health Centres. (www.boroondara.vic.gov.au)
- A separate Enrolment Application Form must be completed for each child. One Enrolment Application Form covers application for both 3 year old and 4 year old kindergarten.
- To facilitate the inclusion of all children into the education program Enrolment Application Forms should clearly identify any additional or specific needs of the child.
- All applications must be accompanied by an enrolment application fee. A separate application fee is charged for each year of entry as detailed on the Enrolment Application Form. This fee is not refundable.
- Completed Enrolment Application Forms are to be forwarded to the Kindergarten Central Enrolment Officer at Private Bag 1, Camberwell 3124, or at Council Customer Service centres.
- On receipt of the completed Enrolment Application Form, the Kindergarten Central Enrolment Officer will issue a letter to parents/guardians confirming receipt of the completed Enrolment Application Form and Enrolment Application Fee
- Access to completed Enrolment Application Forms will be restricted to the KCEO, and the relevant kindergarten Enrolment Officer, in accordance with the Boroondara Information Privacy Policy.
- Applicants will be placed on the waiting list in accordance with the BKCES Selection Criteria

8.2 Applications for Children with Additional Needs.

Kindergartens including children with additional needs may be eligible for funding through the DEECD Special Education Program to provide additional support. Strict eligibility criteria apply to the second year of funded kindergarten. (Refer to the DEECD kindergarten funding criteria).

8.3 Closing Dates for Applications

The closing dates for enrolment applications are as follows:

- For children in the 4 year old funded kindergarten program, the last day of Term 2 in the year preceding attendance
- For children in the 3 year old program, the last day of Term 2 in year preceding attendance.

Enrolment Application Forms can be submitted for the remainder of the year for the following year's attendance, but will not form part of first round offers.

8.3.1 Procedure for a Late Application for Enrolment

Applications received after the closing date will go to the end of the waiting list and will be allocated strictly in accordance with DATE of RECEIPT of APPLICATION.

8.3.2 Procedure for Changing Preferences

- Change of preferences for the BKCESMK must be lodged in writing to the BKCES Kindergarten Central Enrolment Officer to be received by **the last day of Term 2** in the year preceding entry, (original date of application holds).
- Change of preferences lodged after the last day of Term 2 will be considered new applicants and accordingly be placed at the end of the waiting list.

8.4 Applications for a Second Year of Kindergarten

- The kindergarten teacher / Director must advise the parents/guardians of any child she/he considers may require a second year of kindergarten before the close of enrolments on the last day of Term 2 for kindergarten for the following year.
- Parents/guardians of children applying for a second year of funded kindergarten (4 year old) must submit an Enrolment Application Form to BKCES before the close of enrolments for a funded place to be held at the same Kindergarten.
- The KCEO may request the kindergarten teacher to submit a copy of the SF06 declaration for a repeat funded place to be held.
- **Applications for a second year of funded kindergarten in a different BKCES Member Kindergarten will be allocated according to the Selection Criteria.(i.e. considered a new applicant)**
- Parents/guardians of children applying for a second year of 3 year old kindergarten at the same kindergarten must submit an Enrolment Application Form to BKCES before the close of enrolments. A second year of 3 year old kindergarten will only be granted on the teacher's approval on the grounds of Additional Needs (Supportive documents may be required)
- Prior to the close of enrolments, if an Enrolment Application Form had previously been lodged for 4 year old kindergarten, then this Enrolment

Application Form and Application Date can be transferred to the 4 year old waiting list for the following year, on receipt of a 3 year old Enrolment Application Form and Application Fee for the current waiting list.

8.5 Allocation of Places

- Places will be allocated to eligible children who are on the waiting list in accordance with preferences indicated on the Enrolment Application Form and the Selection Criteria of this policy.
- Lower preferences will only be considered where vacancies exist. i.e. after all first preference applicants have been placed at that kindergarten.
- Places will be allocated if there is no outstanding debt to a BKCESMK. On the advice of the treasurer from any Member Kindergarten, places will not be allocated to children until debt owed by the family to any BKCESMK is paid, or a payment plan is agreed to between the family and the kindergarten. (Refer to the Kindergarten's Fees Policy).
- Where a kindergarten provides more than one 3 or 4 year old group, places within the groups will be allocated by the applicant's priority into the kindergarten according to the selection criteria of this policy.

8.6 Offer of places

- Offers of places in the 3 year old program/s and the funded 4 year old programs will be made from Friday 24 July in the year preceding attendance
- Second Round offers will be posted 2 weeks after 1st Round offers.
- Subsequent offers will be made as positions become available.
- Places will be allocated to eligible children who are on the waiting list in accordance with the eligibility and access criteria of this Enrolment Policy.
- Applicants who are successful will be notified, in writing, of a confirmed place.
- Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the KCEO in writing as soon as possible.
- Applicants who are unsuccessful will be notified in writing and advised of their position on the waiting list. Eg 1-5, 6-10 etc.
- At the conclusion of the offers process, applicants will be advised that the process has been completed and will be asked to confirm their intentions for future enrolments.
- Following the offer of a place from BKCES, applicants must return the completed Acceptance Form to the KCEO. Late correspondence will not be accepted, and the position will be offered to another child.
- Kindergartens will be notified of the confirmed places. Kindergartens may then invoice parents for a Security Fee, to be paid directly to the kindergarten to

hold the place. Non –payment of the required Security Fee will result in the place being offered to another child. (It is the parents' responsibility to ascertain the Enrolment Security Fee requirements of the individual kindergartens they have preferred prior to submitting their application.)

8.7 Eligibility and access to 4 Year Old Program

8.7.1 Eligibility

As per DEECD kindergarten funding criteria, the following children are eligible for attendance in a 4 year old kindergarten program with any BKCES Member Kindergarten:

- Children who will have turned 4 years of age by 30 April in the year they attend kindergarten.
- Children who have received funding for a second year of 4 year old kindergarten.
- Children who were eligible to attend the 4 year old program in the previous year but deferred from the 4 year old program on or before the last day of Term 2.
- Children who were eligible to attend the 4 year old program in the previous year but withdrew from the 4 year old program on or before the last day of Term 2.
- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry age requirements by their regional office of the Department of Education, Employment and Training. (Refer to the DEECD kindergarten funding criteria)· Children who are younger than the eligible age, but whose parents/guardians have submitted a written request for their child to attend school the following year to their regional office of the Department of Education, Employment and Training (DEET). A copy of the written request must be attached with the application. Parents/guardians are advised that very few requests are approved by DEET. If the child attends kindergarten early, but does not proceed onto school the following year, the child will be unable to access another year unless they are funded by DEECD for a second year. (Refer to the DEECD kindergarten funding criteria)

8.7.2 Selection Criteria for Four Year Old Kindergarten

4yo Selection Criteria

All applications are sorted in the following priority order:

- 1. Repeats** – Children currently enrolled at the Kindergarten who have received funding for a second year of 4 year old Kindergarten **are placed at the same Kindergarten.**
- 2. Deferrals** – Children who were eligible to attend a 4 year old program at the Kindergarten in the previous year but deferred or withdrew from a 4 year old program (in writing to the Kindergarten Central Enrolment Officer) on or before the last day of term two are placed at the same Kindergarten.
- 3. 3 year olds** – Children who have completed the 3 year old program at the Kindergarten in the previous year, and have applied for the 4 year old program at the same Kindergarten.
- 4. Siblings** – Children who have had a sibling complete the 3 year old and/or 4 year old program at the same Kindergarten within a 5 year timeframe.
- 5. Proximity to the Kindergarten:** Children whose residential address falls within the Kindergarten's proximity zone (some Kindergartens do not zone – see Appendix B)
- 6: Date of application** being the date of receipt of the completed Enrolment Application Form by the Kindergarten Central Enrolment Officer. (some Kindergartens do not use this sorting criteria (see Appendix C.)

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

8.8 Eligibility and access to 3 Year Old Program

8.8.1 Eligibility

The following children are eligible for attendance in a 3 year old kindergarten program with BKCES Member Kindergartens

- Children who will have turned three years of age by 30 April in the year they would attend kindergarten

Note: Children must be three years of age before commencing the program at any kindergarten

8.8.2 Selection Criteria for Three Year Old Kindergarten

All applications are sorted in the following priority order:

- 1. Deferrals** – Children who were eligible to attend a 3 year old program at the Kindergarten in the previous year but deferred or withdrew from the 3 year old program (in writing to the Kindergarten Central Enrolment Officer) on or before 30 April are placed at the same Kindergarten.
- 2. Siblings** – Children who have had a sibling complete the 3 year old and/or 4 year old program at the same Kindergarten, within a 5 year timeframe
- 3. Proximity to the Kindergarten:** Children whose residential address falls within the Kindergarten's proximity zone (some Kindergartens do not zone – see Appendix B)

4. Date of application being the date of receipt of the completed Enrolment Application Form by the Kindergarten Central Enrolment Officer. (some Kindergartens do not use this sorting criteria – see Appendix C)

In the event that all criteria are equal, positions shall be determined by computer generated ballot.

9. Additional Information

9.1 General Information

Applicants who live outside the City of Boroondara: Parents who live outside the municipality may apply for positions in the City of Boroondara. Priority of access will be given to children who live in Boroondara, who use home based childcare in Boroondara, who live in the kindergarten's proximity zone or who wish to attend a Boroondara kindergarten which is the closest kindergarten to their residential address.

Birth Certificates may be requested by the Member Kindergarten after a place has been confirmed.

Deferrals: Parents/guardians who wish to defer their enrolment are required to notify the Kindergarten Central Enrolment Officer in writing as soon as possible, and prior to 30 April for 3 year old kindergarten or the end of Term 2 for 4 year old kindergarten in the deferral year. Enrolment Application Fees and Security Fees will be carried over to the year of attendance.

A deferred position only applies to the kindergarten where the position has been accepted: it cannot be transferred to any other kindergarten or year level, the year it is taken up. Any alteration will be treated as a new application and must comply with enrolment procedures. Deferral Applications are required to re-preference the groups within the kindergarten and will be placed according to the selection criteria in the following year.

Excessive applicants: Fulfilling the criteria for enrolment does not guarantee a placement at a kindergarten due to the excessive number of applicants.

Extended Hours: It is the responsibility of the Member Kindergarten's Enrolment Officer to offer extended hours to applicants.

Grievances: Complaints, grievances or appeals regarding the process or procedures of the BKCES may be made in writing to the Early Years Coordinator and will be considered by the Family Services Department. Supporting evidence will be required. The Family Services Department will notify outcomes of any complaint/grievances in writing as soon as practicable.

Group Sizes: Vary according to DEECD space requirements. (See individual kindergarten group size requirements). Group sizes are as determined by individual kindergarten committees, and will be advertised in the BKCES Information Booklet and Application Kit.

Late Applications: BKCES takes no responsibility for non receipt or late applications. The onus is on the parents/guardians to ensure the completed Enrolment Application Form with the required Enrolment Application Fee reaches BKCES by the close of enrolments in the year preceding entry.

Late Start/ Absence: If a child is absent for an extended period of time a place will only be held at the kindergarten if formal written notification has been made to the kindergarten involved and the prescribed term fees paid in full and in advance.

Special Consideration – Requests for special consideration may be made in writing to the Early Years Coordinator preferably at the time of application and not after the close of enrolments in the year preceding desired attendance. Additional evidence may be required to support such requests. The Early Years Coordinator will notify outcomes of special consideration requests in writing as soon as practicable. (Refer Appendix E: Special Consideration Process Guidelines)

9.2 Three Year Old Kindergarten

A child is not permitted to attend a 3 year old program until after their third birthday.

Where a child is unable to start as they have not turned 3 years of age by the start of Term 1, parents will be required to pay the full term fee appropriate for that kindergarten in advance, to hold a place.

Toilet Trained: It is recommended that children be toilet trained when commencing 3 year old kindergarten.

9.3 Four Year Old Kindergarten

Children having started 4 year old kindergarten and having been assessed as not ready will automatically go to the top of the 3 year old waiting list for the same kindergarten on lodgement of a 3 year Enrolment Application Form and the prescribed Application Fee. The 4 year old Enrolment Application and Application Fee will be transferred to the following year

Children repeating 4 year old kindergarten not authorised by DEECD to receive a second year of funding will be required to pay the full fee plus the cost of the per capita grant. Such children will only be considered for a place in a BKCES Member Kindergarten after all eligible enrolments for that particular kindergarten have been placed. Provided that an application for a place has been lodged by the close of enrolments, they will be eligible for any vacant places after 1 December.

10. Key Responsibilities and Authorities

The City of Boroondara is the responsible manager of this Enrolment Policy and must approve and endorse any changes to this policy.

The Boroondara Kindergarten Central Enrolment Scheme Advisory Group:

- oversees the implementation of this policy
- advises the Kindergarten Central Enrolment Officer and Council on issues relating to the implementation of the policy
- Monitors and evaluates the Central Enrolment Policy to ensure it continues to achieve its stated values and purposes.

The Kindergarten Central Enrolment Officer is responsible for the day to day implementation of this policy, which includes:

- Providing Enrolment Application Forms at the BKCES Member Kindergartens, City of Boroondara Council Offices, Libraries and Maternal Child Health Centres that are compliant with the Regulations
- Secure storage and maintenance of the confidential status of Enrolment Application Forms and the information contained within the forms
- Collating enrolments and notifying receipt of enrolments
- Offering places in accordance with this policy
- Sending letters to unsuccessful applicants and advising them of their placement on the waiting list
- Liaising with Enrolment Officers of the BKCES Member Kindergartens

- Providing a regular report to the BKCES Advisory Group regarding the status of enrolments and any difficulties encountered

11. Resources and Support

Related Documents

Kindergarten policies on Fees, Complaints and Inclusion of Children with Additional Needs.
 DEECD Victorian Policy, Procedures and Funding Criteria 2008
 DHS *Children's Services Licensee's Operational Guide*.
 KPV information sheet Enrolment Record Information.
 BKCES Information Booklet and Application Kit
 City of Boroondara Information Privacy Policy

Phone Numbers

Children's Service Adviser at the regional DHS office - 9843 6000
 Kindergarten Parents Victoria - (03) 9489 3500, rural 1300 730 119

12. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under 6 Policy Statement', the BKCES Advisory Group will:

- Assess whether a satisfactory resolution has been achieved on issues relating to enrolment procedures.
- If appropriate, conduct a survey in relation to this policy, or incorporate relevant questions in the general parent/guardian survey.
- Take into account feedback on the policy from the Kindergarten Central Enrolment Officer, BKCES Member Kindergarten Committees and staff.
- Monitor complaints and incidents regarding the enrolment of children.

13. Disclaimer

While the general intent of this policy will be adhered to, BKCES may make modifications where extenuating circumstances arise. Where incorrect information has been supplied on the Enrolment Application Form, offers may be retracted.

14. Appendices

The following information is provided in the BKCES Information Booklet and Application Kit

Appendix A: Participating Preschools

Ashburton and Glen Iris

Alfred Road Kindergarten	48 Alfred Rd, Glen Iris 3146 9889 4038
Estrella Preschool	32 Chamberlain St, Ashburton 2147 9885 5398
Rowen Street Kindergarten	27 Rowen St, Glen Iris 3146 9889 7996
Summerhill Park Kindergarten	46 Audrey Cres Glen Iris 3146 9889 1543

Balwyn and Balwyn North

Bellevue Kindergarten	49 Bulleen Rd North Balwyn 3104 9859 6000
Boroondara Preschool	Cnr Midvale Ave & Turnley St, North Balwyn, 3104 9857 6159
St Columba's Day Kindergarten	37 Banool Rd, Balwyn 3103 9836 3939
The Merrell Kindergarten	92 Maud St, North Balwyn 3104 9859 1259
Yongala Preschool	25 Nott St Balwyn 3103 9817 4939

Camberwell, Canterbury and Surrey Hills

Canterbury and District Preschool	26 Guildford Rd, Surrey Hills 3127 9836 0016
Canterbury Norwood Baptist Kindergarten	2 Boronia St, Canterbury 3126 9836 0305
Fordham Avenue Kindergarten	24 Fordham Ave, Camberwell 3124 9836 9341
Surrey Hills Preschool	18 Verdun St, Surrey Hills 3127 9836 4902
St Paul's Anglican Kindergarten	Cnr Highfield Rd & Church St, Canterbury 3126 9836 5869

Hawthorn and Hawthorn East

Auburn South Preschool	5 Anderson Rd, Hawthorn East, 3123 9821 0190
Cara Armstrong Kindergarten	169 Rathmines Road, Hawthorn East, 3123 9882 5908
Hawthorn West Preschool	39 Brook Street, Hawthorn, 9818 5153
Manresa Kindergarten	84 Lynch Street, Hawthorn, 3122 9818 6628
Robert Cochrane Kindergarten	Minona Street, Hawthorn, 3122 9818 1063

Appendix B: Kindergarten Zones

Refer to BKCES Information Booklet and Application Kit for details of each kindergarten zone

The following kindergartens do not use a proximity zone as a sorting criteria for new applicants:

Canterbury Norwood Baptist Kindergarten
Fordham Avenue Kindergarten
St Paul's Anglican Kindergarten

Appendix C: Kindergartens who do not use date of application as a sorting criteria for new applicants

Cara Armstrong Kindergarten

Appendix D: Cara Armstrong Parent Participation

4 year old applicants whose parents have been deemed to have served on the Cara Armstrong Committee of Management within the past 5 years (according to the Cara Armstrong Parent Participation Policy, will be placed ahead of other Cara Armstrong applicants for criteria 3 and 4 in 8.7.2

3 year old applicants whose parents have been deemed to have served on the Cara Armstrong Committee of Management within the past 5 years (according to the Cara Armstrong Parent Participation Policy, will be placed ahead of other Cara Armstrong applicants for criteria 2 in 8.8.2

Appendix E: Special Consideration Process Guidelines

Guidelines *are as follows:*

- Needs to be evidence of Genuine Need in the application
- An objective criteria needs to be used and this criteria needs to be consistent when assessing all Special Consideration applications.
- Assessment will take into account the circumstances of the kindergarten child and/or the immediate family (immediate family being either parents or siblings) where identified and applicable.
- Three main criteria/categories will be used in the assessment of applications in determining if they meet Special Consideration..

*** Disability**

- * **Illness** a) *Physical*
b) *Mental*
- * **Other** *Other circumstances as they arise*

All applications will need to provide supporting documentation from a medical practitioner or health care worker or an organisation/authority with particular expertise in a relevant field.

If a Special Consideration application is successful in meeting one of the above criteria, then the applicant will be granted a kindergarten place at their nominated first preference. If necessary and where appropriate the relevant kindergarten teacher may be contacted for further information or guidance in relation to group allocations/centre facilities.

As the City of Boroondara has overall responsibility for implementing the Boroondara Kindergarten Central Enrolment Scheme on behalf of the kindergartens within BKCES, and therefore must take responsibility legally to ensure the relevant legislative requirements (in particular Equal Opportunity legislation) are met. A panel of Council Officers from the Family Services Department will assess and make recommendations regarding Special Consideration applications.

The panel will consist of the Early Years Planner and the Early Years Coordinator who will make an assessment and recommendation to the Manager of Family Services for endorsement. Where appropriate, and if necessary, advice and clarification will be obtained from Council's Lawyer in relation to the assessment of a particular application.

The panel will assess Special Consideration applications on a monthly basis. Applications for Special Consideration need to be submitted prior to the First Round kindergarten offers being made.