

DENZIL DON KINDERGARTEN

PLAYGROUP POLICY

PURPOSE

This policy outlines:

- the criteria for Playgroup enrolment at Denzil Don Kindergarten
- the process to be followed when enrolling a child in Playgroup at Denzil Don Kindergarten
- the basis on which sessions will be allocated

POLICY STATEMENT

1. VALUES

Denzil Don Kindergarten is committed to:

- meeting the needs of the local community
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Denzil Don Kindergarten.

3. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Playgroup Enrolment form: A form that collects contact details, and personal information from parents/guardians about their child. The information on this form is kept confidential by the service.

Playgroup Fee: A charge for a place within a program at the service.

Service policies

- *Fees Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- appointing a person to be responsible for the Playgroup enrolment process and the day-to-day implementation of this policy
- ensuring that Playgroup enrolment records are stored in a safe and secure place, and kept for three years after the last date on which the child was cared for by the service
- ensuring that parents/guardians understand they must remain with their child for the duration of the Playgroup session.

The Centre Coordinator working with the Playgroup Leader is responsible for:

- providing Playgroup Enrolment Forms (refer to Attachment 2 – *Playgroup Enrolment Form*) to requesting families

- ordering Playgroup Enrolment Registration's on the waitlist by receipt date, and maintaining the waitlist in the Playgroup folder and Team (stored in the cloud)
- offering places in order of receipt of paperwork and according to family session preference
- providing a monthly report to the Approved Provider regarding the status of Playgroup enrolments including any difficulties encountered
- storing completed enrolment forms in the Playgroup Folder or on the Teams Playgroup Folder for the relevant year as soon as is practicable (refer to *Privacy and Confidentiality Policy*)
- complying with the *Privacy and Confidentiality Policy* of the service.

The Playgroup Group Leader and Educator are responsible for:

- ensuring that Playgroup enrolment forms are complete and the centre coordinator is notified of any new enrolments / attendance changes
- ensuring families:
 - feel welcomed into the service
 - are respectful of kinder belongings and other children accessing the centre at the same time
 - become familiar with service policies and procedures
 - stay with their child for the duration of the Playgroup session
- ensuring Playgroup room numbers remain no greater than the room licence specifies. Should a situation arise where numbers exceed the licence (due to the attendance of siblings), advising concerned families and ensuring the room is returned to licenced numbers.

Parents/guardians are responsible for:

- reading and complying with this Playgroup Policy
- completing the Playgroup enrolment form prior to their child attending
- remaining with their child for the duration of the Playgroup session
- ensuring their child(ren) are respectful of kinder belongings and other children accessing the centre at the same time
- responding to any requests made by the educator regarding room numbers that exceed the licenced number (may include; alternating sibling attendance, working with other parents to create a sibling attendance roster etc)
- ensuring payment of Fees prior to attendance and according to the *Fees Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Playgroup Enrolment Procedure
- Attachment 2: Playgroup Enrolment Form

AUTHORISATION

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 3 March 2020.

REVIEW DATE: 3 MARCH 2022

ATTACHMENT 1

General enrolment procedures

1. Application for a place

- Playgroup is suitable for children aged 18 months to 3 years
- Playgroup Enrolment Forms are available from the Denzil Don Kindergarten office, or downloadable via the Denzil Don website (see *Attachment 2* of this policy)
- Completed Playgroup Enrolment Forms are to be forwarded to the Centre Coordinator either via the office or via email; enrolmentsandfees@denzildonkinder.org.au
- Access to completed Playgroup Enrolment Forms will be restricted to the Centre Coordinator, the Approved Provider, Nominated Supervisor, Playgroup Leader and educators at the service, unless otherwise specified by the Approved Provider
- Applications will be entered on the waiting list in date order, with session preference noted.

2. Offer of places

- The centre coordinator and / or Playgroup Leader will advise the parent/guardian in writing (email), telephone or in person if / when a place is available in their preferred session
- To accept a place, the Playgroup term fee as set out in the *Fee Policy* must be paid prior to attendance at the first session (see *Fee Policy*)
- Siblings are welcome to attend the session at no extra cost to the family, so long as the room numbers are not taken above that which Denzil Don Kindergarten is licenced for. In the event this occurs, the Playgroup Leader will advise families concerned, ensuring room numbers are returned to the licence maximums
- Fees are charged on a term basis and are not available per / session or pro rata
- Families are welcome to attend more than one session, so long as this does not impact the attendance of a family not currently accessing the service. Fees are payable per enrolled session.

ATTACHMENT 2
Playgroup enrolment form



PLAYGROUP APPLICATION FORM

Date of application: _____

Application for Playgroup in 20_____

Child's Name _____

Date of Birth _____ Gender: _____

Parent/Guardian: _____ Mobile: _____

Email: (Please PRINT clearly) _____

Address _____

_____ Postcode _____

Emergency Contact Name & Phone Number for Parent/Guardian attending Playgroup with child:
--

Siblings who will be attending - name and age: _____

Preferred session: (tick one only)

Thursday 9.15am – 11.15am	<input type="checkbox"/>
Friday 9.15am – 11.15am	<input type="checkbox"/>
Friday 11.30am – 1.30pm	<input type="checkbox"/>

Upon completion of this form your child will be placed on your preferred Playgroup session waitlist. You will be notified by email when a place becomes available. Fees are \$150.00 per term and payable prior to attendance. The Playgroup term fee can be paid to:

BSB: **704191** Account number: **000194534**

(please ensure you include your child's name in the payment description)

Parent/Guardian Signature: _____