

Enrolment – 3 Year Old Group Selection Policy

Policy Statement and Procedures

Pinemont Pre-School is part of the Maroondah Pre-School Central Enrolment system. Maroondah Integrated Kindergarten Association (MIKA) administers this system. Please refer to MIKA website

(<https://www.mika.org.au>) for current 3 year old enrolment information. The application process is now online through the MIKA website. On time applications should be made between 1 March and 30 June during the year before the child is eligible to attend pre-school. Class size is determined at the discretion of the Committee of Management in consultation with the staff.

MIKA Acceptance Criteria for Enrolments are currently as follows:

- Children are eligible to apply for 3 year old kinder (known as the Walert group at Pinemont Pre-School) provided they turn three by 30 April the year they attend. No child can commence kinder until they have turned three. You are able to accept a place and hold it until your child turns three.
- Applicants who live geographically closest to Pinemont Pre-School (and who are or will be residents of the City of Maroondah in the kindergarten year, or who reside in a Municipality whose boundary with the City of Maroondah is within one kilometre of the kindergarten) will be placed first.
- After the allocation is complete, you will be contacted by MIKA to confirm your place (see below).
- The following documents must accompany the application for enrolment and can be submitted online (online application) or with paper enrolment applications; **proof of child's date of birth, up-to-date immunisation records, proof of residential address**. Should you leave the area before the start of first term next year, please contact Pinemont Pre-School and MIKA's Central Enrolment Officer and advise them. On the enrolment form there is space provided for you to show your location. This information is important in establishing your proximity to Pinemont Pre-School.
- All children must satisfy the NO JAB, NO PLAY law. The Victorian Government has amended the *Public Health and Wellbeing Act 2008*. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/guardian has provided documentation that shows the child:
 1. is fully vaccinated for their age, or
 2. is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
 3. has a medical reason not to be vaccinated.

Priority of Access

Any child who applies under the Priority of Access guidelines will be allocated a place ahead of proximity criteria. Children who may apply under these guidelines include:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Children/Families known to Child Protection or Child First

- Aboriginal or Torres Strait Islander Children
- Asylum Seeker and Refugee Children
- Children eligible for the Kindergarten Fee Subsidy (see Priority of Access for further details)
- Children with additional needs, defined as children who:
 - hold a Child Disability Health Care Card, and/or
 - have previously been approved for Kindergarten Inclusion Support (KIS) program, and/or
 - have been referred by:
 - the National Disability Insurance Scheme
 - Early Childhood Intervention Services
 - Preschool Field Officer
 - Maternal and Child Health nurse, or
 - is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten
- Multiple birth (triplets or more).

Rejection of Place

Any person wishing to reject their offer, can do so within one week and must notify the MIKA Central Enrolment Officer in writing.

Parents will receive written confirmation of the rejection.

If you apply for a place at Pinemont Pre-School for the 3 year old cohort for 2027 and then decide to not attend until the following year, you will no longer automatically receive a place at Pinemont Pre-School the following year (as per the MIKA guidelines).

Families need to strongly consider which year is the BEST year for their child to start pre-school. Once a child begins 3 year old kinder, it is expected they must continue and finish that year, and then progress to 4 year old kinder. Each child only receives 2 years of kindergarten funding unless there are exceptional circumstances.

Confirmation of Place

MIKA will send an email to confirm your child's place at Pinemont Pre-School in the 3 year old group (Walert). To confirm your place, you must accept the enrolment on-line via the MIKA website.

This will ensure that your child's place at Pinemont Pre-School is secure. Failure to respond to this offer by the due date will result in the loss of placement.

Groupings

Pinemont Pre-School offers one group, Walert, for the 3 year old program. The Walert group attends two (2) sessions of 7.5 hours. These two sessions will be offered to all enrolled 3 year old children, however families may choose to send their child for a

reduced time to accommodate their

child's/family needs. Families are welcome to discuss their requirements at the beginning of the year with the Pre-school teachers.

Packs containing useful session information for 2027 will be made available at the 'Information Night/AGM', held in October 2026.

Any concerns or questions relating to a child's enrolment **MUST NOT** be directed to Pinemont

Pre-School teachers. The correct method of communication is to email the Enrolment Officer of the Pre-School (enrolment.pinemont@gmail.com). Any queries/complaints will be handled directly by the Committee of Management and the family will be notified accordingly by the Enrolment Officer.

Authorisation

This policy was adopted by the approved provider of Pinemont Pre-School on 16.03.2026

REVIEW DATE: 16/03/2027