

Enrolment – 4 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 4 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 as follows:

- To enrol your child in 4 year old kinder (at Pinemont Pre-School, this is known as our Marram group), the child must be four years of age or older by 30 April the year they attend.
- 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).

Confirmation of Place

MIKA will send a confirmation email to your nominated email address of your child's place at Pinemont Pre-School in the 4 year old group. To confirm your acceptance of this 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. The Enrolments Officer of Pinemont Pre-School will contact you soon after the acceptance of offer date has passed.

Groupings

The Committee of Management decides each year the number of 4 year old programs offered. Pinemont Pre-School operates a very successful Rotation Model for 4 year old sessions. The number of groups depends each year on our 4 year old intake. For 2025, our Marram children will be placed in one of four groups and will attend either two or three sessions of our program per week (depending on group allocation) on the SAME DAYS each week. Marram children will stay in their allocated groups for the whole year.

The Rotation Model allows for parents to state their preferences as to which group they wish their child(ren) to be allocated. Every effort is made to give families their first group preference, however, this may not be possible and second and third preferences will be requested when selecting your group online. Priority for group preference will be considered at the discretion of the Committee of Management on the following merits:

- **Children to whom Priority of Access applies will be given their first group preference.**
- **Children who require a second year of 4 year old kinder will also be given their first group preference.**
- **All other applications for group preference will be considered in the order they are received via Pinemont Pre-School's online Group Preference Form (sent to families, usually in the beginning of September). Please note that these applications are time stamped when submitted. Families are encouraged to provide details as to reasons for their group preferences at this time.**

Prior to finalising group placements, a consultation meeting will be held between the Enrolment Officer, 3 year old and 4 year old teacher/s, and an independent member.

Please note: once 4 year old group placements have been allocated, the decision of Committee of Management is final.

Families are asked to advise at the time of the application (for a particular colour group) if they believe there are any exceptional circumstances that may apply to their child attending in a particular group.

Groups will be confirmed at the 'Information Night'/AGM, held on 22nd October 2025.

Complaints/discussion relating to altering a child's group placement **MUST NOT** be directed to Pinemont Pre-School teachers. The correct method of communication is to email the Enrolment Officer of Pinemont 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.

Extended hours care program for Marram

Pinemont Pre-School offers an after-care program for 4 year old's. Fees are payable for the program, and you can select to enrol in this program at the time you select your preferences online via the Pre-School Group Selection Form. The extended hours program generates a high demand. Where there have been more applications than positions available, the group selection process will be decided in consultation with the Committee of Management and Pinemont Director, following a set criteria.

Extended Hours Group Allocation Criteria

Children will be allocated to the orange (extended hours group) based on;

- Age and stage of development
- Peer relationships
- Individual student needs or additional support requirements
- Staffing qualifications, workload and ratios
- Family preferences

Please note: Priority of Access does **not** apply to the extended hours program

Authorisation

This policy was adopted by the Approved Provider of Pinemont Pre-School on 22/08/2025

Review Date: 31/03/2026