



HIGHFIELDS KINDERGARTEN

1 Bloodwood Street, HIGHFIELDS QLD 4352

PO Box 35, HIGHFIELDS QLD 4352

Telephone: 07 4630 8864

Email: admin@highfieldskindergarten.com.au

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 2021 – 30 June 2022	2026	2027
1 July 2022 – 30 June 2023	2027	2028
1 July 2023 – 30 June 2024	2028	2029
1 July 2024 – 30 June 2025	2029	2030
1 July 2025 – 30 June 2026	2030	2031

Highfields Kindergarten is an approved Free Kindy provider under the Queensland Government’s Free Kindy initiative. 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



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 (\$25 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 (\$30 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.

NQS7 Governance and leadership Procedure Affiliated Kindergarten Enrolment and Orientation

Step One: Wait list

The centre Director (or their approved delegate) will:

- Encourage parents/guardians (with their child) to visit the centre prior to completing a wait list application.
- Be responsible for maintaining the centre's wait list.
- Communicate to families and local community how the waiting list is prioritised.
- Consider a child to be on the wait list when a completed application has been received. Where possible, a waiting list fee should not be charged, but is permitted (if required) to prevent families from enrolling at multiple centres.

Step Two: Enrolment Offer

The centre Director (or their approved delegate) will:

- Make enrolment offers as per Government [Queensland Kindergarten Funding Essentials, Sessional Kindergartens](#) requirements **AND** in order of the received date of wait list application.
- When making enrolment offers, prioritise eligible-age children (children who turn 4 years by 30 June in the year they attend kindergarten) before making enrolment offers to non-eligible-age children and eligible-age children wishing to enrol in a second approved kindergarten group at their centre.
- Specify an 'offer expiry date' when making an enrolment offer.
- Make enrolment offers for the current kindergarten year when vacancies exist.
- Make enrolment offers to non-eligible-age children:
 - When all enrolment offers to eligible age children on the wait list have been finalised **AND**
 - After the beginning of February of the kindergarten year. Earlier enrolment offers cannot be made unless the centre has prior written approval of C&K (via cgb@candk.asn.au) and the Department of Education.
- Make enrolment offers of eligible-age children wishing to attend a second approved kindergarten group at their centre:
 - When all enrolment offers to eligible age children (attending one kindergarten group) on the wait list have been finalised.
 - After the beginning of February of the kindergarten year. Earlier enrolment offers cannot be made unless the centre has prior written approval of C&K (via cgb@candk.asn.au) and the Department of Education.
 - **Not** refuse an enrolment offer to an eligible-age child if kindergarten funding has been/is going to be claimed for that child by another approved kindergarten provider.
- **Not** prioritise enrolment offers of:
 - Children of committee members.
 - Children with siblings who are currently or have previously been enrolled at the centre.
 - Children who reside locally/close to centre.
 - Children of centre staff (unless approved by the committee).
- Consider the following factors when determining the timing and number of enrolment offers:
 - Vacancies
 - The number of children on the waitlist
 - The expected number of delayed entry/exit children.

Step Three - Enrolment Confirmation

- A child's parent/guardian is required to accept or decline an enrolment offer.
- A child's enrolment is confirmed when a parent/guardian has, by the specified date:
 - Accepted the enrolment offer.
 - Completed (and returned) a [C&K Enrolment Booklet Affiliate](#) and supplied the required documentation including evidence of child's date of birth and immunisation status. Refer to definitions for acceptable documentary evidence.
 - (If applicable) Paid an enrolment fee. A membership fee and enrolment fee can be charged. It is recommended that the enrolment fee does not exceed \$100. As stated in the centre constitution no other fees/levies are to be charged.
- The centre Director (or approved delegate) will:
 - Process any fees payable.
 - Provide parent/guardian confirmation of their child's enrolment in writing.
 - Review [C&K Enrolment Booklet Affiliate](#) and documentation as they are received and promptly follow-up on any missing information e.g., health/medical, custodial, funding eligibility, interests, talents, behaviours, developmental delay, fee payment, proof of date of birth, immunisation etc. Health information recorded in a child's enrolment record must be sighted/noted (regulation 162(g)).
- When a parent/guardian indicates in the [C&K Enrolment Booklet Affiliate](#) they are claiming kindergarten funding at another centre for their eligible-age child, the centre Director (or approved delegate) will:
 - Contact the parent/guardian to discuss and confirm their understanding and intention.
 - Support a family's choice regarding which centre will be claiming kindergarten funding for their child.
 - Not refuse the child's enrolment.

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- When a parent/guardian has not provided their consent for any item listed in the *C&K Enrolment Booklet Affiliate*, the centre Director (or approved delegate) will contact the parent/guardian to discuss and confirm their understanding and intention. When parent/guardian consent has not been provided to administer First Aid and emergency medications (EpiPen or Ventolin), share 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. When appropriate, refer parents/guardians to [Asthma Australia](#) and [ASCI](#).
 - Teachers and educators have current First Aid and emergency management of anaphylaxis and asthma training.

Step Four: Orientation

Prior to a child commencing, the centre Director (with their approved delegates) will:

- Complete orientation activities. Orientation activities will vary between centres; and be responsive to the needs of families and children.
- Encourage and welcome families to spend time at the centre.
- Consider and respond appropriately to the needs of families from diverse cultural and language backgrounds. Email the C&K Inclusion team (inclusion@candk.asn.au) for access code to arrange TIS interpreter ([131450](tel:131450) | tis@homeaffairs.gov). Free service for kindergarten programs
- Provide an opportunity for parents/guardians to share information about their child's current individual strengths, interests, and needs.
- When a child has inclusion or medical needs, schedule and facilitate a formal meeting with parents/guardians. Refer to [Medical Conditions Procedure](#) and [Communicating with families to support children's wellbeing and inclusion Procedure](#) for further direction.

Kindergarten Funding Eligibility

- To be eligible for [Queensland Kindergarten Funding](#), centres must meet the [service provider eligibility criteria](#) including the provision of 600 hours/year of an [approved kindergarten program](#).
- Parents/guardians of an eligible child will receive Queensland Kindergarten Funding for only one (1) kindergarten program/group.
- Parents/guardians of non-eligible age children are not eligible for Queensland Kindergarten Funding and will be charged the standard daily fee or higher.

Funding and Fees for eligible-age children attending more than one kindergarten program

- Parents/Guardians of eligible children attending two kindergarten groups at the same sessional kindergarten will be charged the standard daily fee or higher for their child's enrolment in the second kindergarten group.
- When an eligible age child is enrolled at more than one approved kindergarten program across two centres, their parents/guardians must indicate (via their child's *C&K Enrolment Booklet Affiliate*) which centre will receive Queensland Kindergarten Funding.
- Parents/Guardians of eligible children who have indicated they are claiming Queensland Kindergarten Funding at another centre will be charged the standard daily fee or higher.

Definitions

Eligible aged child	A child that turns 4 years old by June 30 in the year they attend kindergarten OR a child with delayed exit that is no older than 6 years and 6 months
Compulsory age to start school	6 years and 6 months
Acceptable evidence of a date of birth	<ul style="list-style-type: none"> Birth Certificate Passport Medicare-issued immunisation history Other government issued document stating child's Date of Birth Statutory Declaration certified by a Justice of the Peace stating child's full name and Date of Birth Documentation provided by either a community elder(s) or other relevant community member citing child's full name and Date of Birth.

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Acceptable evidence of immunisation

- Official record issued by the Australian Immunisation Register
- Letter from a recognised immunisation provider i.e. General Practitioner or immunisation nurse.
- Evidence must indicate a child's immunisation status is 'up to date' or 'not up to date' as per Queensland Immunisation Schedule. An up-to-date status includes cases where a child is on a recognised catch-up schedule or has a documented approved medical exemption.
- Non-Australian government vaccination records are **NOT** recognised as approved documentary evidence. Parents/Guardians of children with non-Australian government vaccination records must seek advice of a General Practitioner or immunisation nurse to obtain evidence of immunisation.

Acknowledgements and references

- Queensland Government. [Funding essentials for sessional Kindergartens](#)
- ACECQA. [Information Sheet – Quality Area 6 Enrolment and Orientation](#)

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: