

Kindy Waiting List Form

We appreciate your interest in Little Miracles Community Kindergarten for the ‘first step in your child’s education’. Please complete the Kindergarten Waiting List Form and return it by email, post or in person, together with the waiting list fee of \$25.00, which can be paid by direct deposit, eftpos or cash. Once this form is returned and fee is received, your child’s name will be placed onto our Waiting List.

Once on our Waiting List, you will be invited to any ‘Come & Play’ mornings or Open Days we may have. An Enrolment interview will be arranged with the Director, prior to the Offer of Enrolment. Enrolment Offers are sent via email in the June/July preceding your child’s year of Kindy.

As per the Enrolment & Orientation Guideline NQS7 (attached), enrolments are offered in date order of names being placed onto the Waiting List. Lodgement of the 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.

Enrolment Process -

- Waiting list completion and return
- Enrolment interview with Director
- Enrolment offer sent by email. (June/July in year preceding Kindy year)
- Enrolment Confirmation and paperwork sent by email.
- Orientation Interview with class Teacher
- Orientation morning with class in the week before Kindy starts (mid-January)

You are welcome to contact our office by phone or email for further information or to organise a visit during office hours.

When can your child attend Kindy????

DATE OF BIRTH	2026	2027	2028	2029	2030	2031
1 st July 2020 to 30 th June 2021	Prep	Grade one				
1 st July 2021 to 30 th June 2022	Kindergarten	Prep	Grade one			
1 st July 2022 to 30 th June 2023	Junior Kindy	Kindergarten	Prep	Grade one		
1 st July 2023 to 30 th June 2024		Junior Kindy	Kindergarten	Prep	Grade one	
1 st July 2024 to 30 th June 2025			Junior Kindy	Kindergarten	Prep	Grade one
1 st July 2025 to 30 th June 2026				Junior Kindy	Kindergarten	Prep
1 st July 2026 to 30 th June 2027					Junior Kindy	Kindergarten
1 st July 2027 to 30 th June 2028						Junior Kindy

Fees

- **Kindy is FREE** – From 2024, the Queensland Government is subsidising 15 hours per week, 40 weeks per year, for each eligible aged child.
- Our groups are 30 hours per fortnight, 40 weeks a year (state school terms) and therefore qualify for Free Kindy.
- Fees included under Free Kindy criteria – Program fees, Building Levy, Fundraising Levy, Excursion/Incursion Levy, E-Portfolio, Membership fee, Library bag.

Other fees payable

Application Fee	\$25 (to be returned with application form)
Enrolment Fee	\$50 payable upon enrolment
Kindy Shirts	\$26 each (not compulsory)
Kindy Hat	\$12 each (not compulsory)

** Fees are subject to change

Office Hours

Tuesday, Wednesday & Thursday
8.15am to 3.00pm

Bank Account Details

Little Miracles Community Kindergarten
638 – 070
010378138
Ref – Your Surname
**(Heritage customers use – 10378138 s21)

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.
- 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 be 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.

- o Delay in administering anaphylaxis/asthma medication in a medical emergency may result in serious, even fatal health risks to children.
- o 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 ASCIA.
- o 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 | 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 has 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	• 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
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

Inclusion Policy



This policy applies to children that have additional or behavioural needs that will require adaptations to the usual Kindy program e.g. teacher aide support, toileting support, use of visual cards, use of hearing devices, behaviour management strategies, visiting therapists, medical procedures, administration of medication, etc. This includes diagnosed, undiagnosed, and children that an EC Teacher identify as requiring extra support throughout the year. It is a condition of enrolment that this information is shared with Little Miracles Community Kindergarten. *This policy is to be used in conjunction with NQS2 Children's Health and Safety Procedure - Medical Condition. NQS6 Collaborative Relationships with Families and Communities – Inclusive Education. NQ5 Relationships with Children Procedure Supporting Children's Behaviour.*

Inclusive environments benefit all children. Little Miracles Community Kindergarten provides inclusive programs responsive to children's individual needs. This is achieved through building collaborative relationships with children, families, community, support agencies and health professionals. Through these relationships, all children, including children with additional inclusive needs, can access and participate within the program. Little Miracles Community Kindergarten has a long-standing reputation of providing quality education with fully inclusive practices. Little Miracles has a close relationship with the local Early Childhood Development Programs, and local therapists such as Speech Therapists and Occupational Therapists. Many families of children with additional inclusive needs are recommended to Little Miracles Community Kindergarten. For this reason, it is important that families are aware that we must follow a strict process and assess if we can provide the right amount of care and support for the child enrolling.

Procedure Prior to Enrolment Acceptance

- Initial Meeting with the family and child – It is imperative that we meet the child prior to enrolment so that we can gain an understanding of the child's needs and start to form a relationship. During this initial meeting, families are to provide all information that they have access to, including reports from medical specialist and therapist, reports from past education facilities, and their own clear and concise details of the needs of the child. It is important that families fully disclose information at this point, so that the Director/Educational Leader can start gathering accurate information.
- Director/Educational Leader will require permission to contact specialists and therapists for further information. If the child attends an ECDP, or another facility, the teacher may choose to attend this facility to meet the child, observe, and have discussions with the team members of the facility.
- Once the above has occurred the kindergarten will assess the application for enrolment taking into consideration any reasonable modifications required for inclusion, accessible support, employment of additional staff, safety risks, numbers of children already enrolled with additional needs, and best practice for all involved. In extenuating circumstances, when multiple children with inclusion support needs have applied to enrol, it may not be possible for Little Miracles Community Kindergarten to fulfill all these enrolments. Educators will assess the needs of all children and allocate groups accordingly. A thorough risk assessment would need to take place, and if the child, the educators, and other children in attendance are at risk in any way, then the enrolment process would not be able to continue.
- Whilst group preferences will be taken into consideration, we may not be able to accommodate first preference depending on the mix of needs in that group.
- If your enrolment is accepted the next steps will be an interview with the classroom teacher, enrolments forms, attendance at parent information night, orientation morning with other class members, etc. Little Miracles requests that the child attends **two** play dates at the Kindy (with at least one family member present). This is to ensure that the child transitions into Kindy as smoothly as possible and gives the educators an opportunity to form a relationship.
- Little Miracles may offer a 3-year-old Junior Kindy program; however, children of this age are not entitled to any government funding, therefore there is no access to extra support for children to attend the program. This is something that needs to be discussed with the director before enrolling, to ascertain if the Kindy can provide the necessary care and education for the child.

Procedure During Enrolment

Once enrolled and attending Little Miracles Community Kindergarten, it is important to maintain open and frequent communication. This will ensure that all parties involved are getting the most out of the enrolment. During enrolment, families of a child with inclusion support needs must follow the following procedure:

- Meet with the teacher/director at least once a term to discuss therapy, goals, development etc.
 - Continue to provide updated reports from specialists/therapists.
 - Work with the teacher to create an Education Support Plan with background information and goals.
 - Work with the teacher/director to create an application for KISS funding.
 - Work with the teacher/director to create a Behavioural Guidance Plan (if applicable).
 - Work with the teacher/director on gathering and supplying information to support KISS funding applications.
 - Act in a prompt matter with any paperwork requested.
 - Work with the teacher/director/therapist on recommendation made.
 - Continue to use open and honest communication with all parties involved to ensure the child receives the best possible support.
 - Act immediately to access support if recommended by teachers (e.g. apply for NDIS, get referrals, put names on waitlists).
 - If the above conditions are not met, or the support requirements/modifications increase throughout the year and can no longer be reasonably catered to, enrolment will be cancelled.
 - Act in a prompt manner if a teacher requests the child be picked up early due to excessive distress, aggression, absconding or any safety risk to self or others.
-

Kindergarten Waiting List form

Completing this form:

- Lodgement of the form **does not guarantee** your child a place within Little Miracles Community Kindergarten.
- This form is a waiting list application form only. If your child is offered a place, we will ask you to complete an enrolment booklet to formalise the enrolment for your child.
- Little Miracles Kindergarten does not have a sibling policy; please submit a separate form for each child.
- Please write using **BLOCK LETTERS**.
- Once completed, submit this form **using email or post directly to Little Miracles Community Kindergarten**.
- A range of **information is gathered for legislative and statistical purposes**; please ensure you complete all sections to help us process your application as soon as possible.

Child's details

First Name: _____ Surname: _____

Date of birth: _____ Gender: ☐ Male ☐ Female

Home address: _____

Suburb: _____ State: _____ Postcode: _____

Cultural Background: _____

Main Language spoken at home: _____ Other Languages spoken at home: _____

Do you or your child identify as: ☐ Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander

Do you or your child hold a current Health Care Card or Concession Card? ☐ No ☐ Yes

Does either Parent hold a Veteran Affairs DVA Gold or White Card? ☐ No ☐ Yes

Child is living in a formal child protection out-of-home-care arrangement ☐ No ☐ Yes

Our family/child have entered Australia under the Australian Government's Refugee and Humanitarian Program or are in the process of seeking asylum in Australia and hold a temporary visa? ☐ No ☐ Yes

Your child's year of commencement - please tick the relevant year according to your child's date of birth

☐ **2027** (born 1st July 2022 – 30th June 2023)

☐ **2029** (born 1st July 2024 – 30th June 2025)

☐ **2028** (born 1st July 2023 – 30th June 2024)

☐ **2030** (born 1st July 2025 – 30th June 2026)

Would you like your child to start earlier if there is a place?

☐ Yes ☐ No

Eg. when they are 3 years old (Junior Kindy)

Parents / guardians details

First name: _____ Surname: _____

Date of birth: _____ Parent's gender: Male ☐ Female ☐

Relationship to child: _____ Contact phone: _____

Email address: _____

First name: _____ Surname: _____

Date of birth: _____ Parent's gender: Male ☐ Female ☐

Relationship to child: _____ Contact phone: _____

Email address: _____

About your child

The information you provide in this section will assist Little Miracles Kindergarten in providing the highest quality of education and care and facilitating a smooth transition for your child and family into kindergarten. All responses to these questions will be treated in accordance with the Little Miracles Kindergarten confidentiality and privacy policy.

Does your child attend any Specialist Services eg. Speech, OT, ECDP? Yes ☐ No ☐

If yes, please give details _____

Have you applied for a NDIS plan? ☐ Yes ☐ No

If yes, is the plan - Approved ☐ or Waiting approval ☐

Does your child require extra support for any of the following (diagnosed or undiagnosed)? (Further discussions may be required to decide which days of attendance will best support your child's needs. (See Inclusion Policy attached)
Please provide open and honest details, so that we can arrange the appropriate support for your child.

- | | |
|--|--|
| ☐ ASD _____ | ☐ Asthma _____ |
| ☐ Allergies/Anaphylaxis _____ | ☐ ADD/ADHD _____ |
| ☐ Behavioural _____ | ☐ Developmental Delay _____ |
| ☐ Diabetes _____ | ☐ Diet/Food Aversion _____ |
| ☐ Epilepsy _____ | ☐ Hearing _____ |
| ☐ Medical Condition _____ | ☐ Processing _____ |
| ☐ Speech / language _____ | ☐ Sensory _____ |
| ☐ Toileting _____ | ☐ Vision _____ |
| ☐ Other (please specify any concerns) _____ | |

I have read and understood the Little Miracles Community Kindergarten Inclusion Policy ☐ Yes

How did you find out about Little Miracles Community Kindergarten?

- | | |
|--|--|
| ☐ Word of mouth | ☐ Internet search/Little Miracles Website |
| ☐ Existing C&K kindergarten | ☐ School |
| ☐ C&K website | ☐ Facebook/Instagram |
| ☐ Returning Family (older child attended) | ☐ Other (please specify) _____ |

Waitlist application agreement

- I have provided correct information and agree to notify Little Miracles Community Kindergarten Inc if my circumstances change.
- I understand that the information I have provided will be used for the purposes of being considered for a place in Little Miracles Community Kindergarten Inc.
- I understand that Little Miracles Community Kindergarten Inc regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal guardian of the child and have authority to provide information contained in this form.
- I acknowledge that by completing this Waiting list form, it does not confirm a placement at Little Miracles Community Kindergarten Inc.

Parent / guardian signature: _____ Date: _____

Lodgement details

Once completed, you can submit this form in person at 1-3 Goodwood Street, Toowoomba Qld 4350 or email – little.miracles@bigpond.com or mail directly to Little Miracles Kindergarten.

What now?

Once your application form & \$25 Application fee are received, Little Miracles Community Kindergarten may contact you to discuss your application, which may include a request for further information. We will contact you should a place become available. Please note that places are offered to eligible age children (4 by June 30 in the year they attend Kindergarten) first based on order of receipt of the wait list application. For further information regarding your application, please contact the Kindergarten.

OFFICE USE ONLY
Date received:

Processed by:
Date processed: