

EARLY LEARNING CENTRE POLICY

MAMIE BROWN HOUSE ENROLMENT

Values:

This policy applies to all children of preschool age enrolling at this centre. This school is committed to equal access for all children within the guidelines of the Priority Placement System.

Requirements:

- Children will have turned three by the date of entry to the Mamie Brown Centre.
- Children will be toilet trained prior to commencement.
- Parents are required to complete a **Medical History Form** and any additional medical documentation as required by Wilderness School, prior to commencement.
- All applications will be on the standard **Application Form**.
- All applications must be accompanied by an enrolment fee as determined by Wilderness School. This is non-refundable and does not guarantee a place.
- Wilderness School reserves the right to withdraw any offer made if it determines that the terms and conditions have not been met.

Procedure of Placements:

The following placement procedures apply to all children attending the Mamie Brown House.

- All children will be allocated a commencement date determined by their chronological age.
- All children who turn three years of age during the first three weeks of term 1 or 2 are able to start the week after their birthday.
- All children who turn three years of age within weeks 4-11 of term 1 or 2 will commence the following term.
- All children are expected to progress into the Annie Brown House the following academic year. Parents of children with additional needs whose academic and social development is assessed by Wilderness School will be contacted in term 4 to discuss their child's year of entry to the Annie Brown House.
- Children who turn three during the months of July, August or September may be eligible to enrol in the Early Mamie Program during terms 3 & 4 of that year subject to availability. This program is run during school term on a Monday morning. Children attending the Early Mamie Program will commence in the Mamie Brown House in the following academic year.

Application Procedures:

- A parent wishing to seek a placement for their child in the Mamie House must submit their **Application Form**. All application forms are then considered in accordance with the **Priority Placement System**.
- During term 1 in the year prior to the child's commencement date, parents will be sent a request form asking families to request the days they wish their child to attend.
- Parents will have 10 days to return this form with all sections completed.
- Parents are then requested to make an appointment time to meet with the ELC Director of Learning.
- Once completed, Wilderness School will send an official confirmation of the place and sessions.
- All other applications received after this time will be offered placements where there is availability; however the **Priority Placement System** will no longer apply.

Sessions:

The sessions of attendance are:

Day	Morning Session	All day session
Monday	8.30 - 12 noon	n/a
Tuesday	8.30 - 12 noon	8.30 - 3pm
Wednesday	8.30 - 12 noon	8.30 - 3pm
Thursday	8.30 - 12 noon	8.30 - 3pm

- Sessions must be selected by parents upon application. These can be negotiated prior to commencement, where places are available.
- Children can attend a minimum of two sessions a week.

Priority Placement System:

- During term 1, the Placement Panel, which includes the Principal, Head of Junior School, ELC Director

of Learning and Academic Registrar, shall meet to allocate and prioritise placements.

- Preference in respect of applications is given in the following order: 1. Girls who have/had siblings attend Wilderness School. 2. Girls who have enrolled in the Reception class at Wilderness School.
- Any other eligible applicant will join the waiting list in the order of applications received. Wilderness School reserves the right to vary the **Priority Placement System** as required. Any such variation will be undertaken with the approval of the Principal.

Billing Procedure:

- Each family will be billed at the beginning of each term based on the sessions placed for each child.
- If sessions increase from those originally scheduled, then the billing will increase accordingly when the change is effective. If however, a session/s is no longer required, an adjustment will not take effect until the following term, when the parent will be billed at the revised session bookings.
- A credit will not be given for sessions no longer required within the term. Refunds for leaving the Mamie Brown House part way through a term are not given, including holiday leave.
- Once notification of sessions has been confirmed by Wilderness School, families will be required to give one term's notice should the session requirements change.

ANNIE BROWN HOUSE ENROLMENT

Values:

This policy applies to all children enrolling at this centre in the year before they commence in Reception class. This school is committed to equal access for all children within the guidelines of the Priority Placement System.

Requirements:

- Children will attend the Annie Brown House in the year prior to commencement in Reception class, as determined by Wilderness School.
- If the child has previously attended the Mamie Brown House and is already registered for Reception class, then they are already allocated a placement in the Annie Brown House provided they accept their placement one Semester before commencement.
- If the child has not attended the Mamie Brown House then parents are required to complete a **Medical History Form** and any additional medical documentation as required by Wilderness School, prior to commencement
- All applications will be on the standard **Application Form**.
- All applications must be accompanied by an enrolment fee as determined by Wilderness School. This is non-refundable and does not guarantee a place.
- Wilderness School reserves the right to withdraw any offer made if it determines that the terms and conditions have not been met.

Procedure of Placement:

The following placement procedures apply to all children attending the Annie Brown House:

- All children will be allocated a commencement date determined by their chronological age.
- All children who turn 4 years of age prior to June 30th of the school year of attendance will commence in Week 1 of Semester 1.
- All children are expected to progress into the Reception class at the end of the academic year.
- All children enrolled in the Annie Brown House are required to attend a minimum of two sessions per week.

Application Procedures for Parents of Children Who Have Attended the Mamie Brown House

- A child with a completed and signed application form for attending the Mamie Brown House will not be required to complete another form or pay another non-refundable enrolment fee.
- All application forms are considered in accordance with the **Priority Placement System**.
- During Term 1 of the year prior to commencement parents will be sent a request form asking families to request the days they wish their child to attend.
- Parents will then have 10 days to return this form with all sections completed.
- Once received, Wilderness School will send an official confirmation of the place and sessions.
- All other applications received after this time will be

offered placements where there is availability; however the **Priority Placement System** will no longer apply.

- Late applications will not be considered in accordance with the **Priority Placement System**.
- Any outstanding fees from the Mamie Brown House will be paid in full prior to commencement at the Annie Brown House; otherwise the offer of placement may be withdrawn.

Application Procedures for Parents of Children Who Have Not Attended the Mamie Brown House

- A parent wishing to seek a placement for their child in the Annie Brown House must submit their **Application Form**. All application forms are then considered in accordance with the **Priority Placement System**.
- During term 1 in the year prior to the child's commencement date, parents will be notified of an offer of placement, where availability permits.
- Parents will then have 10 days to return this form with all sections completed.
- Parents are then requested to make an appointment time to meet with the ELC Director of Learning.
- Once completed, Wilderness School will send an official confirmation of the placement.
- All other applications received after this time will be offered placements where there is availability; however the **Priority Placement System** will no longer apply.

Days of Attendance:

Children can attend a minimum of two days a week in the Annie Brown House, which is open from 8.30 - 3.25pm Monday to Friday.

Priority Placement System:

- All children progressing into the Annie Brown House from the Mamie Brown House shall be offered a placement where places are available. In a case where there is not a place available for all then priority will be given as below.
- Preference in respect of all other applications is given in the following order: 1. Girls who have/had siblings attend Wilderness School. 2. Girls who have enrolled in the Reception class at Wilderness School.
- Any other eligible applicant will join the waiting list in the order of applications received. Wilderness School reserves the right to vary the **Priority Placement System** as required. Any such variation will be undertaken with the approval of the Principal.

Special Enrolment Procedures:

All decisions relating to a child deferring a year of entry to Reception are:

- Made by an **Academic Panel** in consultation with the child's parents. This panel may include the Principal, Head of the Junior School, ELC Director of Learning, Annie Brown House Coordinator, School Counsellor and Special Needs Coordinator.
- Subject to enrolment numbers.

Billing Procedure:

- Each family will be billed at the beginning of each term based on the days placed for each child.
- If days increase from those originally scheduled, then the billing will increase accordingly when the change is effective. If however, a day is no longer required, an adjustment will not take effect until the following term, when the parent will be billed at the revised day bookings.
- A credit will not be given for days no longer required within the term. Refunds for leaving the Annie Brown House part way through a term are not given, including holiday leave.
- Once notification of days has been confirmed by Wilderness School, families will be required to give one term's notice should the day requirements change.

Reception Placement:

Any outstanding fees from the Annie Brown House will be paid in full prior to commencement in Reception; otherwise the offer of placement may be withdrawn.