

Manly Vale Community Kindergarten Inc.

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Waiting List Information

Thank you for your enquiry about Manly Vale Community Kindergarten. You can register your child on the waiting list on or after their second birthday. **Please note that this is a waiting list application and does not guarantee your child a place.** Your child's name will be placed on the Waiting List for entry in the appropriate year. A confirmation receipt from communications@hubhello.com will be emailed to you when the application is complete and processed. If you wish to visit the preschool please phone or email for an appointment, available from 9:30am on Mondays, Tuesdays and Thursdays.

Please complete the attached waiting list application and return it to the preschool with –

- Payment of \$50. We only accept an electronic funds transfer which can be made to **Account Name - Manly Vale Community Kindergarten BSB 062 109 Acct No. 0090 0773**. Please ensure that you type your CHILD'S NAME with the transfer.
- A copy of the child's birth certificate. An offer of placement cannot be made without verification of the child's birth date.
- Before starting at the preschool you must provide a copy of either a current AIR Immunisation History Statement or an AIR Immunisation History Form. Updated statements can be accessed through myGov or call 1800 653 809.

Enrolment Offers

Offers for a position are made from July in the previous year, with the preschool year starting at the end of January. On accepting a position a non-refundable enrolment fee of \$330 is required. **Children must be 3 years of age by 31st January in the year of attendance before they can start at the preschool.**

ENROLMENT AND PLACEMENT POLICY - PRIORITY OF ACCESS GUIDELINES

Places will be allocated to children in accordance with the following guidelines and date of application.	
PRIORITY 1	All children currently attending the preschool have a place for the following year.
PRIORITY 2	Children that satisfy the Priority of Access Guidelines as defined by the Preschool Start Strong Funding Program, set by the NSW Department of Education. <i>(In no particular order with priority given to children in the year before school and children in greatest need.)</i> <ul style="list-style-type: none">• Children who are at least 4 years old on or before 31 July in that preschool year.• Children who are from low income and/or Aboriginal families.• Children with English language needs.• Children with diagnosed disabilities and additional needs.• Children who are at risk of significant harm (from a child protection view).
PRIORITY 3	Children who had a sibling at the preschool, as long as they apply before their 3rd birthday. <i>Note that siblings applying after their 3rd birthday will be included in priority 5.</i>
PRIORITY 4	Children of current staff who are on the waiting list and are of eligible age.
PRIORITY 5	All other children turning 3 on or before January 31 in the year of preschool entry.

Fees and Membership for 2025

3 Day Group - 4 year old children (turn 4 before 31 July) - \$68 per day
2 Day Group - 4 year old children (turn 4 before 31 July) - \$85 per day
2 Day Group - 3 year old children - \$90 per day
Equity Rate (low income, ATSI, Disability) - \$36 per day
Membership Incorporation Fee - \$1.10 per family
Start Strong Fee Relief Discount (from NSW Dept Education) - up to \$4,347 per year.

About the Preschool

Manly Vale is a community based preschool catering for 60 children per week aged 3 - 5 years. The preschool is a non-profit organisation run by a volunteer Parent Management Committee and operates under the Education and Care Services National Law and Regulations 2011. The preschool was built in 1965 and is hired from Northern Beaches Council.

All children must turn 3 by the 31st January in the preschool year to be eligible to start. We have two groups of 30 children attending either 3 days: Monday, Tuesday & Wednesday or 2 days: Thursday and Friday.

Our preschool program is 9am - 3pm. On Thursdays and Fridays extended hours are available on request from 8:00am to 3:30pm. The preschool operates during school term only, so Child Care Subsidy is not available. The preschool receives funding from the NSW Dept of Education for all children.

Our Program

The preschool recognises that children build the future foundations for their learning before the age of five, with play being the most influential and richest way in which children learn and develop. Our play based program is supported by the Early Years Learning Framework (EYLF) curriculum. Each day children are able to select from a wide range of experiences, stemming from current interests and catering for individual developmental needs. Experiences for the children are open ended and focus on the process of learning rather than the product. Interactions with others are a core feature of our program. Through play, the children develop relationships with others and learn respect and tolerance towards each other and their environment. The routine of the day is consistent and balanced, involving three group times with group investigations, early literacy and mathematics, music and movement and games. Each child's parents and family are the first and most important educators therefore involvement is encouraged as a significant part of our program.

Our Educators

Every day there are four qualified educators who are highly experienced, motivated and caring. The ratio at the preschool is 4 educators to 30 children. Additional educators are included during the week in the role of inclusion support and program relief.

Parent Involvement

Parents are encouraged to support their community preschool through becoming a member of the Parent Management Committee, supporting social or fundraising events and developing and maintaining respectful relationships with the educators. Parents are also encouraged to be involved in the day to day program by sharing skills, own interests, family cultures and practices. A parent roster is available to join us at any time.

Daily Routine

9.00	Indoor & Outdoor Play	1:00	Lunch
10.40	Story Group Time	1:30	Rest and Relaxation
11.00	Morning Tea	2:00	Indoor or Outdoor Activities
11:30	Outdoor Play	2:40	Story and / or Show and Tell
12:00	Music and Movement Groups	3:00	Home

What To Bring

Parents are required to provide fruit for morning tea, a healthy lunch and enough water to drink for the day. All children will bring a spare set of clothing and a wide brimmed sunhat every day. A set of bed sheets will be provided by the preschool for your child to use.

OFFICE USE: Date Applied _____ Fee Paid _____ Receipt Sent _____

WAITING LIST APPLICATION

Child's First Name _____ Child's Last Name _____

Date of Birth _____ Child's Gender _____

Home Address _____

Parent 1 Name _____ Mob Phone _____

Parent 1 Email Address _____

Parent 2 Name _____ Mob Phone _____

Parent 2 Email Address _____

Desired year of preschool entry *(child must turn 3 on or before 31st January the year they attend)* _____

Year your child will start school *(any child turning 4 by 31st July is eligible to start school the year after)* _____

How many days of preschool do you require? *(tick one box only)* **3 Days (M,T,W)** ☐ or **2 Days (Th,F)** ☐

Does the child have any special or additional needs? **Yes** ☐ **No** ☐
(eg physical / cognitive / language delays or behavioural difficulties)

If **"Yes"**, please list any support services your child is attending *(eg speech pathologist, specialist, OT)* and include copies of documentation that support this

Is the child from a non-English speaking background? **Yes** ☐ **No** ☐ **Language Spoken** _____

Does the child speak English? **Yes** ☐ **No** ☐ Does the child understand English? **Yes** ☐ **No** ☐

Are you from Aboriginal or Torres Strait Islander descent? **Yes** ☐ **No** ☐

Do you hold a Family Health Care Card or Pensioner Concession Card? **Yes** ☐ **No** ☐ **Date of Expiry** _____

Has a child from the same immediate family attended this preschool? **Yes** ☐ **No** ☐

If **"Yes"**, please list the name of the child and the year attended.

Name _____ Year _____

Will your child be attending another child care service while they are enrolled at this preschool? **Yes** ☐ **No** ☐

If **"Yes"**, please name the service and which days they will be attending.

Name of Service _____ Days Attending _____

How did you first find out about our preschool? Parent Referral ☐ Sibling Attended ☐ Local School ☐

Internet ☐ Pamphlet/Community Notice ☐ Other – Please Specify _____

Signed by Parent / Guardian _____ Date _____

CHECKLIST *(have you included with this form ...)*

\$50 Waiting List Fee ☐

Copy of Birth Certificate ☐

Copies of additional needs or low income documentation *(if required)* ☐