



MLC EARLY LEARNING CENTRE (ELC) ENROLMENT POLICY

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING COLLEGE INFORMATION:

- Anti-Discrimination Policy
- ELC Enrolment Form
- ELC Expression of Interest Form
- ELC Fees and Charges Brochure
- ELC Handbook
- ELC Holiday Application Form
- ELC Terms of Enrolment Policy
- ELC Withdrawal From Enrolment Form
- Enrolling and Employing People with a Disability Policy
- Privacy Policy

RELEVANT LEGISLATION INCLUDING:

- Education and Care Services National Law (WA) Act 2012
- Education and Care Services National Regulations 2012
- National Quality Standard
- Privacy Act 1988

RATIONALE

Methodist Ladies' College is an inclusive environment where enrolment is open, where numbers permit, to all who are willing to engage in the programmes we offer, who demonstrate a keenness to participate in the full range of College activities, and whose families understand and are supportive of the College Vision, Mission and Values. The College operates an Early Learning Centre (ELC).

AIMS

The aims of this Policy are to:

1. articulate the basis upon which ELC enrolment eligibility will be determined;
2. provide information about the enrolment process;
3. inform parents and students of their obligations upon enrolment;
4. ensure parents are aware of fees and charges payable during the enrolment process and in the case of withdrawal; and
5. provide information to parents that enables them to make informed decisions about the education of their children.

ENROLMENT POLICY

Students are enrolled at the ELC according to this ELC Enrolment Policy.

In this Policy, we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments are by the natural parents of children, so we have chosen to use this terminology to simplify this Policy. However, we readily accommodate ELC enrolments in which guardians or carers have responsibility for a child's application.

OUR SELECTION CRITERIA AND ETHOS

Our selection criteria to the ELC are established to reflect the ethos of the College and the Australian Government's Priority of Access guidelines for child care services. The guidelines can be read [here](#). Consequently, we seek to enrol those children whose families understand and are supportive of the College Vision, Mission and Values.

We prioritise applications against and in the order of these criteria:

- Applications according to date of application
- Australian Government's Priority of Access
- Children of MLC and Christ Church Grammar School staff
- Siblings of current students of the College and Christ Church Grammar School
- Children of Collegians
- Children of Uniting Church Ministers

The ELC will consider all applications for enrolment. All applicants are assessed against the criteria noted in this Policy. However, for a parent's best chance at securing a position at the ELC, priority will be given based on the date a signed Enrolment Form is received at the ELC.

OUR ENROLMENT PROCESS

Parents wishing to enrol their child for a place at the ELC are required to complete an Expression of Interest Form. The child will then be placed on a waiting list. When a vacancy occurs, an offer is made to a child on the waiting list who meets the Selection Criteria and requires the same vacancy days as available. At this time, parents are required to complete an ELC Enrolment Form.

At times, the ELC may hold day vacancies in reserve to assist with the ELC's functioning and with organising enrolments for the following year.

Parents must keep the ELC informed of any changes to the information recorded on the ELC Enrolment Form.

PRIVACY OF INFORMATION SUPPLIED

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an ELC Expression of Interest or Enrolment is not successful, the College and ELC will retain the information, with the permission of parents, for consideration should an enrolment place become available later.

The College's Privacy Policy can be accessed on the College website, mlc.wa.edu.au.

ENROLMENT CONTRACT

Parents may accept a place for their child by signing the Enrolment Form and Terms of Enrolment, and paying the Holding Fee. This will establish agreement by the parents to support the ELC policies, rules and Code of Behaviour, to pay the ELC fees and other charges, and to accept the Terms of Enrolment.

PARENTS' DECLARATION

Completion of the ELC Enrolment Form requires parents to declare that to the best of their knowledge they have:

- disclosed any current or past information relating to their child's learning, health and wellbeing;
- provided a copy of any Parenting Order or Restraining Order that applies to the child and the parent(s); and
- fully completed the ELC Enrolment Form.

Should a parent withhold information relevant to the registration and enrolment process, the ELC has the right to refuse or terminate the enrolment process on these grounds.

COLLEGE FEES

All parents are required to pay a Holding Fee of \$650 to confirm a place at the ELC.

All fees and charges, and method of payment, will be as per the relevant year's ELC Fees and Charges Brochure.

Fees are required to be paid fortnightly in advance.

HOLIDAYS AND ABSENCES

For anticipated periods of absence, a Holiday Application Form must be completed and submitted to the ELC Director at least two weeks prior to the start of the period of absence. If the ELC is then able to fill the absent child's place with a casual enrolment, a 50 per cent discount will be applied to the fee account for all days that are filled. This discount will only apply to a full enrolled week of absence.

Fees for days which fall on a public holiday or school holidays will be charged if that day is a usual day of attendance and if the ELC is open. If the ELC is not open on any of those days, the relevant fee will not be charged.

Fees are charged for all enrolled days, including days of absence due to, for example, a family holiday, illness or exclusion periods for infectious conditions.

LATE-COLLECTION FEE

A late-collection fee, as per the ELC Fees and Charges Brochure, will apply if a child remains in the ELC after closing time. It will be added to the fee account.

ADMINISTRATION FEE

An administration fee, as per the ELC Fees and Charges Brochure, will be charged.

OTHER CHARGES

Other relevant charges will be added to the fee account and will be added to the regular direct debit.

WITHDRAWAL

In order to cancel a child's enrolment, parents must give notice in writing at least four weeks prior to the date of withdrawal. If four weeks' notice is not provided, four weeks' fees will be charged to the fee account, as per the ELC Fees and Charges Brochure.

COMMUNICATION BETWEEN THE COLLEGE AND PARENTS

Under Australian law, where this is relevant, both parents must receive information and be involved in decision-making about their child's education and welfare, unless the courts have ordered otherwise.

As the ELC is part of the whole College community, parents will, from time to time, receive whole College communications regarding activities and events.

The College will communicate from time to time with both parents as per the contact details supplied on the ELC Enrolment Form and/or as notified to the ELC.

ELC ENROLMENT POLICY MAY CHANGE

The College reserves the right to alter the ELC Enrolment Policy at any time. The prevailing ELC Enrolment Policy will be available at all times on the College website. Parents will be notified of changes as they occur.