



## Enrolment Policy: Early Learning Centre

Our Early Learning Centre offers our youngest learners the opportunity to explore the world. With an emphasis on play-based learning, Korowa's ELC fosters discovery at the child's own pace with a curriculum that is stimulating and informed by current research and frameworks.

### Values

Courage to strive for success in learning and life.

Respect for Anglican values that promote authentic social responsibility.

Integrity in our conduct, relationships and leadership.

Service to our local, national and international communities.

Korowa will provide:

- The place to connect.
- The challenge to learn.
- The opportunity to excel.

Through a play-based program, children are encouraged and supported to develop valuable life skills such as emotional, social, physical, language and cognitive development

Our Early Learning Centre welcomes 3 & 4-year-old children. In line with Korowa's philosophy of valuing diversity, Korowa is a non-selective school that welcomes all students regardless of faith, background or ability.

### Application

An application should be made as early as possible by submitting an application to the School, along with a copy of your child's birth certificate or passport. Parents should apply for a place in our ELC for a specific year. Korowa will only accept one application per student. All applications are placed on a waiting list in order of date of application.

Applications may be given preference on the waiting list on the basis of the following criteria:

1. Children continuing from the ELC to Prep
2. Siblings of currently enrolled students at Korowa
3. Children or grandchildren of Korovians
4. Children of Korowa staff members
5. Date of application

### **Deferrals**

Prior to confirming a place, an application may be deferred to the next year ie ELC 4. The School may remove an application from the waiting list if repeatedly unable to contact a family. It remains the responsibility of the family to keep the School informed of any changes to contact details. Application fees are non-refundable.

### **Enrolment Interview**

Approximately 12 to 18 months prior to the enrolment date, applicants may be invited to meet with the Principal or relevant Head of School.

### **Flexible Days**

There is flexibility to choose non-consecutive days in our ELC Program. Our ELC 3 year old program offers two, three, four and five day programs while the ELC 4 year old Program offers three, four and five day programs. A minimum of two days attendance per week are required in ELC 3 and a minimum of 3 days attendance are required in ELC 4.

### **Additional Learning Requirements**

At the time of application, parents are required to disclose if their child has any disability or additional learning requirements. This information enables Korowa to determine whether reasonable adjustments may need to be made to support the student whilst at our ELC . If parents do not provide information enabling the School to provide the appropriate support and learning environment for the child, the enrolment may be reconsidered.

### **Confirmation of Enrolment**

Once an offer of enrolment is made and in order to accept the place, both parents are required to sign the Enrolment Agreement and pay the enrolment fee. This fee is not transferable and non-refundable. It cannot be deferred to a future commencement date. Should the enrolment be withdrawn after the Enrolment Agreement is received and the fee is paid, the enrolment fee is forfeited.

### **Holding Deposit**

For children continuing to Prep at Korowa, the School requires a holding deposit of \$2500 per confirmed enrolment. The deposit will be charged on March 1 in the year preceding commencement in Prep (during ELC 4). If the enrolment is confirmed after this date the holding deposit will be payable within the period specified in the letter of offer. The \$2500 holding deposit will be credited in full against Term 2 tuition fees in the year of entry. Should the student not take up the confirmed place, the holding deposit is non-refundable and non-transferable, and therefore will be forfeited.

### **Opportunities to visit our ELC**

The School welcomes all families to attend Korowa during operational hours to observe our program and become familiar with Korowa prior to the child commencing in our program.

### **Immunisation Records**

As part of our enrolment process, Korowa will require the Immunisation History Statement of each student prior to enrolment (the AIR Immunisation History Statement) This information will be recorded by the school. A tentative place may be offered until the School receives a copy of the immunisation statement. Only students with an up to date immunisation record will be offered a

confirmed place in our ELC. Updated Immunisation records will be requested by the School in accordance with the child's vaccination schedule.

### **Age of a Student**

Students entering ELC 3 must be 3 years of age on or prior to 30 April. Students entering ELC 4 must be 4 years of age on or prior to 30 April. The age of a student in subsequent year levels will be in line with this latter requirement unless otherwise approved by the Principal. Students commencing in ELC 3 or 4 and continuing into Prep will be given priority on the waitlist.

### **Record Keeping**

The School will keep copies of all documentation collected during the enrolment process and these records are stored in accordance with the School's Privacy Policy.

### **Related Documents**

This enrolment policy should be read in conjunction with the following documents:

School Business Regulations and Fee Schedule. <https://www.korowa.vic.edu.au/enrolment/fees/>

#### Privacy Policy

A copy of Korowa's Privacy Collection Notice is available on the School's website and is made available to parents at the time of application. <https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>

#### Complaints and Grievances Policy

Should you have a complaint in relation to this policy please follow our Complaints and Grievances Policy available on our website <https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>