

4 YEAR OLD



(Maroondah Integrated Kindergarten's Association)

***FOUR YEAR OLD
KINDERGARTEN ENROLMENT MANUAL
(MARCH 2016)***

4 YEAR OLD

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INTRODUCTION

The Maroondah Integrated Kindergartens Association Inc (MIKA) was formed when the Ringwood and Croydon City Councils were amalgamated to form the City of Maroondah. MIKA initially only operated a Central Enrolment Scheme for four year old Kindergarten, however as of 2008 a central system was implemented for three year old enrolments as well. This system applied for the first time for enrolments for kindergarten attendance in 2009.

MIKA has two categories of membership, namely full and associate membership. Full members participate in the central enrolment scheme, have full voting rights and are eligible to be on the Executive Committee. Associate members do not participate in the central enrolment scheme, do not have voting rights and are not eligible to be on the Executive Committee. See Appendix A for membership criteria.

Each year all member kindergartens nominate a person to be their representative on the MIKA general committee, with the MIKA Executive Committee (President, Vice President, Secretary and Treasurer) being filled by full member kindergartens on a rotational basis. This MIKA representative may hold the dual role within their individual kindergarten of either three or four year old enrolment officer. The new executive is elected each December at the MIKA Annual General Meeting.

FUNDING

The Maroondah City Council provides funding to MIKA to operate the centralised enrolment system for four year old kindergarten enrolments through an annual grant. The remainder of funds are raised through membership fees (see Appendix G) and enrolment fees. Funding is essentially utilised to employ the Central Enrolment Officer and MIKA Bookkeeper, run the Central Enrolment Office and operate the Central Enrolment scheme. MIKA is a non-profit organisation.

OBJECTIVES

The main objectives of MIKA as stated in its Statement of Objects and Purposes (see Appendix B) are:

- to provide a forum for discussion of matters of interest to individual member kindergartens or the kindergarten community as a whole;
- to administer the Central Enrolment Scheme in accordance with the policies pertaining to it on behalf of full member kindergartens;
- to act on behalf of all member kindergartens in the public arena if instructed to do so.

It is important for kindergartens to see MIKA as having a role outside of over-seeing the central enrolment scheme. It is a valuable forum for kindergartens to raise issues with other kindergartens. MIKA is made up of representatives from all member kindergartens and is there to assist all members.

MIKA meets six times per year at member kindergartens (this is organised on a rotational basis). The MIKA Annual General meeting is then held in December at the Council Offices.

MIKA also has a range of equipment available for members to borrow (refer Appendix C). To arrange to borrow any item contact the current Vice President (refer Appendix F).

Bec Devers is the current Central Enrolment Officer. Bec can be contacted on 0449 997 488, or via e-mail at info@mika.org.au . For further information on MIKA and the enrolment process, visit the website www.mika.org.au.

PART A: DESCRIPTION OF PRE-SCHOOL SERVICE

- **Eligibility for Attendance**

Children are eligible to attend one year of funded kindergarten prior to school entry.

Child's Date of Birth	Pre-School Year
1 May 2011 - 30 April 2012	2016
1 May 2012 - 30 April 2013	2017
1 May 2013 - 30 April 2014	2018
1 May 2014 - 30 April 2015	2019

Attending pre-school is not compulsory or a free service. The State Government provides a subsidy for each child attending four year old kindergarten. Centres are managed by voluntary committees, comprised of parents of children attending the centre. Some kindergartens are also cluster managed by Best Chance. The programs are planned by trained Kindergarten teachers and are implemented by the teacher and assistant.

- **Withdrawal of a Child (previously known as deferral)**

Some families may choose to withdraw their child from the four year old program after enrolling, with the intention of attending four year old kindergarten the following year. This needs to happen prior to commencing the year, or very early in first term to ensure the child will be eligible for funding the following year.

If a family wishes to withdraw their child they should advise the Central Enrolment Officer and the kindergarten either verbally or in writing of their request.

If a child is withdrawn after having been placed at a kindergarten, then that child is guaranteed a place at that kindergarten the following year. If a child is withdrawn prior to placement or changes their kindergarten preference, the child will be placed in accordance with the uniform central criteria.

- **Repeating Children (children funded for a second year)**

Kindergartens must advise the Central Enrolment Officer (CEO) by 30 June each year of how many places may be needed for children applying for funding for a second year. These places will then be held open until a firm decision is made.

It is the Teacher's responsibility, in conjunction with the parent, to organise a request for funding for a second year. Children undertaking a second year will be added to the Kindergartens enrolment list once funding has been confirmed.

Positions are not reserved for children who change kindergartens for their second year or children undertaking an unfunded second year of kindergarten. These children need to re-enrol through the central enrolment office before June 30. No unfunded child will be placed ahead of a funded child.

- **Children with Additional Needs**

All Additional Needs placements will be made in consultation with kindergartens. In some cases children may require the service of a specialist aide or another assistant. The parent of a child requiring an aide can submit a request for funding to the appropriate State Government Department. Kindergartens may assist in this process.

- **Number of Enrolments**

In respect of four year old enrolments, Kindergartens will have either:

- ⇒ a maximum of 66 children enrolled
- ⇒ or in the event of greater numbers
- ⇒ a maximum of 3 x 4 year old groups containing not more than 30 children each.

Session times and program models vary. The Early Learning Association Australia (formerly KPV) has produced a manual called "Model Works" to help committees of management develop flexible kindergarten programs. This can be a very useful guide when trying to provide a program to suit the number of enrolments your Kindergarten has.

- **Fees**

Parents of children attending four year old kindergarten are required to pay a fee per term. This fee is used to meet the running costs of the kindergarten in conjunction with the funding received from the State Government. Each year the Pre-School Committee of Management determines the fees that are payable. The government does not fund three year old programs.

- **Assistance for parents**

A Government subsidy is available for eligible children who have their own Health Card or Pension Card or who have parents who are on a Health/Pension Card.

This may be a:

- ⇒ *Health Care Card*
- ⇒ *Health Benefits Card*
- ⇒ *Pensioner Concession Card*

A Medicare Card is not acceptable.

This subsidy is received by the Pre-school and is passed on to the parent through a reduction in their fees throughout the Pre-school year (in some instances no fees will be payable by the family). Families who are eligible to receive this subsidy must inform the Pre-School before the commencement of the year so that the Pre-School can apply for the subsidy.

PART B: OPERATION OF THE CENTRAL ENROLMENT SCHEME

OBJECTIVES

The Maroondah Integrated Kindergartens Association (MIKA) operates the central enrolment scheme to provide parents with a more efficient means of enrolling into three year old and four year old kindergarten.

MIKA is unable to guarantee placement of all three and four year olds.. However, MIKA will make every effort to place any eligible child who meets our placement criteria, and who has enrolled for and is undertaking a funded year of four year old kindergarten.

CENTRAL ENROLMENT OFFICER

The Central Enrolment Officer can be contacted on 0449 997 488 or info@mika.org.au.

The Central Enrolment Officer (CEO) administers the central enrolment scheme on behalf of MIKA. The CEO also deals with all queries relating to the enrolment process. Any inquiries about enrolments received by your kindergarten may be referred to the CEO. The CEO attends all MIKA meetings to provide an update on the enrolment process and to provide information to individual kindergartens.

ENROLMENT PROCESS

Enrolments for four year old kindergarten are taken from 1 March to 30 June for kindergarten attendance in the following year. Children must be four years old by 30 April in the year in which they attend kindergarten. A child is not able to apply for both three year old and four year old kindergarten in the one year. Online enrolments and paper enrolment forms and parent information (see Appendix D) are updated and printed by the CEO (with Council assistance) and released on 1 March each year. Online enrolment flyers and paper enrolment forms are distributed to kindergartens, council customer services centres and can be downloaded from the MIKA website, www.mika.org.au. This information is also available from the Central Enrolment Office.

Applications close on 30 June. All applications for a funded year of kindergarten received up until that date are treated equally. Any applications received after 30 June are considered late applications.

All applications for a funded year of kindergarten received before the closing date will be placed before any late applications are placed. Late applications will then be placed in order of their receipt.

Enrolment Forms ask parents to list their first three preferences for kindergarten and to supply proof of age, address and the enrolment fee. The fee is to assist with the cost of the central enrolment scheme, it is not part of kindergarten fees and it is non-refundable.

Once applications close at the end of June, the Central Enrolment Officer allocates places in accordance with the uniform central criteria:

Withdrawal of children: If after having accepted a place at a kindergarten, a child is subsequently withdrawn with the intention of attending four year old kindergarten the following year, that child will be guaranteed a place the following year at the kindergarten from which they have withdrawn/deferred. The child does not need to re-apply and the original paperwork is carried forward. (If a child who has withdrawn changes their preference of kindergarten, or if a child is withdrawn prior to accepting a position, that child's application will be subject to the same placement criteria as all other applicants).

Where **kindergartens** receive **less than or just enough enrolments** to fill available places, **all first preferences** for that kindergarten **will be offered a place.**

Where **kindergartens** receive **enrolments in excess of places** available, their enrolments will be treated as follows:

(1) **1st Preference, and**

Where a kindergarten receives more applications than available places i.e. is oversubscribed:

(2) Children enrolling under the Government's Priority of Access guidelines will be placed at their 1st preference.

- (3) **Proximity** - applicants who live geographically closest to the kindergarten (and who are or will be residents of the City of Maroondah in 2017, or who reside in a Municipality whose boundary with the City of Maroondah is within one kilometre of the kindergarten), will be placed first. **Proof of residential address must be supplied with your application**, see below.

Applicants are contacted by the Central Enrolment Office by letter of 1 August as to their allocated place. Upon receipt of this letter families may be required to pay a non-refundable deposit per child to the kindergarten, usually within 7-14 days. This confirms the child's enrolment. Failure to respond to the letter of offer or pay the deposit within the required timelines may result in the loss of placement.

Prior to letters of offer being sent out, the kindergarten will be provided with a list of their enrolments, accompanied by each child's MIKA enrolment form (paper application only).

Applications occurring outside the normal enrolment period (between March and June) must still be processed by the Central Enrolment Officer including the application fee and proof of age. As stated above, all late applications are placed in order of receipt.

A copy of the central enrolment policy is attached at Appendix E. Please note that this policy is for the information of MIKA members only and is not a public document.

PART C: THE ROLE OF KINDERGARTEN ENROLMENT OFFICERS

- **Kindergarten Enrolment Officers/MIKA Representative**

At the Kindergarten's Annual General Meeting each management committee will appoint a four year old enrolment officer. This person will be responsible for communicating with the Central Enrolment Officer, Parents, Teacher and Pre-School Management Committee. The Enrolment Officer will keep the committee informed about their enrolments at monthly committee meetings. This person may also take on the role of MIKA representative (and in some instances three year old enrolments as well). This would require attendance at all MIKA meetings to act a liaison between MIKA and the Kindergarten Committee of Management.

If the four year old enrolment officer is not also the MIKA representative then they need to liaise with the MIKA rep on a regular basis to ensure that all relevant information is passed on following MIKA meetings.

- **General Responsibilities of Kindergarten Enrolment Officer**

- ⇒ To become familiar with the rules and operating procedures of MIKA.
- ⇒ To liaise with Central Enrolment Officer, Teachers and Pre-school Committee on:
 - ◇ current enrolments
 - ◇ procedure for enrolments
 - ◇ current enrolment issues
 - ◇ next year's enrolments
- ⇒ To maintain the supply of central enrolment forms at their own Pre-school. Forms can be obtained from the Central Enrolment Officer.
- ⇒ To provide the Central Enrolment Officer with updates of any changes that may occur with current enrolments. Application forms of children no longer requiring a position are to be returned to the Central Enrolment Officer. This is especially important if a child withdraws prior to the end of second term with the intention of attending the following year.
- ⇒ To provide the Central Enrolment Office with information to accompany offers of placement. This information can be updated from the previous years and must be supplied by June each year.

- **Late Enrolments or changes to enrolments for the Current Year**

Enrolments occurring once the kindergarten year has commenced must be made through the Central Enrolment Office. The applicant will be advised of placement immediately if there is a vacancy at their preferred kindergarten. If no vacancy is available and the applicant still wishes to be placed at that Pre-school the applicant will be placed on a waiting list in order of date of application. The kindergarten will be advised verbally or via e-mail by the Central Enrolment Officer of any new enrolments so that starting times can be arranged with the family. The child's processed enrolment form will then be sent to the kindergarten enrolment officer to be retained with the other enrolment forms (paper applications only).

- **Enrolments for Following Year**

The Central Enrolment Officer sends out all letters of offer centrally. These letters are accompanied by information relevant to each individual kindergarten. It is the enrolment officer's responsibility to ensure that this information is provided to the Central Enrolment Officer by June each year. The Central Enrolment Officer will discuss this at the MIKA meetings throughout the year.

Prior to applicants receiving their letter of offer on 1 August, the kindergarten will be provided with a list of their enrolments, accompanied by each child's MIKA enrolment form (paper applications only).

Once applicants for next year receive their letter of offer on 1 August from the Central Enrolment Office, they need to respond back to the kindergarten to accept or decline the offer and pay the deposit (if applicable). The Kindergarten Enrolment Officer co-ordinates this process and is responsible for advising the Central Enrolment Officer of any declines of offers. If a position is declined, the Central Enrolment Officer will offer the place to the next child on the kindergartens waiting list or in the absence of a waiting list, to the next application received for your kindergarten.

If you have any queries relating to this manual, or the enrolment process in general, please contact the Central Enrolment Officer on 0449 997 488 or info@mika.org.au.

MEMBERSHIP OF MIKA

JUNE 2000

BASIS

The Preschool Program Policy, Procedures and Funding Criteria 2000, including supplements (hereafter referred to as the Funding Criteria), is a document developed by the Department of Human Services to assist current preschool services and those interested in establishing a new preschool service, to apply for funding and develop services under the Victorian Government's preschool program. It covers issues such as eligibility for funding, quality, financial management, staffing, access, hours, fees, operational policies, funding and data collection.

Funding is based on a per capita grant. There are two main types of grant, namely the standard preschool grant and the long day care preschool grant. The standard preschool grant is basically paid for children attending centres that do not provide long day care and who have a minimum of 20 eligible children enrolled and attending (sessional kindergarten). The long day care preschool grant is paid for children at centres which offer long day care at the same location and there is no minimum enrolment requirement. Places that receive the long day care preschool grant, can also receive the standard preschool grant for any children enrolled and attending the preschool service only.

MEMBERSHIP POLICY

The funding criteria above is the basis of MIKAs membership policy. The policy states that:

Full Membership:

To be eligible for Full membership of MIKA, a centre must receive the standard preschool grant under the Human Services Preschool Program Policy, Procedures and Funding Criteria 2000. Full members have voting rights and must be part of the central enrolment process (for sessional kindergarten services only) and must abide by the agreed central enrolment policy.

Associate Membership:

Centres who do not receive the standard preschool grant, but receive the long day care preschool grant, are able to join MIKA as an Associate member. Associate members do not utilise the central enrolment scheme or have voting rights.

MAROONDAH INTEGRATED KINDERGARTENS ASSOCIATION INC.

STATEMENT OF OBJECTS AND PURPOSES

MIKA is the forum for discussion of matters of interest to individual member kindergartens or the kindergarten community as a whole.

MIKA will administer the Central Enrolment Procedure, in accordance with the policies pertaining to it, on behalf of its member kindergartens.

MIKA under instruction from its members will act on their behalf in the public arena. For example, statements to the media, joint submissions to Government, etc.

RULES

1 NAME

- 1.1 The name of the incorporated association is Maroondah Integrated Kindergartens Association Inc. The organisation shall also be known by its acronym MIKA.

2 INTERPRETATION

- 2.1 In these rules unless the contrary intention appears:

"AGM" means the Annual General Meeting of the Association.

"Association" means Maroondah Integrated Kindergartens Association Inc.

"Committee" means the committee formed by the nominated representatives of each member kindergarten.

"Executive Committee" or "Committee of Management" means the executive committee formed by the President, Vice President, Treasurer and Secretary/Public Officer of this Association, elected in accordance with these rules.

"Financial Year" means the year ending on 31st October.

"General Meeting" means a general meeting of members convened in accordance with these rules.

"Member" means a full member of the Association is involved in CES and has full voting rights.

"Associate Member" means a member who attends meetings but does not participate in CES and who does not have voting rights.

"The Act" means the Associations Incorporation Act 1981.

"The Regulations" means the regulations under the Associations Incorporation Act 1981.

- 2.2 In these rules a reference to the **Secretary** refers to the secretary/public officer of this Association.

- 2.3 Words or expressions contained in these rules shall be interpreted in accordance with the Provisions of the Act.

3 MEMBERSHIP AND REPRESENTATION

- 3.1 **Full Members** of the Association shall comprise the **Kindergartens of the City of Maroondah** who are involved in the central enrolment procedure and pay an annual subscription as designated by the Committee.

- 3.2 Each member kindergarten shall nominate a representative to stand on the general Committee of the Association. This representative shall attend Association meetings and role on behalf of their kindergarten.

4 REGISTER OF MEMBERS

- 4.1 The Secretary shall keep and maintain a register of members, in which shall be entered their full names and addresses. The register shall be available for inspection by members at the address of the Secretary.

5 FINANCE

- 5.1 Finance shall be obtained from members annual subscriptions, endowments, grants and voluntary contributions.
- 5.2 Annual subscriptions as set by the committee shall be due and payable by or at the first meeting after the Annual General Meeting. Annual subscriptions can be paid in cash or by cheque made payable to Maroondah Integrated Kindergartens Association Inc.

6 TERMINATION OF MEMBERSHIP

- 6.1 **.Resignation:** A member kindergarten may resign from the Association, in writing, giving one month notice and upon the expiration of that period of notice the member shall cease to be a member.
- 6.2 Failure to pay an annual subscription by 30 days after it falls due will result in a membership lapsing. In this instance the secretary shall notify the member by letter. Members can immediately reapply for membership with full payment of the annual subscription.
- 6.3 Upon the termination of a member, under clauses 6.1 or 6.2 the secretary shall make an entry in the Register, recording the date on which the member ceased to be a member.

7 ANNUAL GENERAL MEETING

- 7.1 The Association shall in each calendar year convene an annual general meeting of its members.
- 7.2 The Annual General Meeting shall be held within two months following the end of the financial year - October.
- 7.3 The Annual General Meeting shall be specified as such in the notice convening it.
- 7.4 The ordinary business of the Annual General Meeting shall be:
- a to confirm the minutes of the preceding Annual General Meeting and the preceding general meeting;
 - b to receive from the executive committee reports upon the activities and transactions of the Association during the last preceding financial year;
 - c to receive and consider the audited statement submitted by the Association in accordance with Section 30 (3) or the Act;
 - d to elect members of the committee in place of those retiring and
 - e the election of auditor(s) for the ensuing year.
- 7.5 The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- 7.6 The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.
- 7.7 At least 14 days notice of the annual general meeting shall be given to all members.
- 7.8 A quorum for the annual general meeting will be two thirds (2/3) Association's membership.

8 GENERAL MEETINGS

- 8.1 All meetings of the Association other than the Annual General Meeting shall be called general meetings.
- 8.2 General meetings shall be held at kindergartens in a rotational manner so that over a period of time all member kindergartens shall host a general meeting (see Appendix 1).
- 8.3 The Association shall **meet at least five times per year**. Meetings shall be held on a fixed weeknight as designated at the Annual General Meeting.
- 8.4 All members will be notified of all meetings through the minutes of the preceding meeting, or in the case of extraordinary meetings by phone or mail. This notification will include the time, location and date of the meeting.
- 8.5 A quorum for all meetings, except the Annual General Meeting, will be the **next number in excess of one half** of the number of member kindergartens. This number includes executive positions.

8.6 The ordinary business of general meetings shall be:

- a to confirm the minutes of the preceding meeting;
- b to receive financial statements and pass bills for payment;
- c to discuss business that is of interest to its individual member kindergartens and the whole of the kindergarten community.

8.7 The Executive Committee may, wherever it thinks fit, convene an extraordinary meeting of the Association.

8.8 The Executive Committee shall, on the requisition of three (3) members, convene an extraordinary meeting of the Association.

8.9 The requisitions for an extraordinary meeting can be in a written or verbal format stating the reason for the meeting. The requisition must be made to a member of the Executive Committee.

8.10 If the Executive Committee does not cause an extraordinary meeting to be held within one month after the date on which the requisition is made the members making the requisition may convene an extraordinary meeting to be held not later than three (3) months after that date.

8.11 An extraordinary meeting convened in accordance with rule 8.9 shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

9 PROCEEDINGS AT MEETINGS

9.1 If a quorum is not present within half an hour after the appointed time for the commencement of a meeting:

- a the meeting, if convened upon the requisition of a member, in accordance with rules 8.8 and 8.9; shall be dissolved;
- b in any case other than 9.1a the meeting shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairperson at the time of adjournment or by written notice given to the members before the day to which the meeting is adjourned) at the same place. If at this adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than seven) shall be a quorum.

9.2 The President, or in her/his absence, the Vice President, shall preside as Chairperson at each general meeting of the Association.

9.3 The Chairperson of a general meeting may, with the consent of the meeting, adjourn unfinished business to a later date.

9.4 A question arising at a general meeting of the Association shall be determined on a show of hands, unless a poll is demanded before or on the declaration of the show of hands (see Rule 9.5).

9.4.1 All votes shall be carried on a simple majority. An entry showing the result and indicating the number for and against shall be recorded in the minute book.

9.4.2 Each full member kindergarten shall have only one vote.

9.4.3 All votes must be given personally there will be no voting by proxy at any meeting.

9.4.4 In the case of an equality of voting the chairperson of the meeting is entitled to request further discussion. The status quo is maintained until this matter is resolved.

- 9.5** If on any question, at a meeting a poll is demanded, by not less than three members, it shall be taken at that meeting. Polls shall be taken in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be the resolution of the meeting.

9.5.1 A poll that is demanded on the election of a chairperson or a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairperson may direct.

- 9.6** A full member is not entitled to vote at any general meeting unless all money due and payable by them to the Association has been paid.

10 NOTICES

- 10.1** With the exception of the provisions of Rule 8.3 all notices shall be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the address shown for that member in the Register of Members.

- 10.2** Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary discourse of the post.

11 EXECUTIVE COMMITTEE OF MANAGEMENT

- 11.1** The affairs of the Association shall be managed by an executive Committee of Management elected in accordance with these Rules.

11.2 The Executive Committee:

- a shall control and manage the business and affairs of the Association;
- b may, subject to these rules, the Regulations and the Act, exercise such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by a general meeting of the members of the Association; and
- c subject to these rules, the Regulations and the Act, has the power to perform all such acts and things as appear to the Executive Committee to be essential for the proper management of the business and affairs of the Association.

- 11.3** The Executive Committee of Management shall consist of:

- a a President;
- b a Vice President;
- c a Treasurer; and
- d a Secretary.

- 11.4** All members of the Executive Committee shall be appointed in accordance with these rules at the Annual General Meeting. They shall be elected for a period of one year and shall retire at the next Annual General Meeting.

- 11.5** The Executive Committee of Management shall be elected in a predetermined manner, using the rotational list attached (see Appendix 1).

- 11.6** The Executive Committee shall be subject to all general committee rules, in particular Rules 12.3 to 12.7 inclusive.

- 11.7** The Association in a general meeting may by a vote of no confidence remove any member of the Executive Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term on the first mentioned member. Voting shall occur in compliance with Rule 9.4.1.

12 GENERAL COMMITTEE OF THE ASSOCIATION

- 12.1** Members of the General Committee shall be elected in accordance with Rule 3.2.
- 12.2** In the event of a casual vacancy occurring during the year, the Executive Committee shall have the power to appoint a new member as nominated by the member kindergarten. Any person so appointed shall hold office until the next annual general meeting only.
- 12.3** No member of the Committee of the Association shall be appointed to or retain any paid office of the Association whilst she/he is a member of the committee.
- 12.4** No member of the committee shall directly or indirectly supply goods or services to the Association where such goods or services can be satisfactorily obtained elsewhere locally.
- 12.5** Any member of the Committee who has a financial interest in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first arrangement, is first taken into consideration if her/his interest then exists, or in any other case at the first meeting of the Association after the acquisition of his/her interest. If she/he becomes interested in a contract or arrangement after is made or entered into, she/he shall disclose his/her interest at the first meeting after she/he becomes so interested.
- 12.6** No member of the Committee shall vote as a member of the committee in respect to any contract or arrangement in which she/he is so interested as aforesaid, and if she/he does so vote his/her vote shall not be counted.
- 12.7** For the purposes of these rules, the office of a member of the committee becomes vacant if that member is the nominated representative of a member kindergarten who ceases to be a member of the Association by:
- a becoming an insolvent under administration within the meaning of the companies (Victoria) Code;
 - b resigning his/her office by notice in writing given to the Secretary; or
 - c being absent for three consecutive meetings without acceptable reason or leave of absence;
- and every such vacancy shall be deemed a casual vacancy.

13 SUB COMMITTEES

- 13.1** The Committee may appoint such sub-committees, consisting of members of the Committee, as they think fit. Members of the Association or other interested persons may be co-opted in an advisory capacity, but shall have no voting rights.
- 13.2** The quorum for meeting of a sub-committee shall be one half of its members. At the first meeting of a sub-committee the members shall appoint a chairperson from amongst themselves.

14 SECRETARY/PUBLIC OFFICER

- 14.1** The Secretary of the Association shall keep minutes of the resolutions and proceedings of each meeting in books provided for that purpose together with a record of the names of persons present at committee meetings and deal with correspondence and motions as directed and notify members of meetings. The Secretary is deemed the Public Officer and as such keeps a register of members and performs other such duties as required of the public officer of an Association.

15 TREASURER

15.1 The Treasurer of the Association shall:

- a collect and receive all money due to the Association and make all payments authorised by the Association; and
- b keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

15.2 The accounts and books referred to in sub-clause 15.1b shall be available for inspection by members of seven (7) days notice to the Treasurer.

16 FINANCIAL ADMINISTRATION

16.1 The funds of the Association shall be lodged in such investments as are authorised by the Law for the time being in force for the investment of Trust funds, or on deposit with a bank.

16.2 The Treasurer shall receive all monies and issue receipts for same, shall pay all accounts which have been passed for payment by the Committee, shall keep a proper record of all such receipts and payments and shall submit a financial report at each meeting.

16.3 All accounts must be paid by cheque.

16.4 At least once a year the books must be examined and audited by the auditor(s) appointed at the Annual General Meeting. Audited books shall be presented for handover at the Annual General Meeting.

17 DISTRIBUTION OF ASSETS

17.1 The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

18 AUDITOR

18.1 The auditor(s) appointed shall be a member of some recognised Institute of Accountants, or, if no such auditor is available, shall be a person sufficiently versed in business practice to carry out capably the duties of auditor.

19 CHEQUES

19.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the executive committee.

20 SEAL

20.1 The common seal of the Association shall be kept in the custody of the Secretary/Public Officer.

20.2 The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures of the Executive Committee.

21 ALTERATION OF RULES AND STATEMENT OF PURPOSES

21.1 Any proposed alteration to these rules and the statement of purposes of the Association shall be submitted to the Office of Fair Trading and Business Affairs.

22 WINDING UP

- 22.1** The Association shall not be dissolved or wound up except by consent of three fourths (3/4) of those present at a special general meeting of members called specially for that purpose.
- 22.2** If upon winding up or dissolution of the Association there remains, after satisfaction of all debts and liabilities, any assets or property whatsoever, the same shall be given to a central organisation operating for the benefit of the City of Maroondah kindergartens. If there is no such organisation such assets shall be divided equally between members of this Association
- 22.3** On completion of these actions, application shall be made to the Office of Fair Trading and Business Affairs for cancellation of the registration under the Act.

23 ANNUAL RETURNS

- 23.1** Within one month following the annual general meeting each year the Association shall give:
- a two copies of the Annual Report and Audited Statement of the financial affairs received under Rule 7.4c and all its sub clauses and a list of the names and addresses of the members of the committee elected in accordance with these rules to the Department of Fair Trading.
 - b a copy of the Statement of the Association's audited accounts received at the Annual General Meeting to the Register of Incorporated Associations in accordance with the Act.

24 CUSTODY OF RECORDS

- 24.1** Except as otherwise provided in these rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.

We hereby certify that the Statement of Purposes and Rules have been approved by a majority of the Association's members.

President _____

Secretary/Public Officer _____

Date _____

MIKA EQUIPMENT LIST

We no longer have any MIKA equipment for hire.

4 YEAR OLD



(Maroondah Integrated Kindergarten's Association)

CENTRAL ENROLMENT SCHEME

FOUR YEAR OLD KINDERGARTEN

YEAR 2017

4 YEAR OLD



**MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.
YEAR 2017 FOUR YEAR OLD KINDERGARTEN INFORMATION
& ENROLMENT FORM**

This information is for four year old kindergarten only. For information about three year old for 2017, please refer to the three year old information and enrolment form. **PLEASE NOTE THAT ATTENDANCE AT A CENTRE FOR THREE YEAR OLD DOES NOT GUARANTEE PLACEMENT AT THE SAME CENTRE FOR FOUR YEAR OLD KINDERGARTEN.** A child cannot receive an offer of a place for both three and four year old for the same year.

The attached Enrolment Form is for children reaching the age of four years by April 30, 2017, i.e. born on or before April 30, 2013, and who will start school in 2018. In completing this form, please select only from the kindergartens listed on page five. Please ensure that you fill the form out correctly and attach all the required information. The closing date for applications is **June 30, 2016.**

POINTS TO NOTE WHEN COMPLETING THE ENROLMENT FORM

Eligibility: Government policy allows funding for ONE YEAR of kindergarten per child in the year prior to school entry. If you enrol your child for kindergarten for 2017, and then defer your child until 2018, you do not need to re-enrol, your enrolment application and enrolment fee are automatically carried forward.

NO JAB, NO PLAY

Victorian Law

The Victorian Government has amended the *Public Health and Wellbeing Act 2008*. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/carer has provided documentation that shows the child:

- is fully vaccinated for their age, or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated.

'Conscientious objection' to vaccination is not an exemption.

If your child's immunisations have been delayed or they have received vaccinations overseas, please contact Maroondah City Council Community Health on 9294 5627 to develop an immunisation catch-up schedule.

The criteria for placement of children who apply by the closing date are:

- (a) Satisfy the requirements of the NO JAB, NO PLAY law (proof documentation must be provided with your application, and again to the kindergarten where your child accepts a position).
- (b) 1st Preference, and

Where a kindergarten receives more applications than available places i.e. is oversubscribed:

- (c) Children enrolling under the Government's Priority of Access Guidelines (see below), will be placed at their 1st preference kindergarten.
- (d) Proximity – applicants who live geographically closest to the kindergarten (and who are or will be residents of the City of Maroondah in 2017, or who reside in a Municipality whose boundary with the City of Maroondah is within one kilometre of the kindergarten), will be placed first. Proof of residential address must be supplied with your application, see below.

Applications received after the closing date will be placed in order of receipt after all on time applicants are placed, subject to availability of places.

Priority of Access Guidelines

Children who enrol under these guidelines include:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Early Start Kindergarten or Access to Early Learning
- Aboriginal or Torres Strait Islander Children
- Asylum Seeker and Refugee Children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - i. require additional assistance in order to fully participate in the kindergarten program
 - ii. require a combination of services which are individually planned
 - iii. have an identified specific disability or development delay
- Multiple birth (triplets or more)

Care should be taken when nominating preferences. Nominate up to three kindergartens which are appropriate for you and your child. Please keep in mind the placement criteria above when making your choices. Although every effort is made to place your child at one of your preferred kindergartens, this may not always be possible.

In the event of a multiple birth, please complete a separate application for each child. Only one enrolment fee is required (see below).

If your child has additional needs that may require extra support from kindergarten staff, please indicate this in the space provided on the form. Children with additional needs must enrol through the MIKA Central Enrolment System. Please attach supporting documentation from qualified professionals if you are enrolling under the Priority of Access Guidelines. Supporting documentation includes a referral from the National Disability Insurance Scheme, an Early Childhood Intervention Service, Preschool Field Officer or Maternal and Child Health Nurse.

Parents with concerns about their child's needs may wish to obtain extra information from the local kindergarten teacher or the regional Children's Services Adviser.

OFFER OF PLACES

You will be contacted by the MIKA Central Enrolment Office by letter of 1 August, 2016 as to the outcome of your application. Your letter of offer will include further information regarding the centre your child has been allocated to. Upon receipt of this letter, you may need to pay a non-refundable deposit per child to the kindergarten your child will attend. Details of this will be attached to your letter of offer. Failure to respond to this letter of offer, or pay the deposit within the required time line, will result in the loss of placement.

Group allocation is undertaken in accordance with the requirements of the kindergarten you will be attending. This information may be advised in your letter of offer or at a later date by the kindergarten.

PROCEDURE FOR ENROLMENT

The closing date for 2017 four year old enrolments is June 30, 2016. Please complete the attached enrolment form, and together with:

- (a) Proof of Immunisation eg. Immunisation Status Certificate from either the Australian Childhood Immunisation Register, medical doctor, or local council immunisation service;
- (a) Proof of age eg. Immunisation proof can double as proof of age, or provide a copy of the child's birth certificate/extract, passport or the front page of their Health Centre Book;
- (b) Proof of residential address (only a recent gas, electricity or water account is acceptable and this information will remain confidential, rates notices will not be accepted)
- (c) A \$25.00 (non-refundable, but transferable) Enrolment Fee, payable to "Maroondah Integrated Kindergarten's Association Inc.". If you are enrolling under the Priority of Access Guidelines, the enrolment fee is waived. This information will remain confidential. This charge covers the cost of administration of the MIKA central enrolment scheme and is not a deposit for kindergarten fees.

Send to: MIKA
PO Box 3237
NUNAWADING Vic 3131

Application for enrolment, including proof of immunisation, age and residential address, the enrolment fee (if applicable) and copy of current Health Care Card/Pension Card, must be received by MIKA Central Enrolments by no later than **JUNE 30, 2016**. No enrolment will be accepted unless all the above information is supplied.

Should you have any concerns regarding the administration of the Enrolment Policy, or require further clarification of the process, or would like to suggest any improvements, please write to the Management Committee. Letters can be addressed to PO Box 3237, Nunawading, 3131.



**MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.
FOUR YEAR OLD MIKA CENTRAL ENROLMENT SCHEME**

NAME	ADDRESS	PHONE NO.	MELWAY MAP REF.
Arrabri Kindergarten	Allambanan Drive, Bayswater North	9729 7583	65 B 1
Barneong Kindergarten	Cnr Bambra St & Lee Ann Cres, Croydon North	9726 0671	37 D 10
Bayswater North Kindergarten	17 Wonthulong Drive, Bayswater North	9720 8872	51 D 12
Brentwood Park Kindergarten	Mandowie Crescent, Croydon	9723 3230	51 D 2
Croydon Central Kindergarten	216-218 Mt. Dandenong Road, Croydon	9723 1854	50 K 4
Croydon Gums Kindergarten	22 Frederick Street, Croydon	9725 0498	51 A 7
Croydon North Kindergarten	90 Bonnie View Road, Croydon North	9726 9246	37 B 8
Ellie V Pullin Pre-School	30 Tortice Drive, North Ringwood	9876 4251	35 K 12
Greenwood Park Kindergarten	5A Greenwood Avenue, Ringwood	9870 8881	49 H 9
Heathmont East Pre-School	4A Pleasant Drive, Heathmont	9729 4762	50 D 12
Heathmont Pre-School	41 Viviani Crescent, Heathmont	9870 5581	64 A 1
Kurboroo Kindergarten	75 Bemboka Road, Warranwood	9879 0407	36 D 9
Lipscombe Park Kindergarten	Sandgate Avenue, Croydon	9723 2456	36 F 12
Maroondah Pre-School	16 Evon Avenue, Ringwood East	9870 2874	50 D 5
North Ringwood Pre-School	70 Lockhart Road, North Ringwood	9870 5418	49 G 3
Norwood Pre-School	18 Notlen Street, Ringwood	9870 4360	49 H 6
Oban Pre-School	6A Holyrood Crescent, Ringwood North	9876 3540	50 B 2
Pinemont Pre-School	29 Hygeia Parade, Ringwood North	9870 3582	49 E 6
Pinjarra Kindergarten	83 Eastfield Road, Croydon South	9723 2816	50 G 7
Ringwood Uniting Pre-School	2 Greenwood Avenue, Ringwood	9870 1707	49 H 9
St John's Kindergarten	9 Toorak Avenue, Croydon	9723 4119	50 J 3
Tarralla Kindergarten	38 Gracedale Avenue, Ringwood East	9729 9731	50 E 10

If you are unsure of your closest kindergarten please refer to the MIKA website, www.mika.org.au, or contact the MIKA Central Enrolment Office on 0449 997 488.

PRIVACY: MIKA is committed to the privacy principles prescribed by the Information Privacy Act. The information provided on the attached form is collected to provide an enrolment service to member kindergartens. The form will be passed on to the kindergarten your child attends and may be accessed by teachers and committee members. Non identifying data will be used for statistical information. Your information will not otherwise be disclosed except as required by law. If you have any queries, please phone the MIKA Central Enrolment Officer on 0449 997 488.

2017 FOUR YEAR OLD

MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.

1 Child's Details

Child's Name: _____
(First Name) (Please Print) (Surname/Family Name)

Date of Birth: _____ (Please attach proof of age)

Male / Female (Please Circle)

No Jab, No Play Legislation (Please attach proof of immunisation)

By signing this application, I acknowledge I understand the No Jab, No Play legislation. No enrolment can be confirmed unless the parent/carer has provided documentation that shows the child is fully vaccinated for their age, is on a recognised catch-up schedule for vaccination, or has a medical reason not to be vaccinated.

2 Home Details (Please attach proof of residential address)

Parent / Guardian Name(s): _____

Address: _____
Postcode _____

Best Contact Number: _____ Alternative Contact Number: _____

E-mail: _____

Language spoken at home: _____

Mandatory Priority of Access

Early Start Kindergarten or Access to Early Learning, known to Child First/Protection: Yes / No (Please Circle)

Asylum Seeker or Refugee Visa: Yes / No (Please Circle)

Health Care Card, Pension Concession Card, Veteran's Affairs Card Holder: Yes / No (Please Circle)

Multiple Birth (triplets or more): Yes / No (Please Circle)

Aboriginal and/or Torres Strait Islander Background: Yes / No (Please Circle)

3 Kindergarten Preferences (Please ensure you consider the proximity criteria when making your choice)

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

Has your child attended a funded Four Year Old kindergarten in a previous year?

Yes or No (Please circle) Name of Kindergarten: _____

2017 FOUR YEAR OLD

MAROONDAH INTEGRATED KINDERGARTEN'S ASSOCIATION INC.

4 Additional Needs / Other Information (Mandatory Priority of Access)

Additional needs defined as children who:

- require additional assistance in order to fully participate in the kindergarten program
- require a combination of services which are individually planned
- have an identified specific disability or development delay

Mandatory Priority of Access requires a referral from:

- the National Disability Insurance Scheme
- Early Childhood Intervention Service
- Preschool Field Officer
- Maternal and Child Health Nurse

5 Payment Details (Credit Card / MO / cheque payable to MIKA - \$25 (fee waived for Priority of Access enrolments))

Visa / Mastercard (please circle)

Name on Card _____

Card Number _____

Exp Date ____ / ____ CVV No. ____ Total \$ _____

6 Declaration

I declare that I have read and understood the allocation procedures outlined on the information sheet and that the information provided by me is true and correct.

Signed _____ Date _____

This completed form must be received by the MIKA Central Enrolment Office no later than JUNE 30, 2016. Send completed Enrolment Form(s), Proof of Immunisation, Age, Residential Address and the MIKA Central Enrolment Fee (if applicable) to MIKA, PO Box 3237, Nunawading, 3131.

OFFICE USE ONLY

Date Received:

No Jab / No Play Verified:

Receipt No:

Credit Card CHEQ MO N/A

MAROONDAH INTEGRATED KINDERGARTEN ASSOCIATION INC
FOUR YEAR OLD CENTRAL ENROLMENT POLICY

P1 OVERVIEW

P1.1 MIKA is unable to guarantee placement of all four year old children due to the limited availability of places. However, MIKA will make every effort to place any eligible child who applies on time, and who has enrolled for and is undertaking a funded year of four year old kindergarten.

P1.2 **Enrolments** will be taken from 1 March to 30 June for kindergarten attendance in the following year. Children must be four years old by 30 April of the year in which they attend kindergarten. Children are not able to apply for attendance at both three year old and four year old kindergarten for the same year.

P1.3 All **applications received before the closing date** will be **placed before any late applications**. Late applications will then be placed in order of their receipt subject to the availability of places.

P1.4 Children for whom a second year of kindergarten funding is being sought by the teachers will not have to re-apply if a place has been reserved for them i.e. they are not required to re-enrol through the Central Enrolment Office. Once attendance for a second funded year is confirmed, the child will be added to the relevant kindergarten's enrolments and forwarded a letter of offer. A duplicate form will be created and forwarded to the kindergarten for their records.

P1.5 The **Enrolment Form and Information Sheet** are **part of this Enrolment Policy**.

P1.5.1 The **Enrolment Forms** will be supplied to Kindergartens, and Council Offices within the City of Maroondah, they will also be placed on the MIKA website.

P1.5.2 The Enrolment Form will ask parents to list their **first three preferences** for kindergarten and to supply **proof of age** in the form of a photocopy of either a birth certificate/extract or the front section of their Maternal and Child Health Centre book and **proof of residential address** via recent utilities accounts.

P1.6 NUMBER OF ENROLMENTS

Kindergartens will **nominate the number of places** they have available using the following guideline and allowing for the number of places to be held for children where a second year of funding is being sought. Each Kindergarten shall notify the

Central Enrolment Officer prior to 30 June as to the number of places they wish to have set aside for the placement of these children. Kindergartens will have either:

- **Maximum of 66 children enrolled**
- **or, in the event of greater numbers,**
- **a maximum of 3 x 4 year old groups containing not more than 30 children each.**

Placement of children will be done by the Central Enrolment Officer using first preference and the uniform central criteria.

P1.7 UNIFORM CENTRAL CRITERIA

P1.7.1 Withdrawal of a child: if after having accepted a place at a kindergarten, a child is subsequently withdrawn, with the intention of undertaking their funded year of kindergarten the following year, that child will be guaranteed a place the following year at the kindergarten they were withdrawn from, or if a child is withdrawn prior to accepting a position, that child's application will be subject to the same placement criteria as all other applicants.

P1.7.2 Where **kindergartens** receive **less than or just enough enrolments** to fill available places, **all first preferences** for that kindergarten **will be offered a place.**

P1.7.3 Where **kindergartens** receive **enrolments in excess of places** available, their enrolments will be treated as follows:

1. the child must reside in the City of Maroondah or in a municipality whose boundary with the City of Maroondah is within 1 kilometre of the kindergarten applied for.
2. Children enrolling under the Government's Priority of Access guidelines will be placed at their 1st preference. Children will then be placed using geographic proximity. The children whose residential address is geographically closest to the centre will be placed first.

P2 ADMINISTRATION

P2.1 The Central Enrolment System and administration will be **funded** with a grant from Maroondah City Council, an application fee from each family enrolling and annual kindergarten subscription fees based on a user pays system as follows:

0 – 54 Enrolments \$350

Subscription fees are based on the previous year's enrolment numbers.

- P2.2 Throughout the year **all applications and placements** are to be **handled by the Central Enrolment Officer (CEO)** employed by MIKA.
- P2.2.1 **Applications** occurring **outside the normal enrolment period** (between March and June) must still be processed by the Central Enrolment Officer including the application fee and proof of age.
- P2.3 In all instances **Additional Needs Placements** will be **made in consultation** with the kindergarten.
- P2.4 The **CEO will receive applications, process them, allocate places and send out all offers with each kindergarten's letters and information sheets** (if is advisable for kindergartens to send out their fees policy with the offer so that those policies form a service agreement between kindergarten and families enrolling).
- P2.5 Prior to each round of offers being sent, the **CEO will provide each kindergarten with a list** of their enrolments, accompanied by the Enrolment Forms (paper applications only).
- P2.6 The **Kindergarten will receive all acceptances or declines** of any offers and will follow up any who do not reply.
- P2.7 The **Kindergarten notifies the CEO if places have been declined or** if children have been **withdrawn or deferred at any time** throughout the year. The enrolment forms for these children should be returned to the CEO.
- P2.8 The **CEO will continue to send out offers until the kindergartens are full or all applicants are placed** and will continue to place children throughout the year as the need arises.
- P2.9 **This is the recommended policy for four year old kindergarten enrolments.** This **Policy** may be **reviewed annually** at MIKA's Annual General Meeting.
- P2.10 **Changes** can be made to this **Policy at any time**. Problems can be discussed at any of MIKA's bi-monthly meetings and proposed changes put forward. These changes can be voted on at the subsequent meeting to allow time for all kindergartens to consider the proposed changes. Voting process will follow the constitution of MIKA.



MAROONDAH INTEGRATED KINDERGARTENS ASSOCIATION INC.

Reg. No. A0005177G

EXECUTIVE COMMITTEE 2016 – CONTACT DETAILS

PRESIDENT – CROYDON NORTH KINDERGARTEN

Name: Melody Donald
Ph: 0401 441 019
Email: [lmtjdonald@gmail.com](mailto:lmtdonald@gmail.com)

VICE PRESIDENT – HEATHMONT EAST PRE SCHOOL

Name: Felicity Tucker
Ph: 0433 079 853
Email: tucker.felicity@gmail.com

SECRETARY – CROYDON CENTRAL KINDERGARTEN

Name: Annette Chapman
Ph: 0438 133 221
Email: ac_eliza@hotmail.com

TREASURER – OBAN PRE SCHOOL

Name: Kylie MacDonald
Ph: 0417 568 231
Email: redheadkylie@hotmail.com

CENTRAL ENROLMENT OFFICER & BOOKKEEPER – MIKA

Name: Rebecca (Bec) Devers
Ph: 0449 997 488 or 0402 902 315
Email: info@mika.org.au

MAROONDAH CITY COUNCIL

Name: Kelly Verwey
Ph: 9294 5743
Email: kelly.verwey@maroondah.vic.gov.au



*Maroondah Integrated Kindergarten's Association
Reg No. A0005177G*

MIKA MEMBERSHIP FEES

FULL MEMBERS:

Subscription fees for full member Kindergartens are paid annually and are due at the first MIKA meeting each year. The fees are payable on a “user pay” basis and are based on the previous years enrolment numbers for each Kindergarten eg. The fee for 2016 Membership is based on 2015 enrolments.

0 – 54 Enrolments \$350

55 + Enrolments \$400

ASSOCIATE MEMBERS:

The fee for Associate Membership is \$55 per annum.

February 2016

Melody Donald

MIKA President