

PEAK HILL PRESCHOOL KINDERGARTEN INC

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Monday, 9th October 2023

Dear Parents/Caregivers,

Planning and preparations for 2024 at Peak hill Preschool have commenced.

As we prepare to move to a digital system for enrolments in 2024, we ask that families of children who will be at least 3 years old at the commencement of the 2024 school year, complete an Expression of Interest for Enrolment in 2024.

This allows for planning for 2024 from a preschool management perspective in relation to the enrolment pattern and staffing. In 2024 we are expecting that demand for places will be high, and that places will fill quickly. In preparation for this, we are looking at the best possible way to accommodate as many children as possible, while meeting the Department of Education's recommended 15 hours per week of early childhood education per child. There are a few options available that meet this requirement, and we are surveying families in the Expression of Interest as to which is the preferred option. The options are as follows:

- Option 1: Families will be given either 2 set days from 8.30 to 4pm eg. Monday and Tuesday, or 3 set days from 9am to 3pm eg. Wednesday, Thursday Friday. This allows 2 groups of children to attend across the week.
- Option 2: Children will attend 2 set days a week from 8.30 to 4pm and this will allow for 2 groups of children to attend across the week – eg. one group will attend Monday and Tuesday and the other Wednesday and Thursday, with Friday being an administration day.
- Option 3: Children will attend from 9am to 3pm over a 5 day fortnight eg. Monday and Tuesday one week and Monday, Tuesday and Wednesday the following week. The other group will attend Wednesday, Thursday Friday one week and Thursday and Friday the next week.
- Option 4: leave as it currently is – children attending 9am to 3pm for 3 days a week. This will limit places and there will be a higher possibility of a waiting list being opened.

It is hoped by allowing for 2 groups of children to attend across the week, there will be more available places for more children. If in any of the options, all places are filled, a waiting list will be opened, and places will be offered as vacancies become available and following the DoE Priority of Access requirements.

Attached please find the 2024 Expression of Interest for Enrolment Form including the Enrolment pattern survey as mentioned above. Please indicate which option you prefer, and also your preferred days from 1 to 5. All attempts are made to accommodate your needs however we cannot guarantee your preferred days. The preschool is also required to follow its Priority of Access Policy in meeting NSW DoE funding terms and conditions.

The closing date to return your child's Expression of Interest for Enrolment in 2024 is Friday 27 October at 3.00pm. Enrolment days will be allocated based on the enrolments received by this date and following the DoE Priority of Access requirements. Enrolment forms will be available upon confirmation of enrolment days in November. If places are filled, a waiting list will be opened, and places will be offered as vacancies become available and following the DoE Priority of Access requirements.

We are also opening **Expressions of Interest** for 2 year old children to determine interest and what enrolments for 2 year old children may look like in 2024, depending on demand for places for 3-5 year olds. We are required to follow the Department's Priority of Access terms, which will always require the preschool to accommodate 3 -5 year olds before accepting 2 year old enrolments. . Children will need to be 2 years old by 31st January to enrol,

In 2023 the NSW Government announced the Preschool Fee Relief initiative which contributed towards part or all of the cost of preschool fees for families in 2023. At this stage we are awaiting confirmation as to whether this will continue and if so, how it will look in 2024. Families will be informed once we receive more details.

All children require an up-to-date Immunisation History Statement (from Medicare) to enrol at the preschool. Any child at risk of anaphylaxis, with other allergies and/or asthma requires a Medical Management plan completed by a doctor to enrol at the preschool. Please contact the preschool for further information and a copy of the appropriate management plan.

If you have any questions, please do not hesitate to contact me at the Preschool, either by phone, email or in person

Kinds regards,

A handwritten signature in cursive script, appearing to read 'Narelle Elias'.

Narelle Elias
Director