***Bexley Jack and Jill Preschool Inc.***

QUALITY AREA 6: COLLABORATIVE PARTNERSHIP WITH FAMILIES AND COMMUNITY

**ENROLMENT POLICY:**

**TERMINATION OF ENROLMENT**

**POLICY:** To provide a smooth transition for the families and Centre when a child leaves the preschool.

**BACKGROUND:** In most cases children leave preschool at the end of the year when they are ready to attend primary school. However families do occasionally withdraw their child for other reasons such as moving out of the area, requiring other child care arrangements due to work commitments, financial difficulties, or because their child has not settled at preschool. While all efforts are made to support the child and their families the preschool must remain financially viable.

**RELEVANT LEGISLATION:**

* Children (Education and Care Services National Law Application) Act 2010
* Education and Care Services National Regulations 2011: 177

**PRACTICES:**

***Termination of Care by the Parent***

* When parents decide to terminate an enrolment, a 2 weeks written notice to the Director is required.
* Two weeks notice cannot include school holidays.
* In a majority of cases, termination of care by the parent is due to reasons such as relocation, child entering school etc. However we also recognise that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parent in order to determine the cause. Sometimes we can help the child make the adjustment. If this is not possible, the parent may wish to terminate the arrangement on a timeline that is most suitable to the child’s needs.
* If a parent cancels the child’s place at the preschool before they start, they automatically forfeit 2/3 of the ‘Advance’.
* After a child commences, 2 weeks notice is required if the child is leaving preschool, or 2 weeks of the ‘Advance’ will be kept in lieu of notice.
* If a 2 week notice is given, the entire ‘Advance’ will be refunded.
* As it is difficult to fill vacancies later in the year, should a parent cancel the child’s place during 4th term they will lose the entire ‘Advance’.

***Termination of Care by the Centre***

* Non-payment for childcare services will result in the Termination of Care by the Centre.
* The parents agree to abide by the policies and regulations that govern the Centre. If families breech any of these policies or regulations all attempts will be made to resolve these issues. An inability to resolve any breeches by families may lead to the Centre terminating the child’s position at the centre.
* Parents will be informed of this termination in writing.

**RELATED POLICIES**

* Enrolment and Orientation
* Equity and priority of access
* Waiting List/Registration
* Acceptance and refusal of authorisations

**Policy reviewed April 2013, October 2017**