



1 – 3 Goodwood Street  
Toowoomba Q 4350

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## 2023 Kindy Waiting List form

<b>Monday, Tuesday every second Wednesday</b> (5- day fortnight)	<b>8.15am to 2.30pm</b>
<b>Monday, Tuesday every second Wednesday</b> (5-day fortnight)	<b>8.45am to 3.00pm</b>
<b>Thursday, Friday every second Wednesday</b> (5-day fortnight)	<b>8.15am to 2.30pm</b>
<b>Thursday, Friday every second Wednesday</b> (5-day fortnight)	<b>8.45am to 3.00pm</b>

**\*\*\*Terms are 10 weeks (State School terms) – Fees are payable for term time only – 40 weeks/year\*\*\***

### Fees

- Daily rates will vary from \$0 to \$27.08/day (maximum cost \$677/term) depending on home address and Kindy Plus Support eligibility. The state government is developing a calculator to advise individual fees. This is not available yet.
- The daily fee includes Building Levy, Fundraising Levy, Excursion/Incursion Levy, E-Portfolio.
- Other one-off fees that will be included on your Term 1 invoice are a \$5 Membership Fee and \$5 for a Library Bag.

### Other fees payable

Application Fee                   \$25 (to be returned with application form)  
 Enrolment Fee                    \$100 payable upon enrolment (refunded in term 4 fees)

\*\* Fees are subject to change

Fees are either paid in full by due date or by direct debit (through Paychoice) organised before due date.

### QKFS PLUS KINDY SUPPORT SUBSIDY

#### **What are the criteria for Kindy Plus Support?**

- The family (including foster families), or the child, must present one of the following:
  - current Australian Government Health Care Card (HCC). The HCC must name the enrolled child, whether the child's own card or a card belonging to their parent/guardian; or
  - current Australian Government Concession Card; or
  - Department of Veterans' Affairs Gold Card or White Card; or
- Child identifies as Aboriginal and/or Torres Strait Islander and the family chooses to identify them as such on their enrolment form
- The family has 3 or more children of the same age, enrolled in the same year.
- The child is living in a formal child protection out-of-home-care arrangement and the guardian chooses to identify them as such on their enrolment form.
- The family and child have entered Australia under the Australian Government's Refugee and Humanitarian Program or are in the process of seeking asylum in Australia and hold a temporary visa until their application for refugee status is determined.

### **After Kindy Care**

Due to viability, Little Miracles Kindy cannot guarantee that we will be able to offer After Kindy Care in 2023. After Kindy Care will only be offered if enough people commit to utilising the service on a permanent basis.

#### **Office Hours**

Tuesday, Wednesday & Thursday  
8.15am to 3.00pm

#### **Bank Account Details**

Little Miracles Community Kindergarten  
638 – 070  
010378138

Ref – Your Surname

\*\*(Heritage customers use – 10378138 s21)

### Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K board, C&K staff, C&K central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and any visitors to C&K services.

C&K associate members are excluded from the scope of this procedure.

### Introduction

C&K services will manage and process waiting list applications in line with relevant legislation, funding obligations and the principles of inclusion.

This procedure is to be used in conjunction with the *SO:05.1 Procedure Child enrolment*.

### Procedure

The following procedures should be observed when developing or maintaining waiting lists:

- parents should be encouraged, where possible, to visit a service before placing their child's name on the waiting list,
- a child's name is considered to be registered on the waiting list when the service has received the signed, dated and completed waiting list form and the waiting list fee has been paid and receipted
- a separate waiting list for each year/age group of enrolment eligible will be maintained with the view to providing an inclusive and equitable process for access into their service.
- A separate waiting list will be maintained for each year of eligible aged children i.e. children turning our years of age by 30 June of the year of attendance in a kindergarten program,
- Places will be offered according to received date order of waitlist applications. Priority is given to eligible age children (i.e. children who turn 4 by June 30 in the year they attend kindergarten),
- Enrolment offers to three year olds may be made on a case-by-case basis and can only be made where there are no eligible age children remaining on the waiting list and may not be made before December the year prior.  
Younger children may be asked to relinquish their position should an eligible age child require a position,

#### C&K Affiliates:

- will not, to ensure equity of access to all members of the community, provide priority to:
  - o children of committee members,
  - o siblings of children already in attendance at the service,
  - o children of families who live locally,
  - o children of staff (unless approved by the committee),
- are encouraged to include a section in the service's waitlist form for families to provide additional information about their child that they wish to share with the service.

### Acknowledgements and references

- Department of Education and Training. 2017. Priority for allocating places. [ONLINE] Available at: <http://www.education.gov.au/priority-allocating-places>. [Accessed 8 March 2017].
- Queensland Government. Queensland Kindergarten Funding Scheme: Funding requirements 2017 [ONLINE] Available at: <http://www.deta.qld.gov.au/earlychildhood/pdfs/queensland-kindergarten-funding2017.pdf> [Accessed 8 March 2017].

Links to associated documents	
CO:04	Policy - Code of ethics and code of conduct
SO:03	Policy - Inclusion
SO:05	Policy - Child enrolment
SO: 03.08	Procedure - Delayed entry and exit
SO: 05.01	Procedure - Child enrolment
SO:05.02 F1	Form - Kindergarten wait list application
SO:05.02 F2	Form - Child care wait list application