**Admissions Policy**

Policy Statement

Park Lane Preschool welcomes all families and children into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation and religious belief.

Application Process

* Promotion of equal opportunities
* Open and fair admission procedures
* Parents are required to complete the registration form and submit it to the centre along with the registration fee of $150.
* A member of the management team will contact parent to confirm receipt of registration form and fee.
* Admissions will be based on a case by case basis and in accordance with place availability and the allocation criteria stated below
* We reserve the right to review and change how places are allocated.
* Children with additional needs are welcome. An up to date assessment form must be attached to the child’s registration form. Childcare places are limited in line with adequate staffing and parents must be aware it may be required for them to provide a special needs assistant.
* Parents must sign and agree to all Park Lane Preschool policies and procedures.

Allocation of Places

* Places will not be held without a completed registration form and fee payment
* We offer a waitlist; however, this does not guarantee a place
* Prior to being admitted the parent will be required to sign a contract which states you understand and agree with Park Lane Preschool Policies & Procedures
* Should a child be unable to start on the agreed start date then the place can be deferred for up to a maximum of 2 weeks. After which time, the place will be allocated to the next child on the waiting list.

Allocation Criteria

1. Currently enrolled children wishing to increase sessions
2. Siblings
3. Those requesting hours which we can best serve with availability
4. All other applications will be first come first served basis

Termination/Refusal

* We reserve the right to refuse admission
* Children who are disruptive, who may cause injury to other children/staff or damage the centre or property may be excluded from the service.
* If a situation arises where parental expectations cannot reasonable be met by our facility after a period of negotiation, we reserve the right to terminate care.
* We reserve the right to terminate our services.