



Duntroon Community Centre

Enrolment – Placement Policy

Parents can submit an enrolment form from October of the year before they wish to enrol their child. Enrolment details and forms are provided on the DCC website (www.duntrooncommunitycentre.org.au) or can be obtained in person from the centre.

Children who turn 3 years of age within the first four weeks of a term may start at the beginning of the term providing a parent/carer attends with them until their birthday (a legislative requirement). Should your child's birthday fall after week 4 of Term 1, you must apply for placement to start the following term.

To be eligible to attend Duntroon Playschool, children are expected to be fully toilet-trained as staff ratios and resources are insufficient to handle children who are not toilet-trained (exceptions may be considered on application).

A \$100 non-refundable deposit is required for each individual child at the time of enrolment to secure a placement. This deposit will be deducted from your first term's fees. Children can be enrolled for up to a maximum of three days per week, although two days per week is the recommended attendance for this age group.

Placements in our program are prioritised in the following order:

- Category 1 – Serving members of permanent and Active Reserve components of the Australian and Overseas Defence Forces;
- Category 2 – Members of the Inactive Reserve component of the Australian and Overseas Defence Forces and public servants of the Department of Defence;
- Category 3 – Contractors to the Department of Defence and all other residents of the ACT/NSW region; then
- Category 4 – Children who attend other Playschools, Preschools or similar programs and children who can attend a whole year of Playschool the following year.

Parents of children successful in gaining a position for the following year will be invited to attend an information night in January, when the operation of the Playschool and the Centre will be discussed. Parents will be given a copy of the *Duntroon Playschool Parent Handbook* which will include an Enrolment Pack and information about the Centre.

As per the DCC placement policy if your child attends another Playschool, Preschool or similar please notify the Playschool Director in writing. All applications will be prioritised and confirmation letters or emails will be sent out by the end of the ACT school week 8 of Term 4.

The Centre will attempt to place all children for the days requested, however, preferred placement is not guaranteed and you will be notified as soon as possible if your chosen days are not available. Should you receive an offer and not accept, your application will go to the bottom of the relevant placement category waiting list.

No new children will be offered a placement at Playschool in Term 4.

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