



CARA ARMSTRONG KINDERGARTEN PARENT PARTICIPATION POLICY

1. AUTHORISATION

This policy was adopted by the Cara Armstrong Kindergarten Committee on 2 September 2011.

2. REVIEW DATE

This policy shall be reviewed annually, or as determined by the Committee.

3. POLICY STATEMENT

The purpose of this policy is to confirm that parent participation on the Committee of Management and Fundraising Subcommittee needs to be in accordance with the rules within the Cara Armstrong Kindergarten Constitution.

Parent participation that meets these requirements will result in recognition as a Committee Member for the purposes of the BKCES enrolment policy.

4. SCOPE

This policy applies to all

- Parents and guardians whose children attend the kindergarten
- Parents and guardians who wish to have their children attend the kindergarten.

5. BACKGROUND

This policy was created to encourage parent participation on the kindergarten Committee.

Cara Armstrong Kindergarten joined BKCES in August 2007. All of the kindergarten's policies that existed at this time remained in force. The Committee continues to adopt new policies, or amend existing ones, in accordance with the provisions of its Constitution.

6. DEFINITIONS

Boorondara Kindergarten Central Enrolment Scheme (BKCES): The City of Boorondara Council managed Central Enrolment Scheme

Constitution: The current Constitution document that contains the statement of purposes and rules of operation for the kindergarten.

Committee: Cara Armstrong Kindergarten Committee of Management, including the Fundraising Subcommittee.

Enrolment Application Form: A form submitted to BKCES by parents to assist in allocating a child to his/her preference when applying for a kindergarten place at the kindergarten.

7. RELATED KINDERGARTEN POLICIES

- Enrolment Policy.

8. POLICY

8a. Earning a point

Participation on the Committee at Cara Armstrong Kindergarten will earn the Committee member's child an additional point towards:

1. their application to 3 year old kindergarten at Cara Armstrong; and/or
2. their application to 4 year old kindergarten at Cara Armstrong.

There is no guarantee of a place in either the 3 year old or 4 year old groups. The procedure for placements is managed by BKCES and is contained within the BKCES enrolment policy.

The Committee point earned for service can be used for applications during the current year and for retrospective service i.e. if the parent of an applicant has served at least one full year on the Committee within the last five years, they too are eligible for an additional point towards their child's 3 or 4 year old place.

8b. Removal of a point

If a Committee member resigns, is expelled, suspended or fined (in accordance with the Constitution) or does not complete a year of service i.e. until the AGM, then the Committee reserves the right to remove the point awarded for that year of service. Any recognition given to the parent as part of this policy shall be removed and BKCES will be advised of the change in status by the Enrolment Officer within two weeks of the Committee's decision.

8c. Communication with BKCES

After the February Committee meeting each year, a list of Committee members who are currently serving on the Committee will be provided to BKCES. That list will be retained by the Enrolment Officer and Secretary for future years. The list will be confirmed with BKCES prior to the current year's offer of places for any parent making an enrolment application form to the Kindergarten for either a 3 year old or 4 year old place who have listed on their application form that they have been on the Committee in the last 5 years.

8d. Guidelines

The following guidelines as contained within the Constitution will apply as part of this policy:

- Committee Members are elected at the Annual General Meeting (AGM) for a period of one year
- Defined roles with clear responsibilities are advertised prior to the AGM
- The structure of the Committee of Management and Fundraising Subcommittee may vary from year to year, depending upon the workload requirements of the Committee. All roles approved at the AGM for the following year of management are included in this policy for the purposes of a participation point
- The Committee will include:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - And up to eight ordinary members
- The Social Subcommittee, including the Coordinator, but shall be limited to a maximum of 4 members
- A person ceases to be a member of the Committee if they are absent from three consecutive meetings without acceptable reason or leave of absence; or if they resign, or are expelled.

9. EVALUATION

In order to assess whether the policy has achieved the values and purposes set out in this policy the Committee will:

- Assess whether a satisfactory resolution has been achieved on issues relating to enrolment procedures
- Monitor complaints and incidents regarding the enrolment of children.