



Enrolment & Orientation – Casual Days

Casual days will be offered to families when spaces are available. Enrolled children may attend preschool for these extra casual days.

Aims

- To provide families with fair access to casual places when they are available.

Strategies:

Casual Days.

Casual days can be taken when our enrolled numbers are less than our licensed numbers and therefore places on any given day are vacant.


- When numbers and ratios allow, enrolled children can be booked into Kangaroo Valley Preschool for a casual day.
- The parent contacts the preschool in person, by telephone or e mail and requests the date.
- Bookings are accepted in the order of them being requested.
- If a place is available on the requested date, the child's booking is recorded in the diary.
- If a casual day is not available on request, the request is noted in the diary. The family is informed if a casual place becomes available on that day.
- On the day the child is to attend, their name is added to the sign in sheet for the day under the heading "Casuals" and details of the casual day are written in the administrator's "Casual Day Book" for billing.
- When casual days are available, and it is financially possible, families will be offered three discounted casual days per term per child. (\$25)

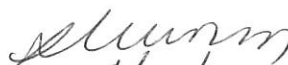
Evaluation

An efficient and fair system will be in place to provide Kangaroo Valley Preschool families with access to casual days when they are available.

Issued By:
President Brad Hawthorne
Kangaroo Valley Preschool Committee

To be Revised by February 2020


26.11.18.


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