



Box Hill South Preschool Inc.

Registration. No. 398

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POLICY FOR THE BALLOT PROCESS AS A MEANS OF GROUP ALLOCATION

PURPOSE

The purpose of this policy is to support the enrolment policy and to formalise the ballot process adopted by the Committee of Management 2005 and administered by the subsequent Committees of Management.

The ballot process was adopted by the Committee of Management in 2005 to attempt to address the inadequacies of the 'first in best dressed' system previously in place at the service.

PROCEDURE(S)

The ballot will be administered by the Enrolment Officers, Assistant Treasurer-Fees, Director, Teachers and one member from the Executive Team. It is recommended that the Executive Member present should not have a child in the ballot draw.

The ballot meeting will be minuted. Minutes should include commencement and concluding times of the meeting, roles of those present, the order of children drawn from the ballot, the time that a group filled and the waitlist order, if necessary. The ballot will be held one week and one day from the date offers were sent as determined by Whitehorse Pre School Association (WPSA) allowing five working days for the return of preferences and deposits.

Forms not returned by close of business on the day of the ballot (5.00 pm) will not be included in the ballot. No responsibility will be taken by the Committee of Management for forms lost in the mail, not returned on time or lost in the centre. Parents are encouraged to return preferences (including deposits) directly into the preschool's mailbox (i.e. silver slot on left of preschool entrance). The preschool mailbox and the safe will have restricted access (Lock Down) during this period. A sign should be placed on both doors to remind all committee members. The enrolments officers and teaching staff should be the only people with access.

Using the ID# on the back of the return offer envelope, the Enrolment Officers should check off the envelopes for accept or decline on a spreadsheet as they are returned and then place back in the safe.

Envelopes will remain unopened unless parents have indicated that their child's place will be declined/deferred by means of the sticker on the reverse of the envelope. In this case envelopes will be opened by the relevant enrolment officer and an offer will be made to the child next on the waiting list. This offer will be made by phone and forms subsequently mailed to the registered address. The prospective family will be informed of the ballot date and process and if forms are returned on time they will be included into the ballot process.

It should be noted that second round offers have a week to respond from the offer being made and so may not be returned in time to be included in the ballot draw.

No responsibility will be taken by the Committee of Management for Australia Post delivery processes or for parents failing to notify either the relevant enrolment officer or WPSA of a change of address or their absence from their home/registered address during the enrolment period including mail redirection, etc.

The Committee of Management endorses the ballot process as a fairer, safer, more equitable and transparent process than the previous system. Complaints regarding the process should be made in writing and addressed to the Committee of Management.

BALLOT PROCEDURE

The Ballot will follow the prescribed procedure as set out below:

1. Check and remove any enrolment forms in the SILVERSLIP (i.e. preschool mailbox).
2. Check and remove any enrolment forms in the centre letterbox. This can be found to the right of the main entrance.
3. Check and remove any enrolment forms from the Preschool safe.
4. Shuffle envelopes and place in a suitable container.
5. Applicants to be drawn one by one and allocated to requested groups as available. For multiple births, allocation will occur as follows:

Twins

- Once the first child is drawn the remaining child will follow (ie. sibling's name is directly pulled out from the ballot and joins first named).
- For 3 year olds – the first sibling must be drawn at position number 21 or below.
- For 4 year olds – the first sibling must be drawn at position number 25 or below.

Triplets

- Once the first child is drawn the remaining children will follow (ie. sibling's names are directly pulled out from the ballot and joins first named).
- For 3 year olds – the first sibling must be drawn at position number 20 or below.
- For 4 year olds – the first sibling must be drawn at position number 24 or below.

Greater than triplets

Allocation is at the discretion of the committee and will be addressed on a case by case basis. Where possible the committee will endeavour to meet parent preference.

6. Once a group is full, successive requests will be allocated to the alternative group and waitlisted in the order drawn for the preferred group.
7. The Assistant Treasurer- Fees will check and receipt deposits as each envelope is opened. Preferences failing to contain a deposit* will be withdrawn from the ballot process and not be allocated to a group. One (1) courtesy call will be made to the family/s in question the next day, following the precedent set in 2007.* Exception: Deferred offers from the previous year, however are not required to pay another deposit.

8. Deposit monies will be checked and double counted as per the Preschool's money handling policy and signed receipts for each deposit prepared by the Assistant Treasurer-Fees on the night.
9. Group allocations/notifications will be made in writing, posted by mail or into group pockets within the centre. Notification letters will include a deposit receipt, group times, and the date of the AGM. New families will also be informed of an orientation session date.

AUTHORISATION

This policy was adopted by the **Box Hill South Preschool Inc.** committee of management on

27 June 2010.

REVIEW DATE: May 2011