



Box Hill South Pre-School Inc.

Registration No: 398

Rotary Court, Box Hill South 3128

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ABN 54667119108

SUMMARY OF THE BALLOT PROCESS/POLICY

The ballot process discussed and implemented by the committee is utilised to fill all 3 & 4 year old places. The process is as follows:

- forms to be returned to the kinder by the published date in the envelope provided.
- envelopes will not be opened until designated ballot date – unless declined option elected & envelope marked accordingly.
- all envelopes will be placed into a ballot box.
- envelopes will be drawn and opened in turn one by one.
- each child will be allocated to the requested group as each envelope is opened until the group is full **(for multiple births see below)**.
- once all places for a group are filled, all subsequent children will be placed in the alternative group and also on a waiting list for their preferred group.
- All applicants will be notified of the group allocation in due course.

Multiple births:

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 for position number 7 or below in any group.

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 6 or below in any group.

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.