

Whitehorse Pre School Association
General Meeting Minutes
Tuesday 27th October 2009
7.30 pm
Box Hill Town Hall Hub
Meeting Room D

Present: Barriburn Preschool, Benwerrin Preschool, Birralee Preschool, East Burwood Preschool, Florence Road Preschool, New Hope Baptist Preschool, Nunawading Kinder, Parkside Preschool, St Augustine's kinder, Terrara Preschool, Warekila Preschool

Apologies: Blackburn Preschool, Box Hill South Preschool, Dr Stanley Cochrane Kinder, Heatherdale Preschool, Holbury Children's Centre, Indra Preschool, Larch Street Kinder, Parkmore Preschool, Pope Road Kinder, Rangeview Preschool, St James Kinder, Wattle Hill Kinder, Woodhouse Grove Kinder, Community Advocate – Pat Brown

Absent: Box Hill North Primary Kinder, Burwood Heights Kinder, Eastmont Preschool, Friend Street Preschool, Mt Pleasant Kinder, St Peter's Kinder, St Scholastica's Kinder, Surrey Hills Baptist, Taralye Kindergarten, Vermont Kinder, WELS Group, WKG

1. Welcome: Kim welcomed everyone and Meeting opened at 7.40pm

2. Reports: Association Manager – Distributed to all last week. Accepted

3. General Business:

- **Initial 4 yo offer too soon after the school holidays.**

Although some thought enrolment process a bit too early in regards to repeating children, families will always be hesitant in deciding to repeat their child. There are pros and cons with whenever you do the selection process. It worked well having the 3yo & 4yo separate and we will keep this for next year.

It was decided that we will keep the similar timeline from this year but WPSA will make the enrolment packs available for pick up in the second week of the school holidays. This will enable enrolment officers a longer time to look at the applications and prepare the offer/waitlist letters. The first week of the holidays WPSA will prepare the kits.

- **Reply due date being Wednesday**

General consensus was in favour of the Wednesday as it worked much better and to keep it for next year. Some kinders actually highlight on the letter the due date.

- **Identifying repeats**

Kim reviewed the process of repeats.

- **2010 Meeting days**

Change of days of the week for general meetings (not always on the same day of the week) and lots of notice being given to ensure the maximum attendance possible at all meetings.

AGM to be held on the 4th March. Enrolment Officer meeting date to be advised.

- **WPSA Information being provided to families**

Kim posed the question to enrolment officers as to the quality and quantity of information being provided by the WPSA? Is the WPSA meeting expectations?

Feedback included:

1. Positive feedback for the letter confirming details
2. Application form is much easier than before
3. Paypal is working very well (2/3 a day)
4. New website is also working well

- **General question and answer time.**

1. Question posed as to whether possible to have the information in different languages. Solution is hard as there are such a diverse and numerous amount of languages in Whitehorse so how would they narrow down which ones to pick. Kim directed kinders to the interpretation service if they are having trouble with parents who do not understand English. Advice also provided that easier to set up face to face interview at the kinder rather than over the phone which is tricky.
2. Discussion re cancellation and loss of deposits and issues when families are logging applications in different council areas.
3. Kim advised members of waitlist numbers and statistics as some kinders still have places and also that early next year there should be waitlist people who need spots as they have not got their first preference.
4. Kim advised members to advise people enrolling in later half of the year that they do not need to pay to enrol (4 year olds only).
5. Many kinders invoice the next terms fees in the previous term
6. Question posed over the blue forms that parents complete and handling of this. Kim advised this is a legal document and should not be seen by the enrolment officer but only by the teacher.
7. Question over handling of health care card holders and invoicing. Kim advised that due to privacy cannot take or keep copies of holder's health care cards they must be a sighted viewing of the valid card only. All copies must be shredded.
8. Registered childcare kindergarten form. 4 page form is available from centrelink.
9. Open days. Some kinders are holding a once a term open day as well as the yearly one so that people are not shown through a kinder when the children are in session due to disruptions and privacy issues.
10. 2 Kinders have positions vacant for a 3 year old teacher. Kim advised to let other kinders know in case there is a teacher there who is looking for more hours and possibly a good idea if timetables work to advertise together to get more of a chance of getting a teacher who is looking for more hours.

Kim thanked all members for their hard work and assistance throughout the enrolment process.

Meeting Closed. 9.15pm