



Early Years

# How we offer positions

The purpose of this document is to explain the process Early Years follows in offering vacant positions to families.

While Early Years prioritises UNSW staff and UNSW student families' access to our early childhood education and care services in keeping with the guidelines established by UNSW Early Years management, we also enrol families from the wider community. Our *enrolment, orientation and cancellation procedure* document can be accessed on our [Policy and Procedures page](#).

## The way we offer

Offers of enrolment will be made via email and can only be made to families with an active [wait list application](#).

When a vacant position becomes available at any of our early learning centres we will offer these available days to families in the following order:

1. Currently enrolled families;
  - i. who have requested extra days
  - ii. whose child needs to move rooms
  - iii. who have requested a sibling enrolment
  - iv. who wish to transfer from another Early Years centre
2. To a child of a UNSW strategic recruit (staff or student)
3. Waitlisted families;
  - i. UNSW Staff and UNSW Student families
  - ii. Community families

Offers will only be made to families whose **preferred start date** as indicated on their wait list application is either already past or within the next two months of the offer date. When the major round of offers are being made each year (usually from September onward) for commencement the following year, all wait list applications with required start dates in January, February and March of the new year will also be considered in the first instance.

Irrespective of which Early Years centre(s) you may have indicated a **preference** for on your wait list application (with the checkboxes at step 3) **offers will be made according to availability**. If you wish to receive an offer of enrolment for one or more Early Years centres in particular, please state this clearly in the 'comments' section of your wait list application.

## Flexibility

When submitting a waitlist application, you will be able to indicate your preferred pattern of attendance and whether or not you are flexible with this.

If you have indicated that you are **flexible**, then you may receive an offer of enrolment that does not necessarily match your preferred pattern, if those days aren't immediately available. If you indicate that you are **not flexible**, then you will not receive an offer of enrolment until unless we have the exact days you have indicated available. Please see example scenarios below:

### Example 1

#### Centres

- UNSW Early Years
- Owl's House
- Kanga's House
- House at Pooh Corner
- Tigger's Honeypot

How many days of care do you require?\*

Are you flexible with your days?\*

Which are your preferred days?\*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Offers of enrolment at any Early Years centre may be made.

If a Mon—Wed spot is available, this will be offered in the first instance. If, not an alternative 1-3day/week pattern may be offered.

### Example2

#### Centres

- UNSW Early Years
- Owl's House
- Kanga's House
- House at Pooh Corner
- Tigger's Honeypot

How many days of care do you require?\*

Are you flexible with your days?\*

Which are your preferred days?\*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Offers of enrolment may be made to Tigger's Honeypot in the first instance, for any 4 days/week.

Fewer days may be offered at Tigger's Honeypot before being offered positions at the other centres.

### Example 3

#### Centres

- UNSW Early Years
- Owl's House
- Kanga's House
- House at Pooh Corner
- Tigger's Honey pot

#### How many days of care do you require?\*

#### Are you flexible with your days?\*

#### Which are your preferred days?\*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Offers of enrolment will be made at either Kanga's House or House at Pooh Corner in the first instance, for 5-day/week positions only. Fewer days will not be offered.

### Example 4

#### Centres

- UNSW Early Years
- Owl's House
- Kanga's House
- House at Pooh Corner
- Tigger's Honey pot

#### How many days of care do you require?\*

#### Are you flexible with your days?\*

#### Which are your preferred days?\*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Offers of enrolment will be made to Owl's House in the first instance, for any single day from Mon—Wed

## What happens when an offer of enrolment is declined?

Since we will only make offers of enrolment according to your stated requirements and following the method above, **when an offer of enrolment is declined, the registration date for that wait list application will be reset (i.e. go to the bottom of the list)**. This enables the wait list to “move” faster and gives every waitlisted family a better chance of receiving a suitable offer of enrolment.

To avoid receiving an offer of enrolment that you are not willing or able to accept, please be sure that your **requested start date** and **days of care required** accurately reflect your family's needs. And while indicating that you are **flexible with your days** will usually increase the likelihood of your family being offered a spot it can also increase the likelihood of your application's registration date being reset, if you decline an offer of enrolment. Please use the comments section to provide

further detail about your care requirements and any limits with regard to your flexibility and preferred start date etc.

**When three offers of enrolment are declined, your application will be removed from our waitlist, unless you can demonstrate good reason for remaining on the waitlist.**

## **What happens when an offer is accepted, then you change your mind?**

In order to accept an offer of enrolment a payment equivalent to two weeks full fees is required. The total amount of this enrolment deposit is credited to your Early Years account and will be used to cover regular fees from the enrolment start date.

When families who had accepted an offer change their mind (or can no longer take up the position for any other reason) prior to the position's start date, a non-refundable **\$200 Administration Fee** will be retained from the two-week fee deposit already paid if written notice is provided by the family at least four operational weeks in advance of the position's start date. **The remaining portion of your enrolment deposit will be refunded** in due course.

Families who accept an offer, then change their mind (or can no longer take up the position for any other reason) prior to commencement without giving written notice at least four operational weeks in advance of the position's start date will **forfeit their entire two-week deposit**.

In both instances of change of mind, the wait list application date will be reset to the date of the decline of the offer, if returning to the wait list.

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