



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. The full *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. Waitlisted families

Offers will only be made to families whose **required start date** as indicated on their wait list application is either already past or within the next three 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.

The table below explains how your wait list request impacts the offer you may receive;

<b>If your wait list application is requesting:</b>	<b>Then you may receive an offer for:</b>	<b>Will the days offered match those requested?</b>	<b>Notes</b>
1 day/week, not flexible	Nil	N/A	Enrolments of one day/week are not available at Early Years
1 day/week, flexible	2 days/week	If available and in a standard pattern	2 day enrolment may be offered
2 days/week, not flexible	2 days/week		No alternative offer will be made
2 days/week, flexible	2-3 days/week		If preferred pattern not available, an alternative may be offered
3 days/week, not flexible	3 days/week		No alternative offer will be made
3 days/week, flexible	2-4 days/week		If preferred pattern not available, an alternative may be offered
4 days/week, not flexible	4 days/week		No alternative offer will be made
4 days/week, flexible	2-5 days/week		If preferred pattern not available, an alternative may be offered
5 days/week, not flexible	5 days/week		No alternative offer will be made
5 days/week, flexible	2-5 days/week		If preferred pattern not available, an alternative may be offered

Early Years' **standard patterns of attendance** are;

Mon	Tue	Wed	Thu	Fri
✓	✓	✓	✓	✓
✓	✓	✗	✓	✓
✓	✓	✓	✗	✗
✗	✗	✓	✓	✓
✓	✓	✗	✗	✗
✗	✗	✗	✓	✓

## 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. 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.

## 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.

