CHANGE TO REQUIREMENTS

The Fountain Lakes Montessori Pre-School committee have recently met to review their procedures because of the introduction of the new classroom. Due to the significant increase in children numbers they have decided to simplify and streamline their processes. The following description details the changes.

Change in the Allocation process
In future, there will be no allocation process (where children are guaranteed a place for some time in the future). The process for being on the Waiting List will be exactly the same. The key difference will be how students move from the Waiting List to being enrolled. A few weeks before the start of a new term, the teachers and administrator will decide if there are any places in the Pre-School in the following term. If there are, they will review all information available and offer children the opportunity to enrol as required.
So basically, a child stays on the Waiting List until they are ready to enrol.

For example: It is a few weeks before Term 2, 2004

The teachers have reviewed the classrooms and have noted the following:
2 children are leaving the Big House
1 child is ready to moved from the Small House to the Big House

There is therefore space for 1 child in the Big House and 1 child in the Small House.
The Waiting List would be reviewed to find suitable children.
These children would then be offered a place.
If they accept, they will pay the bond, return the completed enrolment form and start at the Pre-School in the following term.

To support this process the information we need is as follows:

For a specified date that we can enter into the system we would like to see the following:

For each classroom (2 x Big House and 1 Small House), and for the Waiting List

For each age group, the following information for current enrolments:
Child’s name, Date of birth, Gender, No. of sessions

For children on the Waiting List:
Child’s name, Date of birth, Gender, Date put on waiting list, Existing pre-school family, Expected start date

We want the information to be divided via age-group as at the date we have entered.
The age group divisions should be 2, 2½, 3, 3½, 4, 4½, 5, 5½, 6.

We would also like to note in the system if a child is leaving in a particular term.
An example of the report may be as below. I am sure that there are much better ways of displaying the information. Also, we would need to show if a child is going to be leaving, especially if it was before the completion of the whole cycle.

Class List as of 20/09/04

Small House

<table>
<thead>
<tr>
<th>Gender</th>
<th>Name</th>
<th>Date</th>
<th>Sessions</th>
<th>Gender</th>
<th>Name</th>
<th>Date</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Jack Smith</td>
<td>20/8/02</td>
<td>1</td>
<td>Female</td>
<td>Bella Nguyen</td>
<td>1/10/02</td>
<td>1</td>
</tr>
<tr>
<td>Female</td>
<td>John Jones</td>
<td>28/9/02</td>
<td>1</td>
<td>Female</td>
<td>Bella Nguyen</td>
<td>1/10/02</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>2</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

2½ years

<table>
<thead>
<tr>
<th>Gender</th>
<th>Name</th>
<th>Date</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Chris Wang</td>
<td>22/2/02</td>
<td>2</td>
</tr>
<tr>
<td>Female</td>
<td>Bert Box</td>
<td>24/1/02</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Total no. of children: 5
Total no. of sessions: 7

With the report, you would have something like the above for each Class Room and the same for the Waiting List. The Waiting list would obviously not have session information and leaving information, but would have the added information of Date put on waiting list, Existing pre-school family and Expected start date.

Changes to Class Allocation each term

The number of sessions that a child is allocated to each term will be set at the start of each term, and will not change during the term. This is a change from the current process. This means that invoices for a term will only need to be sent out once, as changes to sessions will not be allowed during the term.