



## Enrolment and Orientation Procedure

**The Pines Preschool has an effective enrolment and orientation process for families:**

- Families are asked to complete a 'Preschool Enrolment Registration Form,' as an expression of interest. In accordance with the Department for Education's 'Preschool Enrolment Procedure', this ensures local families are a priority.
- Families are contacted in Term 3 to finalise/accept enrolment (complete a full 'Preschool Enrolment form') and are asked to bring in their child's proof of age documentation (i.e. birth certificate, CY Health Book or passport), and current up to date immunisation records. During this time, families receive a family information booklet, are also asked to choose a group (Group A or Group B) and also to complete a questionnaire about their child.
- At this time, all enrolments for next year are entered into the Early Years System (EYS). Files are also developed for each child which are stored in the filing cabinet in the preschool office.
- We offer pre entry visits in Term 4 prior to beginning full time preschool the following year. Each child has the opportunity to attend 2-3 pre entry visits at the preschool (approximately 2 hours per visit).
- During Term 4, families are also able to attend an information session with all educators available to respond to any questions or concerns.
- Early in Term 1 (beginning of the preschool year), we hold an acquaintance night in line with the School.
- Enrolments for children with special rights, families are contacted to arrange a meeting with a Teacher to discuss and collect further information, documentation and intervention strategies about the child. The Teacher will liaise with the Preschool's Special Educator to negotiate levels of support and Individual Learning Plan (ILP) may be initiated.
- For children experiencing separation anxiety, we develop and offer an amended program, such as a reduced session time (for example: the child starts with 2 hours at preschool with parent/caregiver, and time gradually increases in accordance to their comfort and wellbeing along with a gradual release of separation from parent/caregiver).
- Information, newsletters and current notes are provided to families in a range of ways, such as the Skoolbag App, emails and/or printed hard copies. Families are asked (prior to child commencing full time preschool) to choose which mode of communication they prefer to receive up to date information about the preschool. We also have a Family information board to display up to date events/learning at preschool. There is also a display board of community information/pamphlets located under the verandah.
- Families are informed that they can contact the preschool on 8281 2199 or via our Preschool email address: [cpc.info87@schools.sa.edu.au](mailto:cpc.info87@schools.sa.edu.au)
- Aboriginal children and children under guardianship of the minister are able to access 12 hours of preschool from their third birthday (increasing to the 15 hour entitlement from the beginning of the year the child turns 4 years of age before 1 May).
- Early entry terms (3 hours a week then in last term 6 hours a week) prior to eligibility for Children with additional rights, EALD children, children at considerable risk due to family situations may be possible depending on preschool numbers.

## Future enrolments

- We store future enrolment forms in a folder located in the 'Early Years System' filing cabinet – located in the preschool Office.

## References:

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

## Policy review

Quality area 7: Leadership and service management

## Revision Record

Version	Approved by	Approved date	Amendments
1.1	Governing Council	13 <sup>th</sup> March 2019	Change header

**Created:**

February 2018

**Approved at Governing Council on (Date):**

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**Approved by Principal:** Cherie Collings

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**Approved by Governing Council Chairperson:**

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**To be reviewed:**

2020