Preschool Enrolment and Orientation Policy

Introduction

*Kemblawarra Public School Preschool* is a Department of Education and Communities Preschool located within Kemblawarra Public School.

The preschool provides education to children in the local community who would otherwise not be able to access preschool.

The preschool offers positions to children the year before entering school. *A child is eligible to enroll in this preschool if they turn four years old on or before the 31 July that year.* Children generally attend departmental preschool classes for one year only.

The preschool offers Universal access of a *minimum of 15 hours per fortnight* to each eligible child. This is accessed on a 5 day per fortnight basis. Some of our families are able to access 5 day a week positions based on their circumstances.

Goals - What are we going to do?

*Kemblawarra Public School, Preschool,* will implement an effective and equitable enrolment and orientation process which is equally accessible for all children and is based on selected criteria.

Staff will immediately begin to build a positive and ongoing relationship with children and their families from the initial expression of interest for enrolment.

*Kemblawarra Public School, Preschool,* staff will aim to receive up to date and accurate information about every child and family enrolling in the preschool.

*Kemblawarra Public School, Preschool,* will explain to families of the documentation needed prior to their child being enrolled.
Strategies – how it will be done

1. Any person inquiring about an enrolment at the preschool for the following year will have their details taken down on the template provided (Appendix 1). They will also be handed or sent out in the mail a waiting list form to fill out to provide us with all the information we need to later follow our criteria.

2. In August, interviews will be held with all families that are on the waiting list. A committee will then meet and go through the waiting list forms and interview notes to rank the applications in order, according to the set criteria (Appendix 2) and place them into appropriate classes.

3. Parents/carers will be informed by mail about whether they were successful in enrolling their child in the preschool or whether they may need to find education and care elsewhere. If the child was successful, the package will include:
   - An acceptance letter
   - An enrolment form and a request to return this to the preschool with a copy of the child’s birth certificate, immunisation records and the parent/carers Low income health care card (if necessary) ASAP. *If there are multiple children from the same family, a separate enrolment form will be sent for each individual child.
   - Orientation details
   - Preschool handbook

4. Parents/carers will then need to provide the preschool with a copy of the child’s birth certificate and their immunisation records. Also any parent/carer with a low income health care card will need to provide the preschool with a copy of the card.

5. Parents will be encouraged to attend orientation with their child in order to become familiar with the environment they will be entering the next year. This also provides the parents/carers with the opportunity to ask any questions and to find out more information they will need to know in relation to the preschool routine, rules and program.

Educators will:

1. Provide inquiring families with any information they may need to decide whether they would like to put their child’s name down on the waiting list.

2. If a family decides to put their child’s name on a waiting list, a waiting list form will be handed to or mailed out to the parent/carer for them to fill out and return ASAP.

3. When forms are returned to the preschool, check that all the information is entered correctly and nothing is missing. They will then be required to fix them with any appropriate markings – as stated in the criteria form –and place them into a designated folder to later be reviewed.

4. Conduct interviews in August with any parent/carer on the waiting list, giving the opportunity to have a one on one informal meeting to discuss any confidential issues, confirm any understandings and to answer any new questions. If necessary, provide an interpreter for any family in need.

5. Review waiting list forms and rank the children in accordance with the criteria in place with the information gathered from the waiting list form and the interview.
6. Send out letters and to families to inform them if they were successful in obtaining a place at the preschool for the following year. If a child was successful, an enrolment form will need to be sent along with the letter of acceptance, along with details for orientation.

7. Provide families with an orientation day/s where parents/carers are invited to bring along their child to become familiar with the environment. Staff will meet and greet with the families and offer families with more information about the preschool, the staff, the routine of the day and the program. Staff will also answer any questions that a family may have.

8. Accept any enrolment forms from families and file them in the designated folder. Request a copy of the child’s birth certificate and immunisation records as well as a copy of a parent/carers Low income Health Care Card if necessary.

Families will:

1. Fill out a waiting list form accurately and return this to the preschool ASAP.
2. Attend their set interview and provide the staff with any information that may help the staff get to know them and their child better and information that may assist in the criteria matching process.
3. If successful in obtaining a position at the preschool, families will fill in the enrolment form accurately and return to the preschool ASAP.
4. Where possible, attend the orientation day or organise a mutually agreed upon time for another visit to the school, to familiarise their child to the preschool and ask any new questions they may have and be informed about the preschool, the staff, the routine and the program.
5. Provide their child’s birth certificate.
6. Provide a current low income health care card from Centrelink and maintain renewal (families may be charged full fees without a current card).
7. Provide documents that state their child is:
   - fully vaccinated for their age, or has a medical reason not to be vaccinated, or has a conscientious objection to vaccination due to religious beliefs, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

Evaluation

Staff members will assess the effectiveness of the enrolment and orientation process during regular staff meetings. If necessary a survey will be conducted with current parents asking about their experiences and feelings when going through the enrolment and orientation process. This information will be analysed in the meeting.

Details to consider may include:
- Ease of enrolment process
- Were any issues/complaints taken into account and dealt with in a timely manner.
- Were applicants treated equally and with respect during the process.
- Was the process done within an suitable time frame, giving unsuccessful applicants sufficient notice.
Links to the National Quality Standards/elements:

6.1.1 There is an effective enrolment and orientation process for families