



## Enrolment and Orientation Policy

### NQS

QA6	6.1	Respectful supportive relationships with families are developed and maintained.
	6.1.1	There is an effective enrolment and orientation process for families.
	6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.

### National Regulations

	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	177	Prescribed enrolment and other documents to be kept by approved provider

### Aim

Our kindergarten provides a preschool education program in line with the Department of Education and Child Development Preschool Enrolment Policy.

# Enrolment Procedure

Children are entitled to four terms of preschool in the year before they start school.

A child must turn 4 years of age before May 1<sup>st</sup>, to begin preschool in that year.

If a child's birthday is between 1<sup>st</sup> January and 1<sup>st</sup> May (ie the child is still 3 years old) the parents may decide to delay preschool start until the following year. The child will still be under 6 for school start the following year and may benefit from not starting so young.

DECD policy states that children are only eligible for one year at preschool. Following this they must enrol at school.

Children turning 4 on or after May 1<sup>st</sup> must wait until the following year to begin preschool.

Enrolments will be registered according to the Site Capacity Child/Educator ratio as stipulated by the Department of Education and Child Development and National Quality Standards Regulations.

## Priority of Access

A Register will be maintained for all future enrolments to the kindergarten. In circumstances, when kindergarten enrolments are high, resulting in a limited number of places available, a child will have priority of access to sessions if they meet the following guidelines:

- The family lives in a suburb immediately surrounding JB Cleland Kindergarten, as per the zoned catchment area, in alignment with Linden Park Primary School.

Supported by:

- A sibling having previously attended JB Cleland Kindergarten.
- The child has additional needs.

The final deciding factor for applications of equal merit will be:

- Date of registration.

**All final decisions are at the Director's discretion.**

# Enrolment Process

When a family has indicated their interest in enrolling their child at the kindergarten, the following will occur:

- Enrolment details are recorded on a Preliminary Registration Form.
- Preliminary registration is guided by the Priority of Access Policy.
- The family will be contacted six months prior to the child being eligible for kindergarten. A letter requesting documentation proof of the child's date of birth and residential address will then be forwarded to the families.
- One of the following documents is required as proof of your child's birth date.
  - o Passport
  - o Birth certificate
  - o Official Centrelink documentation which states the child's name and birth date.
- The following documentation is required to prove your residential address.
  - o If a home owner
    - Current Burnside Council Rates Notice
    - Current utilities account (electricity or gas)
  - o If renting a residential property
    - A rental contract which continues into the year your child will be attending preschool, with the bond lodgement receipt
    - Current utilities account (electricity or gas)
  - o Intention or in process of purchasing a property.
    - Contract of sale
- Enrolments are finalised in the term prior to a child's scheduled start date, in conjunction with sighting the appropriate paperwork for date of birth and address confirmation.

- A transition information pack containing a welcome letter addressed to the child, a welcome letter addressed to the parents, dates of Orientation Visits, the DECD Enrolment Form, the 'About Your Child' questionnaire, Permissions Forms and a Preliminary Support Services form is mailed out to the families of all confirmed enrolments.
- The kindergarten encourages families to return all documentation requested prior to their child commencing the orientation visits.
- Parents have the opportunity to discuss specific medical needs and any other additional information with the Nominated Supervisor and the Enrolment Coordinator.
- Orientation visits will be provided towards the end of the year prior to your child commencing kindergarten. Both the child and parent/caregiver is welcome during these orientation visits.

## **Transition to school**

It is the parents/caregivers responsibility to enrol their child into their school of choice. Once decided please notify the kindergarten for updating of enrolment records.

The Department of Education and Child Development requires all children to be enrolled and attending school by six years of age.

## **Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**Department of Education and Child Development – Preschool Enrolment Policy**

## **Review**

The policy will be reviewed annually by the preschool staff and the Governing Council

**Last reviewed: April 2019**

**Date for next review: April 2022**