



Procedure related to enrolment and orientation

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
6.1	160	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy Department preschool classes: Enrolment procedures
7.1	161	
	162	
	S. 175	

Does the preschool have an enrolment package? If so, what is its contents?

Our preschool enrolment package includes enrolment form, starting preschool checklist, Eastern Creek parent handbook, incursion fee information, preschool uniform information, child profile form (i.e. likes/dislikes, strengths, learning needs, toileting, rest requirements), ELYF fact sheet, childhood infection fact sheet, childhood language development fact sheets and getting ready for school booklet.

Does the preschool have a family information/orientation booklet?

How are children and families orientated into the preschool?

Families and children are invited to an orientation session together . Orientation visits commence in Term 4. Families can choose between two, 2 hour sessions. This gives families the opportunity to come and meet their preschool educators and time to fix up any incomplete paperwork.

Are families offered the translated version of the enrolment application form?

If a family request a translated version of the enrolment application, educators can organise this through the department.

Do families complete a waiting list application? If the number of applications for a place exceeds places available, how is the waiting list maintained?

Families complete an expression of interest from June onwards. We follow the guidelines in the Department preschool classes Enrolment procedures (attached), including if the number of applications for a place exceeds places available.

Who collects the completed enrolment applications and supporting documentation? •

Families bring completed enrolment applications and supporting documentation to the preschool administration offer in the school office.

How are families offered a place for their child (i.e. by letter or verbally)?

Families receive an acceptance letter when they are offered a place for their child. Families are to phone the school to accept the position. If we have not heard from families prior to orientation night, the preschool administrator will phone families to see if they accept the position.

How is critical information in the enrolment form communicated to all educators (i.e. authorised collectors, emergency contacts, any non-authorisations, children with health conditions)?

Critical information (i.e. authorised collectors, emergency contacts, any non-authorisations, children with health conditions), in the enrolment form is communicated to all educators from the preschool administration officer.

What are the preschool's attendance patterns? How are children allocated to each group?

The preschool has 2 groups of 20 children. Adventurers Monday and Tuesday 9am to 3pm and Wednesday 9am to 11:30am. Explorers Wednesday 12:30pm to 3pm and Thursday and Friday 9am to 3pm. On enrolment, families are to select their preferred group.

Who organises to meet with families before the child commences to gather additional information about a learning or health care need?

Educators organise to meet with families before the child commences to gather additional information about a learning or health care need.

Department preschool classes Enrolment procedures

https://policies.education.nsw.gov.au/policy-library/related-documents/preschool_memo.pdf