



## Preschool enrolment and orientation procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1 6.2 7.1	Regulation <a href="#">160</a> Regulation <a href="#">161</a> Regulation <a href="#">162</a> National Law <a href="#">S. 175</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECOA National Quality Standard Information Sheet: Enrolment and Orientation Application to enrol in a NSW Government preschool</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> <li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> <li>Reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>	
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> </ul>	

	<ul style="list-style-type: none"> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Enrolment</b>	<ul style="list-style-type: none"> <li>• Children can enrol in a department preschool from the beginning of the school year if they turn four years of age on, or before, 31 July that year.</li> <li>• A preschool enrolment package is given to prospective families. These packs are compiled by the preschool supervisor and updated at the beginning of each year to contain a current Preschool Family Information booklet, Getting Ready for Preschool booklet, flyers on illness exclusion periods, nutrition, road safety and some printed activities with coloured pencils.</li> <li>• For each preschool class, children attend in two groups across the week to meet the requirements of <i>Universal Access</i> - 600 hours of quality education and care in the year before commencing school. As our preschool is a two unit preschool, we have two classes - Murrin and Becan - that each run a White and Green group. The White group attends Monday, Tuesday and alternate Wednesdays while the Green group attends on the opposing Wednesday and each Thursday and Friday. Where possible families are given their preference of which class they would like, however we encourage them to enrol with the staff member that has taught members of their family where possible. This promotes continuous relationships with our families. Aboriginal children are given priority in our setting, and where possible places may be held vacant throughout the year for late enrolments.</li> <li>• Initially, families complete an Expression of Interest form to be waitlisted for a position. These forms can be collected at the Primary School to ensure that families are met and welcomed by an executive member of staff. They are made available from term two in the year previous to intended enrolment and advertised through the Primary School newsletter.</li> <li>• Children do not have to reside within the school's catchment zone to attend the preschool.</li> <li>• After receiving an Expression of Interest form, the executive staff review the application and positions are offered to families, based on the criteria and priorities outlined in the <i>Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy</i>.</li> <li>• Families are informed if their enrolment application has been successful or not by our preschool supervisor in a timely manner after the Expression of Interest has been submitted.</li> <li>• Families offered a position are asked to complete the <i>Application to enrol in a NSW Government preschool</i> and supply the required supporting documentation listed in the form, if not already.</li> <li>• The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined during the executive staff review.</li> </ul>

<p><b>Transition and orientation</b></p>	<ul style="list-style-type: none"> <li>• The Preschool Family Information booklet provides families with general information about the preschool and summarises key preschool procedures. All staff (including executive) review the booklet each year in a staff meeting at the end of the school year in preparation for new enrolments.</li> <li>• Children and families are supported to transition into preschool through a range of planned practices. Families visit the preschool when an Expression of Interest is collected, families visit for a playdate at the end of the year prior to attending preschool, and families come in for a Getting Acquainted visit at the start of the year prior to commencing to ensure that our preschool can meet all of the child's needs from their first day at preschool. The children's first day of preschool will also be on a staggered start rotation to ensure higher staff: children ratios to further support the children's and family's needs.</li> <li>• Families are asked to provide additional information about their child at the Getting Acquainted meeting to enable the preschool educators to better understand and plan for their needs, including any court orders, medical requirements/concerns, religious, cultural and/or dietary requirements, development information, supporting external services information, toileting requirements and any information that families may think beneficial. In some cases, the school Learning and Support Team or school counsellor may be requested to attend if teachers are made aware of extenuating circumstances prior to the Getting Acquainted meeting. If not, teachers will organise a meeting with the family and relevant support teams as required.</li> <li>• Some children will require tailored transition to preschool support. This may include additional visits and/or commencing on reduced hours or in the company of a parent or therapist. This will occur on a case by case basis, most often upon the recommendation of the family, external support agency, or previous early education setting.</li> </ul>
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<p><b>Record of procedure's review</b></p>
<p><b>Date of review and who was involved</b></p>
<p>29/07/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.</p>
<p><b>Key changes made and reason/s why</b></p>
<p>N/A</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>
<p>A copy is displayed at the entrance of Preschool and school website. Copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meetings.</p>

*Copy and paste a new table to record each occasion the procedure is reviewed*