

# Policy

## Enrolment and Orientation

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including: [Preschool enrolment \(edi.sa.edu.au\)](http://Preschool enrolment (edi.sa.edu.au))

### NQS

|     |       |   |
|-----|-------|---|
| QA2 | 2.1   | Each child's health and physical activity is supported and promoted.  |
|     | 2.1.1 | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.       |
|     | 2.1.2 | Effective illness and injury management and hygiene practices are promoted and implemented.   |
|     | 2.1.3 | Healthy eating and physical activity are promoted and appropriate for each child.   |
|     | 2.2   | Each child is protected.  |
|     | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                       |
|     | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.               |
| QA6 | 6.1   | Respectful relationships with families are developed and maintained and families are supported in their parenting role.                                 |
|     | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions.  |
|     | 6.1.2 | The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.  |
|     | 6.1.3 | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
|     | 6.2   | Collaborative partnerships enhance children's inclusion, learning and well-being.   |
|     | 6.2.2 | Effective partnerships support children's access, inclusion and participation in the program.   |

### NATIONAL REGULATIONS

|     |     |  |
|-----|-----|--|
| Reg | 77  | Health, hygiene and safe food practices                  |
|     | 78  | Food and beverages                                       |
|     | 88  | Infectious diseases                                      |
|     | 90  | Medical conditions policy                                |
|     | 92  | Medication record  |
|     | 93  | Administration of medication                             |
|     | 96  | Self-administration of medication                        |
|     | 97  | Emergency and evacuation procedures                      |
|     | 99  | Children leaving the education and care service premises |
|     | 100 | Risk assessment must be conducted before excursion       |
|     | 101 | Conduct of risk assessment for excursion                 |

|     |  |
|-----|--|
| 102 | Authorisation for excursions   |
| 157 | Access for parents   |
| 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                                    |
| 168 | Education and care service must have policies and procedures                         |
| 173 | Prescribed information is to be displayed  |
| 177 | Prescribed enrolment and other documents to be kept by approved provider             |
| 181 | Confidentiality of records kept by approved provider                                 |
| 183 | Storage of records and other documents   |

## EYLF

|     |  |
|-----|--|
| LO3 | Children have a strong sense of wellbeing.<br>Children are happy, healthy, safe and connected to others. |
| LO1 | Children have a strong sense of identity.  |
| LO2 | Children are connected with and contribute to their world.   |

## Who is affected by this procedure?

- Children
- Families
- Educators/Employees
- Governing Council

## Aims

The Department for Education is responsible for providing preschool education programs in a range of government funded centres including preschools, kindergartens, school-based preschools, integrated centres and Early Childhood Development and Parenting Centres. These centres provide an education program for children in the year before full time school as well as to other children who are 'deemed' eligible preschool enrolments. Preschool centres may also deliver associated programs that support young children's learning and development.

## Implementation – Starting Preschool

We have two major enrolment intakes each year, where children are eligible to access 4 terms of their preschool entitlement (15 hours per week).

- If a child turns 4 years of age before May 1<sup>st</sup> they may start preschool 15 hours per week in Term 1 that year (intake 1).
- If a child turns 4 years of age between May 1<sup>st</sup> and October 31<sup>st</sup> of that year they are eligible to start preschool 15 hours per week from Term 3 of the same year (intake 2).
- In addition, Aboriginal children and 'Children who are or have been in Care' are eligible to attend preschool from their third birthday. They are eligible to start 12 hours per week at any time, not limited to major enrolment intakes.
- Children who turn 4 years of age on or before 31 July and have a parent who is a full-time serving member of the permanent navy, the regular army or the permanent air force can choose to have their child start preschool at the beginning of that year (intake 1). The director must be satisfied and have sufficient documented evidence that 1 or both parents are current serving members.
- Children who turn 4 years of age after October 31<sup>st</sup> of that year are eligible to start preschool 15 hours per week from Term 1 of the following year (intake 1).

Refer to Department for Education School and Preschool Enrolment Policy for further details. [School and preschool enrolment policy \(edi.sa.gov.au\)](https://www.edi.sa.gov.au)

## Procedure

Admission to preschool is managed by the principal or director following the instructions outlined in the following procedures:

- [admission procedure \(staff login required\)](#)
- [placement procedure \(staff login required\)](#)
- [transfer procedure \(staff login required\) \(PDF 317 KB\)](#)
- [registration of interest process procedure \(staff login required\) \(PDF 321 KB\)](#)

Before confirming the enrolment, parents will be asked to supply evidence of their child's immunisation status, the child's residential addresses, full name, and birth date.

See [www.education.sa.gov.au/enrolment](https://www.education.sa.gov.au/enrolment) for further information.

Please refer to Department for Education website re Starting Preschool, [Enrol in a school or preschool \(education.sa.gov.au\)](https://www.education.sa.gov.au)

Wherever possible new enrolments are referred to the Nominated Supervisor (preschool director) who completes the following process :-

When a family has indicated their interest in enrolling their child at the preschool they are issued with a Department for Education Preschool Registration of Interest Form [Preschool registration of interest form \(education.sa.gov.au\)](https://www.education.sa.gov.au)

All government preschools will prioritise enrolment applications for children living within the [preschool's catchment area](#). [Registration of interest \(enrolment\)](#)

[procedure \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)

Enrolment offers are prioritised to all children living in the Loxton Preschool Centre's local catchment area within our enrolment cap. If more registrations of interest are received from families living in the preschool local catchment area than available places, a priority order is applied as per the department's preschool priority of access. [Preschool priority of access \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)

If the preschool has places available after enrolling local children, children in care and families referred by the partnership, within their enrolment cap, places may be offered to children living outside of the preschool local catchment area.

Applications from non-local families will be assessed as per the preschool priority of access. [Preschool priority of access \(edi.sa.edu.au\)](https://www.edi.sa.edu.au) Non-local families not offered enrolment can be added to the preschool's non-local waiting list. [Registration of interest \(enrolment\) procedure \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)

If parents accept the enrolment offer for their child they will be asked to complete the Preschool Enrolment Form. [Preschool Enrolment Form \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)

Parents are issued with an enrolment pack including the preschool enrolment form, authorisations form, parent questionnaire and other relevant forms. (see list below) They are asked to complete the forms provided and return them to the preschool. Before confirming the enrolment, parents will be asked to give evidence of their child's immunisation status, the child's residential address, full name and date of birth.

Parent Information Sessions are held early in Term 4 for students commencing the following year (intake 1) and in Term 2 for children commencing preschool in Term 3 (intake 2).

Individual interviews/information sessions are provided for families whose child at the time of enrolment is eligible to commence preschool straight away and to other families where possible and applicable.

Checklist -requirements for enrolling child:

1. Enrolment form
2. Consent form
3. Permissions form
4. Department for Education media consent form
5. Parent questionnaire
6. Loxton Public Library borrowers card
7. Parent Handbook
8. Welcome Literacy/Numeracy Bag
9. Large name tag
10. Small posting name tag
11. Name on locker

12. Communication pocket
13. Portfolio
14. Name on class lists
15. Allocate session times
16. Allergy, Medication, Health Care Plans, Contenance Care Plans
17. Additional needs and accommodations
18. Fee account
19. Centre Policies in particular Skin Protection, Behaviour Code, Healthy Food Supply and Nutrition, Social Networking Usage Policy

#### New Parent Meeting Discussion Topics

1. Welcome
2. Importance of Early childhood Education
3. Centre values and philosophy
4. Early Years Learning Framework
5. Services Offered
6. Staff Team
7. Session Times
8. Additional Services
9. Assessment and Reporting
10. Child Absences
11. Illness at preschool
12. Children's Medications/ Health Care/ Contenance Plans
13. Term Fees
14. What to bring to preschool including healthy foods
15. What to wear
16. No hat, no play
17. Uniform
18. Bringing and Collecting Children
19. Car Parking
20. Name Posting
21. Daily Routine
22. Information Sharing and Effective Communication
23. Children's Learning Programme
24. Early Writing
25. Parent Corner
26. How Parents Can be Involved
27. Governing Council
28. Positive Tips to Help your Child Reach his/her Potential and to have Fun at Preschool
29. Concerns
30. Social Networking Usage Policy/ photographs

Families are offered a tour of the preschool and opportunity to ask any questions.

### Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- Education and Care Services National Regulations
- Dept for Ed website
- Consultation process completed and feedback included from children, staff, families and Governing Council members

### Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

| Document History | Version | Approved Date | Description of Change   | Next Review Date |
|------------------|---------|---------------|---|------------------|
|                  | 1.0     | 01/12/2016    | Policy Developed  | 01/12/2018       |
| Reviewed         | 2.0     | 15/08/2019    | Updated in line with NQS changes  | 15/08/2021       |
| Reviewed         | 3.0     | 29/06/2021    | Updated in line with Department For Education policy changes  | 29/06/2023       |
| Reviewed         | 4.0     | ..../12/2023  | All links have been verified<br>Updated to reflect EYLF (v2.0,2022) and changes to DfE policy and procedure including introduction of 2 enrolment intakes | ...../12/2025    |

Approved by Governing Council 31/12/2023 Director's Signature 