



## *Enrolment and orientation – preschool procedure*

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations     | Associated department policy,<br>procedure or guideline  | Reference document(s) and/or<br>advice from a recognised<br>authority  |
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| <p><b>NQS: 6.1, 6.2, 7.2</b></p> <p><b>Law Section: 175</b></p> <p><b>Regulations: 160, 161, 162</b></p> | <p>Leading and operating<br/>department preschool guidelines</p> <p><a href="#">Enrolment of Students in NSW<br/>Government Schools</a></p> <p><a href="#">Department preschool enrolment<br/>procedures [PDF 154 KB]</a></p> <p><a href="#">Application to enrol in a NSW<br/>Government Preschool [PDF 893<br/>KB]</a></p> <p>Application to enrol in a NSW<br/>Government Preschool –<br/><a href="#">translated versions</a></p> | <p><a href="#">ACECQA information sheet –<br/>Enrolment and Orientation [PDF<br/>901 KB]</a></p> <p>ACECQA's policy and<br/>procedures guidelines –<br/><a href="#">Enrolment and orientation [PDF<br/>249 KB]</a></p> |

### Responsibilities

**School principal**

The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self-assessment.

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|   | <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>  |
| <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 could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul> |
| <b>Preschool teacher(s) and educator(s)</b> | <p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>  |

## Procedure

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| <b>Enrolment</b> | <ul style="list-style-type: none"> <li>• Children can enrol 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. Preschool enrolment packs are compiled by the Preschool administration manager and are reviewed annually by the preschool teacher, administration manager and nominated supervisor.</li> </ul> |
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- Contents of the preschool enrolment pack includes:
  - Application to enrol in a NSW Government Preschool
  - Little Jarjums Preschool Family Partnership form
  - Little Jarjums Preschool information booklet
  - Emergency and parent/carer contact details form
  - Consent form for reproducing of photos AND film in school publications, newspapers, NSW Department of Education publications, school electronic publications and social media publications.
  - Consent form for walking excursions around Casino West Public School
  - Consent form for applying MooGoo Natural Tail Swat Body Spray
  - Consent form for use of Ultra Protect SPF 50+ sunscreen
  - Consent form for University of Sydney practicum students
  - Student Health in NSW Public Schools: A summary and consolidation policy
  - Dealing with Medical Conditions in Children localised procedure
  - Yes and No foods for preschool
- For each preschool class, children attend in two groups across the week to provide 600 hours of quality education and care in the year before commencing school.
- Each preschool group operates on a 5-day fortnight rotating roster.
  - Burbi Group attend preschool each Monday, Tuesday, and alternating Wednesday.
  - Gurrahman Group attend preschool Thursday, Friday and alternating Wednesday.
- Offers of enrolment will be made in keeping with the Department's policy of targeting low socioeconomic families within the community. Priority will be given to Aboriginal children and children whose families experience disadvantage, in particular, families experiencing financial hardships and who are unable to access other children's services.
- Initially, (preferably the year before enrolment) families who have contacted the preschool with an expression of interest are placed on a waitlist form. This is collated by the Preschool Administration Manager and stored on the schools One Drive. Families are then given an enrolment form to complete and return at their earliest convenience.

- Children do not have to reside within the school's catchment zone to attend the preschool.
- After receiving the wait list or enrolment forms, a panel is formed and positions are offered to families, based on the criteria and priorities outlined in the [Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy.](#)
- The Panel meets at the end of the school year for enrolments for the following year. On the panel sits, The Nominated Supervisor, Preschool Teacher, Preschool Supervisor, Administration Manager and Member of the Local Aboriginal Education Consultative Group (AECG).
- Families are informed if their enrolment application has been successful or not by a phone call from the administration manager.
- Families offered a position are asked to complete the Application to enrol in a NSW Government preschool and supply the required supporting documentation listed in the form, if they have not already.
- Families offered a position are asked to complete the Application to enrol in a NSW Government preschool and supply the required supporting documentation listed in the form, if not already. These documents are collected and checked by the Preschool Administration Manager and collated on a spreadsheet.
- The principal reviews each enrolment form and certifies if the child's application to enrol is accepted or declined.

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|  | <ul style="list-style-type: none"> <li>• Children who are absent for a period of time due to holidays or illness are not unenrolled from the preschool. In their absence, additional days are offered to another child(ren) in the preschool, based on the priority of access outlined in the department’s preschool enrolment procedures. On the absent child’s return, all children resume their usual attendance.</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. The information booklet is reviewed at the end of each year by the preschool teacher, administration manager and nominated supervisor to ensure all information provided is reflective of current practice.</li> <li>• Children and parents are supported to transition into preschool through a range of planned practices. The preschool remains open during these sessions.</li> <li>• At the end of the year prior to children transitioning into preschool, children enrolled the following year are invited into preschool to engage in a play session. Children are welcome to book in for additional play sessions if their child requires them. During the play sessions: <ul style="list-style-type: none"> <li>- Only two new preschool children attend during each time slot to ensure staff can spend suitable time with the children as well as effectively supporting the current preschool children in the service.</li> <li>- A parent/guardian must stay with the child for the duration of the play session.</li> <li>- The children can familiarise themselves with the environment and Educators and integrate with the children already attending the service.</li> <li>- Educators can build initial connections with the child and their family members before the next preschool year commences.</li> <li>- Educators discuss with parents/carers their child’s need and wellbeing and follow up with any paperwork requirements they may need before their child commences preschool (i.e., Asthma Care plan etc).</li> </ul> </li> <li>• Families are asked to provide additional information about their child in our “family partnership form” to enable the preschool educators to better understand and plan for their needs and wellbeing, including religious, cultural and / or dietary requirements. This form is used as a reference and discussion focus in our family partnership meetings held in week 5 of term 1 each year.</li> <li>• In some situations, it is critical the preschool teacher meet with a family before their child commences preschool to discuss the child’s needs and plan any required adjustments. This will include the parent or carer of children for whom</li> </ul> |

it has been indicated on their enrolment form that they have a medical condition, disability or support needs, or are in out of home care.

- Family Partnership meetings are held in week 5 of term one and are compulsory for all families to participate in. The preschool teacher will run the meeting and is supported by the administration manager to follow up with any administrative tasks outstanding for each family. Staff are purposeful in holding these meetings in week 5 as they have had time to get to know each child, and begin to understand their personality, interests, and wellbeing needs. This creates intentional discussion points during the meeting where shared goals can be established to ensure we are meeting the individual needs of each child and family.

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## Record of procedure's review

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| <b>Date of review</b>  | 18/07/24  |
| <b>Who was involved</b>  | Amy Clark (Preschool Teacher), Lesley Mills (Nominated Supervisor), Karen Campbell (Preschool Supervisor), Leanne Davis (SLSO), Astoria Chapman (SLSO) and shared with and requested feedback from Preschool Families.  |
| <b>Key changes made and reason why</b>   | Moved to template provided in the update Department Guidelines  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | Principal: Lesley Mills communicated at Staff meeting 15/07/24<br>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell<br>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.<br><br>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service. |

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed