Context

Enrolment at Seacliff Community Kindergarten is determined in accordance with the Department of Education and Children’s Services Preschool Enrolment Policy which outlines the entitlement of preschooling for children in their year prior to school entry. It is acknowledged that supporting parents and children to have a smooth transition to kindergarten that involves a transparent and informed enrolment procedure is of benefit to the learning outcomes for children. With this in mind the following guidelines have been developed.

Procedures/Guidelines

Parents may place their child’s name on the centre’s pre-enrolment list from the age of 2 years. Early placement of children’s names on the pre-enrolment list supports future planning of staffing at the centre but is not a guarantee of enrolment. Parents are required to complete a Waiting List Form in order to be considered for placement. The staff are available to help with this if required.

Offers of places will be made in accordance with the DECD Preschool Enrolment Policy with priority given to families who live in the local catchment area. At the time of formal enrolment, the parents will be notified in writing of a place being available for their child at the centre with a request to confirm the child’s commencement and an invitation to attend an orientation meeting. A confirmation of acceptance letter, enrolment form, and request to nominate preferred sessions will be sent at this time.

Parents will be required to return their Child Enrolment Form and Confirmation of acceptance to confirm their place at the kindergarten. Parents will also be required to provide evidence of their child’s date of birth at this time eg birth certificate. Assistance can be made available to parents who require it to complete the form eg access to translation services etc.

Confirmation of enrolment will be given in writing following the receipt of the child’s Enrolment Form. Eg letter or email.

Following confirmation of enrolments the centre will afford parents/caregivers an opportunity to discuss general preschool operation and the transition needs of their child(ren). Parents will be encouraged to bring their child(ren) to the centre on this day as an opportunity to begin their familiarization with the staff and environment. If unable to attend an alternative time may be negotiated to meet the staff and visit the centre.

Individual times may be made to discuss specific needs of individual children. Eg children with additional needs who may require specific interventions or programs established prior to their child beginning kindergarten. Parents will be encouraged to seek information or clarification regarding any aspect of transition to kindergarten or centre operation via the kindergarten website or via discussion with the staff of the centre.

Should children have additional needs and require early entry to kindergarten parents will be requested to provide supporting information and reports to assist in determination of or suitability for early entry. Generally an individual meeting will be organised to discuss the child’s specific needs. The Director will be responsible for approving early entry to the centre based on need and priority of access guidelines.
Medical Care Plans need to be in place prior to commencement of kindergarten should children have specific medical needs. The forms are available from the Director.

**Roles and Responsibilities**

**Director**
- Ensuring implementation of this policy.
- Inform parents / guardians of the requirements of these procedures.

**Staff**
- Follow all reasonable instructions in relation to this policy.
- Inform parents / guardians of the requirements of this procedure.

**Parents**
- Will ensure that they adhere to the requirements of the policy and procedures.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Governing Council Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Print Name</td>
</tr>
<tr>
<td>Date</td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>