



Government of South Australia

Department for Education and  
Child Development



## Enrolment and Orientation Policy

If your child turns 4 **on or after May 1st or before April 30**, your child will begin kindergarten that year. Eg Children that have a DOB from 1/5/2012 to 30/4/2013 will start in **2017**, Children that have a DOB from 1/5/2013 to 30/4/2014 will start in **2018**. Children attending the kindergarten program can access up to 15 hours per week for the 40 weeks prior to entering formal schooling. Aboriginal or Torres Strait Islander children and children under the Guardianship of the Minister are eligible to begin kindergarten at 3 years, however are only able to access 12 hours of kindergarten until they turn 4.

### Relevant Legislation:

Regulation: 168 (2)(k)

Related key regulation: 160,161,162, 177

### Links to the National Quality Standards:

National Quality Standard: 6:1

To ensure families have access to their 15 hours, we offer them 2 full days per week.

### Families may choose to attend either:

**Group A – Monday and Wednesday 8.30-4.00**

**Group B – Tuesday and Thursday 8.30-4.00**

**If our numbers are high, we are required to implement the 'Priority of Access' policy**  
(please refer to policy in the policies handbook).

### Enrolment and Orientation Procedure:

1. Families are to initiate contact with the kindergarten.
2. Ask the families to complete a Registration form.
3. If there is a phone enquiry, ask them to visit the centre to complete a Registration form all we can email them one. Staff will complete a phone enquiry form.
4. At the start of term 3, the site capacity of 60 places will be offered. Parents will receive an acceptance letter, enrolment forms, permission slips and child questionnaire. A booking sheet is attached for the families to allocate a preferred group.
5. Once the enrolment forms are received back at the kindergarten their place is secure.
6. During term 3 parents will receive a letter in the post outlining instructions to book into an Enrolment and Orientation Meeting. The letter indicates that parents are to bring a birth certificate or passport stating the child's date of birth, Blue CYH book and any medical reports that the child may have eg Speech pathology reports. At these meetings the following we be discussed:

- Tour of the centre

- Bags, Lunchboxes and drink bottles.
- Child Files.
- Signing In/Out attendance sheets
- Fee Box
- Adult Toilets
- Introduce staff
- Where Medication is stored.
- Where Policy folder is kept.
  - Enrolment Form Summary and Parent to sign
  - Permission Slips
  - Procedures for another person collecting.
  - Centre's Operating Hours/ Days
  - Childs Group is discussed.
  - Where to park
  - Governing Council Information
  - Fees – How to pay
  - Health Concerns
- Health Care Plans
- Medication
- Ambulance and Emergency procedures
  - Ringing when your child is absent.
  - Support Services
- Developmental concerns.
  - Saying Goodbye to your child in the morning.
  - Ensuring that families update information as needed.
  - Families are given an information Package for Parents, Which includes:
    - Parent Information Handbook
    - Parent Policy Handbook
    - Child Protection Curriculum
    - Orientation Visit sheets
    - Family Tree Information
    - Parent Complaint Brochure

- Families will be invited to attend 3 'Orientation Visits' with their child on pre-determined dates before the child's first term. This is an opportunity for the child and families to become familiar with the kindergarten and interact with and meet their peers, and find out or clarify any information they may need before the child's first term.

The Kindergarten is responsible for:

- Entering enrolment details into the Early Years System (EYS) The hardcopy records must be stored in a safe and secure location where they cannot be accessed by anyone other than approved staff. These records must be updated as soon as change is made.
- Health Care originals plans need to be kept with enrolment form in their file in the filing cabinet.
- All enrolment and information regarding the child is kept on site and is archived after the child is gone to school.

This Policy has been developed by the Governing Council

The policy will be reviewed and evaluated regularly by both the staff and Governing Council and modified as required to ensure continued relevance for the Centre. This policy has been developed by the Preschool director in consultation with staff and the Governing Council endorsed by the Governing Council on August 2012

Chairperson .....

Policy Issue Number 2

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