

ENROLMENT and ORIENTATION PROCEDURES

National Quality Standard [6.1](#) [Regulation 168 \(2\) \(k\)](#)

Key Related Regulations: [160](#), [161](#), [162](#), [177](#)

Prior to starting kindergarten

- Parents are able to complete a Preliminary Enrolment Form which will place their child on a waiting list for a place at the preschool from 2 years of age.
- Should the number of children enrolled for the following year exceed available places our Priority of Procedure will be put into effect. See Priority of Access Procedure in parent Information.
- Parents are welcome to contact the preschool for more information.
- Parents can contact the kindergarten to arrange a time to visit.

Placement Information for families prior to a position being offered:

- Any child can be placed on the waiting list however priority will be given to children from the priority access area if demand exceeds enrolment capacity.
- Families are advised to contact their local preschool if they are living outside the catchment area.
- Parents will be contacted in Term 3 by phone or email to confirm their child's enrolment at Hackney Kindergarten.
- An enrolment package will be provided.
- Families will need to respond by returning the enrolment form within three weeks.
- If the placement is no longer required Parents are asked to contact the kindergarten.

After a child is offered a place

- Families are invited to attend an information meeting during Term 3. Policies and procedures will be discussed and a Starting at Hackney Kindergarten brochure provided.
- Children will have the opportunity to attend 3 transition visits in Term 4, prior to commencing preschool the following year.
- The child will be provided with the opportunity to attend preschool for 15 hours per week, for a year before they attend school.

This procedure will be shared with all new staff and families, and available on the website and in the preschool policies folder.

This procedure has been developed in consultation with the Governing Council, staff and families of the centre.

This procedure will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

Date: 9th March 2017