



## Gulyangarri PS Preschool - Opening the door to possibility.

### Enrolment and orientation

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

### Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>
--------------------------------	---

	<p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></p>	<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>
<p><b>Preschool teacher(s) and educator(s)</b></p> <p><i>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.</i></p>	<p>Preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool and making it accessible to all staff, families, visitors and volunteers</li> <li>• Being actively involved in the review of this procedure at least annually, or as required</li> </ul> <p>All reviews of this procedure are documented.</p>

## Procedure

<p><b>Enrolment</b></p>	<ul style="list-style-type: none"> <li>• Children can enrol in a public preschool from the beginning of the school year if they turn four years of age on, or before, 31 July that year.</li> <li>• Gulyangarri Public School Preschool has four preschool classes across the week to provide 600 hours of quality education and care in the year before commencing school.</li> <li>• Gulyangarri Public School Preschool has four attendance patterns: <ul style="list-style-type: none"> <li>○ Semester 1 – Term 1 and Term 2 <ul style="list-style-type: none"> <li>▪ Preschool Class 1 – Monday, Tuesday, Wednesday</li> <li>▪ Preschool Class 2 – Thursday and Friday</li> <li>▪ Preschool Class 3 – Monday, Tuesday, Wednesday</li> <li>▪ Preschool Class 4 – Thursday, Friday</li> </ul> </li> </ul> </li> </ul>
-------------------------	--

- Semester 2 – Term 3 and Term 4

- Group 1 – Monday, Tuesday
- Group 2 – Wednesday, Thursday, Friday
- Group 3 – Monday, Tuesday
- Group 4 – Wednesday, Thursday, Friday

- Decisions about how children are allocated to each group is informed by information gathered from families during the enrolment process. Family preference is also considered when grouping children.
- Priority is given to Aboriginal and Torres Strait children and children living in low socio-economic circumstances as per the departments Enrolment in a public preschool procedure.
- If all positions are not filled, vulnerable children are offered a fulltime place by the Principal/NS after collaboration with the preschool team.
- Initially, parent/carers complete an [Expression of interest to enrol in a NSW public preschool](#) (EOI) form expressing interest in attending the preschool. A link is accessible to parent/carers on our school webpage in the preschool channel, a hardcopy can also be collected from the SAO at the school's front office. Parents/carers can access the EOI form from Term 2 onwards the year before.
- Children do not have to reside within the school's catchment zone to attend the preschool.
- After receiving the EOI, a panel is formed consisting of the Principal/NS, preschool supervisor, teachers and a community member, 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](#).
- Families are informed if their enrolment application has been successful or not. The Principal/NS will phone the parent/carers to inform them if their application has been successful or not, and whether their child is on the waiting list.
- Families offered a position are asked to complete the [Application to enrol in a NSW Public Preschool](#) and supply the required supporting documentation listed in the form, if they have not already.
- The SAO will create a profile for the child on School Bytes and ERN and will enter the information collected from the child's enrolment form into their profile. Relevant information such as the child's biography, immunisation history, authorisation and consent forms, emergency contacts, authorisations and non-authorisations, date of birth and medical conditions is provided to the preschool team at a team meeting and on TEAMS preschool team communication channel. Any updates made throughout the year will be entered directly into School

	<p>Bytes and ERN and communicated to the preschool team on the TEAMS communication channel.</p> <ul style="list-style-type: none"> <li>• Once the enrolment has been entered into ERN the SAO will: <ul style="list-style-type: none"> <li>○ Send consent forms for the application of sunscreen and use of third-party software to parents through School Bytes.</li> <li>○ Send a preschool enrolment package to prospective families. The preschool enrolment package is compiled by the preschool team each year. It contains the Gulyangarri Public School Preschool Parent Handbook, Getting Ready for Preschool DoE booklet, Healthy Lunchboxes/Healthier Snacks/Healthy Eating Fact sheets, Elements of the Early Years Learning Framework and Starting Blocks of National Quality Framework, <a href="#">Immunisation parent childcare brochure</a>, Preschool Social Story and Preschool Uniform Order Form.</li> </ul> </li> <li>• The Principal/NS reviews each enrolment form and certifies if the child's application to enrol has been fully completed and is accepted or declined.</li> <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 other 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> <li>• In Semester 1 the preschool will leave a small number of places for children who enrol after the start of the year to meet local community needs and as deemed appropriate by the principal.</li> </ul> <p><u>Exceptions</u></p> <ul style="list-style-type: none"> <li>• Placements may be offered prior to Term 4 for the following year in exceptional circumstances as deemed by the principal.</li> <li>• In line with the <i>Enrolment in a NSW public preschool procedure</i>, a child may attend an additional year of preschool, at the principal's discretion after first completing an EOI for the following year and is based on several individual factors such as the child's age and unique, individual learning needs.</li> <li>• In line with the <i>Enrolment in a NSW public preschool procedure</i>, where vacancies exist, a child may be offered a full- time position based on the child's and/or family circumstances. This decision is made in consultation with the principal, DEL and Director, Early Learning on a case-by-case basis.</li> </ul>
<p><b>Transition and orientation</b></p>	<ul style="list-style-type: none"> <li>• The preschool enrolment and orientation pack is developed by the preschool educational team. The pack includes:</li> </ul>

- an information and authorisation letter – to apply sunscreen, use School Bytes and Kinderloop Application and publish rights on the school’s webpage and social media
- preschool philosophy and school vision
- procedures – dealing with medical conditions and payment of fees (currently NO fees are charged, fee free preschool)
- child profile form that collects information related to foods the child cannot eat for religious or cultural reasons, their interests, strengths, needs and dislikes, and sleep and rest requirements.
- enrolment booklet in the form of a social story that includes general information about the school, preschool, arrival and departure processes, what to bring and wear at preschool, environment layout, daily routine, program and practice and a biography of the preschool team that includes their role and responsibilities.
- Children and parents are supported to transition into preschool through a range of planned practices such as orientation tours with the Principal/NS, interviews with the Principal/NS, preschool supervisor and teachers, information sessions, invitation to social or whole school events, and a staggered start to the year. The preschool remains open during these sessions.
- At the time of orientation, parent/carers are asked to provide additional information (verbally or in writing) such as religious, cultural, strengths, interests, dietary and/or sleep and rest requirements for their child to enable the preschool teachers and educators to better understand and plan for their needs.
- For children with a medical condition, additional needs or in out of home care, the teacher will meet with their parent before they commence preschool. Depending on the child, this discussion may address things such as how they can be most effectively supported to transition into preschool or what required adjustments need to be made. It is also an opportunity to collaboratively develop the child’s risk assessment plan and discuss their health care needs. The preschool supervisor in collaboration with educators are responsible for organising these interviews which are conducted (add when) the year before the child starts at the preschool. If required, the school counsellor or LaST are involved in the meeting. \* Prior to opening, parent enrolment interviews will be conducted over the last 2-4 weeks of term 3.
- Some children will require a tailored transition to preschool. This may include additional visits and/or commencing on reduced hours or in the company of a parent or therapist. This is determined at the orientation sessions and within the first 2 weeks of the child starting at the preschool, with support from the school counsellor and LaST.

## Record of procedure's review

<b>Date of review</b>	02 September 2024
<b>Who was involved</b>	Early Learning, Jodie Field, Ian Tapuska, Cathie Bateup and Emma Vilarrubi
<b>Key changes made and reason why</b>	New Preschool setup
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Ian Tapuska Staff: Cathie Bateup, Emma Vilarrubi Parents: At Enrolment Interviews 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.