



Enrolment and Orientation Policy

At Happy Valley Kindergarten, who turn 4 on or before April 30th are eligible to begin Kindergarten that year, and are entitled to attend a preschool program for the equivalent of up to 15 hours per week for up to 40 weeks prior to entering formal schooling. Children who turn 4 on or after May 1st must wait until the next year to begin Kindergarten. 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. These children are able to attend until they are 6 years. To ensure families have access to their 15 hours, we currently offer them the following 2 session structures.

Group A: Monday & Tuesday 8:30-3:00, and alternate Fridays 8:30-1:30

Group B: Wednesday & Thursday 8:30-3:00, and alternate Fridays 8:30-1:30

This is all dependent on session vacancy and capacity.

Unfortunately due to being a fulltime kindergarten offering 9 sessions per week, staffing, and our capacity, we are only able to offer pre-entry services if this allows.

If our enrolment numbers are high, we are required to implement the 'Priority of Access' policy (please refer to policy on the website or Skoolbag App).

Single Intake Policy

From January 2013, South Australia will be implementing the 'Single Intake Policy' which means that there will only be an intake of children into kindergarten at the beginning of term 1. If your child turns 4 **on or before April 30**, your child will begin kindergarten that year. If your child turns 4 **on or after May 1st**, your child will begin kindergarten the following year. Proof of birth date will be required upon enrolment.

Enrolment and Orientation Procedure:

1. Families are to initiate contact with the kindergarten. If they are 'walk-in's', introduce them to a teacher or Director. If the teacher or Director is busy with a group ask the family to wait and perhaps take them on a tour inside and outside of kindergarten or organise a suitable time to come for an enrolment meeting. If an enquiry is made by phone and the Director is unavailable, record the child's and parents name, date-of-birth, and phone number so the Director can phone them to arrange a time for the enrolment enquiry appointment .



2. At the appointment, the family will be given an 'Intention to Enrol' form which will place the child on our waiting list. Once the forms are complete, check:

- Child's age and when they can start
- Child is Aboriginal or Torres Strait Islander, or under the Guardianship of the Minister
- Custody issue if ticked and ask for written agreement
- Notification of preferred session
- If they attend Happy Valley Community Childcare Centre
 - Ask the parent if the child has allergies, asthma, epilepsy or other health needs. Any health need/medication may require medication or asthma forms. Give them to the parent and ask them to get the child's doctor to sign. Health needs such as anaphylaxis or epilepsy need completed and signed medication forms before child can start. Staff also may need training before some children with some health care needs start attending.
- Ask the family if they have any concerns about their child's development or if their child is receiving support from any agency and record this. If the child has complex needs, session times need to be negotiated with the Director before the child begins. The child may be eligible for early entry. If so, a letter from the child's GP or agency needs to be provided outlining the child's complexities.
- Offer a tour if the family has not already had a tour of the kindergarten,

3. As per the DECD Preschool Enrolment Policy, the first round of offers will be made for families residing within our local catchment area via post mail in week 1 of term 3. A second round for families residing outside the catchment area will be made via post in week 10 of Term 3. Once families have received their offer, they must inform the Kindergarten of their decision to accept or decline the offer within 2 weeks.

4. In early term 4, an information session for parents will be held. A presentation will take place about our curriculum, general housekeeping eg how to pay fees, location of sign in bench, etc, and an additional pack will be handed to families that includes various permission forms for things such as video and photograph use, and sunscreen, and information including the parent handbook, Child Protection Curriculum, NQS, and compiling the 'Family Page'. Families may choose to fill in the forms then or at home to return by mail or drop in.

5. 'Stay and Play' sessions will be offered in term 4. Children will be invited to pre-determined dates before the child's first term. The child will be able to attend kindergarten during a session/s with their families. 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.

7. Enrolment details must be entered into the Early Years System (EYS) *before* the child's first day, or 'Stay and Play' session (whichever is applicable to the child). 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.