



MADGE SEXTON KINDERGARTEN

QUALITY AREA 7: SERVICE MANAGEMENT

Policy 16: Enrolment and Orientation

DECD Preschool Enrolment Policy

The Department for Education and Child Development is responsible for providing preschool education programs in a range of government funded centres including Kindergartens, school-based Preschools (formerly known as Child Parent Centres), integrated centres and Early Childhood Development Centres. These centres provide sessional preschool for eligible children, and where possible, unfunded programs to support young children such as pre-entry sessions, emergency care and playgroups.

Eligible enrolments

Madge Sexton Kindergarten offers the following programs to children who are eligible enrolments for funding purposes:

1. *Children aged appropriately according to DECD Same First Day policy* (Children who turn 4 years old before 1st May can begin Kindergarten in Term 1 of that year; Children who turn 4 years old on 1st May or after can begin Kindergarten in the following year in Term 1) are entitled to attend a preschool program for the equivalent of up to 15 hours per week for up to 40 weeks (4 terms) prior to entering formal schooling. **Proof of age will be required upon pre-enrolment with birth certificate evidence - nothing else accepted as of 2017.**
2. *Children who are Aboriginal or under the Guardianship of the Minister for Education and Child Development* are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which then increases to 15 hours once the child turns 4 years of age. The child is also entitled to continue attending the Preschool program until 6 years of age.
3. *Approved early entry or extended enrolment:* The Director may negotiate early entry or extended enrolment when:
 - additional time at preschool is likely to significantly improve a child's learning and developmental outcomes
 - the preschool has the capacity within its current resources and consultation has occurred between the Director, staff, parents and, where applicable, personnel from the region, such as Preschool Support Program, Bilingual Support Program, and/or other specialist agencies.

These enrolments are to be counted as eligible enrolments for funding purposes, however where a service is experiencing enrolment pressures, children enrolled under Early Entry or Extended Enrolment will take second priority to other eligible enrolments.

Madge Sexton Kindergarten Priority of Access:

We welcome all families to attend Madge Sexton Kindergarten; however we prioritise access to our Kindergarten when we receive large numbers of enrolment inquiries for any given year. Our priority of access is:

1. Families with children who currently reside in the local suburb, 5171 (McLaren Vale, McLaren Flat, Blewitt Springs). This is our preferred enrolment zone and caters for children that live closer to our Kindergarten than any other accessible Kindergarten. **Proof of residential address will be required upon pre-enrolment with current driver's licence or council rates notice - nothing else accepted as of 2017.**
2. Children with siblings who attend the main DECD feeder schools within our local area. Our main feeder schools are McLaren Vale and McLaren Flat Primary Schools.
3. Children who are cared for within the local community (5171) by child care centres, family day care providers or family members, i.e grandparents, etc.
4. Children with siblings who currently attend Madge Sexton Kindergarten or siblings who have previously attended the centre.

Please note that individual children's special needs will be taken into consideration at the Director's discretion. When there are limited places in times of extreme enrolment demand, places will be offered based on the Priority of Access and taking into account the date the child is placed on the waiting list. (E.g. when there are not enough places for all Priority 2.)

Placement:

- Priority 1 children are automatically allocated a place.
- Priority 2, 3 & 4 children are placed on the waiting list only and are advised to ensure their child's name is down at their local kindergarten, just in case we have no spaces which is often the case.
- To be placed on the waiting list, the child must be born (we are unable to take details of unborn babies from pregnant mothers, please contact us once your child is born.)

Allocation of Groups:

Staff to ask parents to give a preference of their preferred group, but also made aware that if this group is not available they will be automatically allocated into the other group. Group session times may change from year to year.

Timelines:

Staff will inform parents of these timelines when taking pre-enrolment information:

In the term prior to the child's eligible starting term:

- Term 4, Week 1, Friday 3.00pm is our cut off date for finalising our lists for the following year. (This means that if a Priority 1 rings after this time and we are full, we cannot allocate them a place.) For the 2017 intake, that date is Friday 21st October, 2016.
- Term 4, Week 2, Wednesday a letter will be sent home to all people on the list advising them if they have been allocated a space for the following year. For the 2017 intake, that date is Wednesday 26th October, 2016.

FOR THE CHILDREN BEGINNING IN TERM 1, 2017 INDUCTION MEETINGS WILL BE HELD IN TERM 4, 2016 - WEEKS 5 & 6 ON THE FOLLOWING DATES:

GROUP 1: Tuesday November 15th 3.30-4.30

GROUP 2: Wednesday November 16th 3.30-4.30

Endorsed by Staff and Governing Council: August 2015 / To be reviewed: August 2016