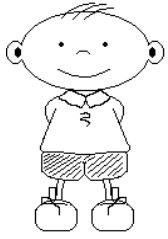




Wynn Vale Preschool



Enrolment Process Child and Families Induction Policy

ENROLMENT PROCESS:

- **INITIAL CONTACT**
 - In person (collect pack)
 - Phone call (8289 3915 or 0403 622 143)
 - Email (manny.mccarthy266@schools.sa.edu.au)
- **INFORMATION PACK GIVEN TO PARENTS**
 - Enrolment form
 - Information booklet
 - Session preference form
 - Blue check list
- **EDUCATOR TO COMPLETE CHECKLIST OF INFORMATION**
 - Provides child and family contact details
 - Kept until enrolment form is returned or no longer required
- **APPOINTMENT FOR PRESCHOOL TOUR**
 - New families are offered a tour of the Preschool
 - Tours are offered to families whose child will begin Preschool the following year
 - Appointments are generally Wednesday mornings 9:20am – 9:50am
 - Approximately three families at each tour
 - A reminder SMS message is sent to families the day before
 - It is preferred that enrolment forms are returned on or before the tour date
 - The tour is a very brief overview of the Preschool programme
- **ENROLMENT FORMS RETURNED**
 - Completed enrolment form must include child's birth certificate and immunisation record
 - Acknowledgement letter sent to families to indicate that their child's enrolment form has been received – this is not an enrolment offer
- **FAMILIES ARE GIVEN AN EXPLANATION OF "PRIORITY OF ACCESS"**
 - Verbally (at the tour or on the telephone)
 - In writing (with acknowledgement letter) [See supporting document]
- **LETTERS OF OFFER**
 - Round 1 offers – Posted at the end of July
 - Round 2 offers – Posted in the first week of September
- **ACCEPTANCE OF OFFER**
 - Families are required to accept the enrolment offers within the required time frame

- If families no longer require a place for their child, the space is offered to another child
- An information letter detailing dates and times for the transition visits and the parent information session will be sent to families in Week 10

INDUCTION FOR CHILDREN AND FAMILIES:

- ***Transition visits***
 - Each child is offered two transition visits – each visit is one and a half hours in duration
 - Transition visits are on Friday mornings in Weeks 2 and 3 of Term 4
 - Children who will be in the Green Group attend together (9:00 – 10:30 am) and children who will be in the Yellow Group attend together (11:00 am – 12:30 pm)
 - Children experience a “mini” preschool programme (inside and outside play, singing and a story)
 - Educators explain the routines to the children and show them where to hang their bags and where the toilets are
- ***New Parent Meeting***
 - Held at a date to be confirmed in Term 4 of the year prior to beginning Preschool
 - Begins at 5:45pm and finishes at approximately 7:00pm
 - Families and educators meet in the Preschool
 - Information Packs are given to families
 - The Packs include details of the child’s small group as well as a set of information documents [some of these (but not all) are included in the supporting documents]
 - Everyone moves to the Performing Arts Centre where the meeting is held
 - There are opportunities for families to ask general questions
 - A suitable time can be made for educators to meet with parents who have concerns or personal questions
- ***Beginning of Term 1***
 - Educators greet children and families and help with routines and familiarisation (e.g. name badges, lunch boxes, bags)
 - Parents / carers remain until they are ready to leave
 - Educators support children who are having difficulties with separating from adults
 - Educators continue to support children with routines until they have become embedded
 - “Getting to Know You” and “Induction” activities are included in the small and large group programmes as well as the spontaneous play programme
 - Educators engage regularly with families upon arrival and at the end of the session to ensure that they feel welcome and comfortable in the Preschool setting

Endorsed by Wynn Vale School Governing Council:

Chairperson Signature: _____

Date: _____

Date for review: _____