

EDEN HILLS



Kindergarten

4 Willunga Street EDEN HILLS SA 5050 <http://www.edenhillskgn.sa.edu.au>

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Enrolment and Orientation Policy

PURPOSE

To establish positive relationships between educators, children and families, by providing clear, concise information to families as they inquire about preschool for their child.

CONTEXT

A family's first contact with Eden Hills Kindergarten (EHK) may be in person, by telephone or via the Kindergarten's website. This first contact needs to acknowledge the family and child, and provide information that enables the family to make a decision about which Kindergarten best suits their needs. First contact information often includes questions about

- Hours of operation of EHK
- Session configuration
- Costs
- Vacancies
- How to enrol a child
- Which local schools EHK transitions to

Waiting List

A *Waiting List Form* will be provided to families inquiring about enrolling their child at EHK. On completion of the *Waiting List Form*, the child named on the form will be added to the waiting list, and the family contacted when a place becomes available. The family is invited to visit EHK to meet the educators and see the program in action.

Completion of the *Waiting List Form* will does not guarantee enrolment. When EHK is close to capacity, the *Priority of Access Policy* will be used to offer places at the Kindergarten. The *Priority of Access Policy* and the *Waiting List Form* can both be accessed from the Eden Hills Kindergarten website.

Information Privacy Statement

EHK and the Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children and families, for example, information requested on the *Waiting List Form*.

The information requested in this form is to enable EHK and the DECD Regional Office to:

- Undertake administration and care responsibilities including maintaining emergency contact information
- Communicate with families about important matters
- Provide first aid and plan for child health support requirements
- Provide all resource entitlements
- Collect necessary statistical information and undertake analysis of the composition and performance of the child population
- Meet reporting requirements, including to other government authorities and funding agencies

The information provided on *The Waiting List Form* is stored securely. Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the information sharing guidelines (see below), neither EHK nor DECD will disclose any family's personal information to others without consent.

Information Sharing Statement

There will be occasions where sharing information with others outside this site will be important to a child's preschool placement. In these circumstances, EHK and DECD will follow the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. www.gcyp.sa.gov.au. Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- It is unsafe / impossible to gain consent or consent has been refused, and
- Without information being shared, a child or children will be at increased risk of serious harm.

Enrolment

When a starting date has been determined for a child, the family will be contacted and provided with an *Enrolment Pack*. This pack contains

- A Preschool Enrolment Form
- A copy of the Parent Handbook
<http://www.edenhillskqn.sa.edu.au/docs/Handbook2016.pdf>
- A permissions consent form

Pursuant to section 61C of the Commonwealth Family Law Act 1975, each parent has responsibility for their children, unless otherwise provided by court order. There is a presumption of equal shared parental responsibility, which means both parents have an equal role in making decisions about major long term issues, such as where a child goes to preschool or school, or major health issues.

In cases where parents are separated, and there is no court order nominating one parent as having sole responsibility, requesting the second parent's signature on the enrolment form will ensure the preschool is aware of the rights and responsibilities of both parents, and that both parents are aware of the child's enrolment at the preschool. Enrolment will still occur even if both parents are not available to sign the enrolment form.

As well as being provided with an *Enrolment Pack*, the family have an opportunity to meet the Educators. This is an opportunity for the Educators and the family/child to exchange information about the Kindergarten program and facilities, as well as the family's context and any additional needs the child may have. If a child has health care needs or any other additional needs, a follow-up meeting may be arranged in order to develop a *Support Plan*. If appropriate, other health professionals or allied health professionals may be included in this meeting, which may even take place at the child's home.

In the term prior to a child beginning Kindergarten, the child will be invited to visit EHK with their parent/carer for a few sessions to get to know what happens at Kindy. This will be arranged with the Director to be on a time/day that is mutually convenient.

Information Session for all new families starting at Eden Hills Kindergarten

Before your child starts at EHK, an Information Session will be held to welcome new families. This is a relaxed gathering which provides an opportunity to introduce Educators, clarify EHK routines, re-enforce pertinent information from the Parent Handbook, answer any questions families may have, and allay any concerns they or their child may have about starting Kindergarten.

References

EHK Priority of Access Policy

DECD FAQ's - Preschool Enrolment Form and Enrolment Process

Eden Hills Kindergarten Parent Handbook

(<http://www.edenhillskgn.sa.edu.au/docs/Handbook2012.pdf>)

Commonwealth Family Law Act 1975

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