



Enrolment and Orientation Policy and Procedures

Children are entitled to attend kindergarten for up to 15 hours for four terms prior to commencing school. (see DECD Preschool Enrolment Policy for information about eligible enrolments: <http://www.decd.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf>)

Parents/guardians can access information about St Margaret's through the kindergarten website or through contacting the kindergarten and discussion with one of the directors. Information and a preliminary enrolment form can be posted to the parent/guardian or accessed through the website. Families are welcome to make an appointment to visit the kindergarten or attend playgroup and meet the director and become familiar with the kindergarten environment.

Once the preliminary enrolment form has been received by the kindergarten, an acknowledgement of receipt letter will be sent, which includes information about the kindergarten's priority of access policy.

Approximately 6 months prior to commencement, a letter of acceptance will be sent to those parents/guardians whose child has been accepted to the kindergarten and parents will be required to complete an enrolment form and provide proof of their child's birth age (a requirement of DECD for all children attending a DECD funded centre). The following documents will be accepted – passport, birth certificate or Centrelink documentation stating child's name and birth date.

Children with additional needs

Children with health care needs will be invited for a meeting to develop a support plan if required

Priority of Access

We welcome all families to attend St Margaret's Kindergarten; however we prioritise access to our kindergarten when we receive large numbers of enrolment inquiries for any given term. Our priority of access is:

1. Priority will be given to families who commit to a full year of kindergarten.
2. Children with siblings who currently attend St Margaret's, or have attended previously.
3. Date application form was received.

Orientation Procedures

The key purpose of orientation is to establish positive relationships with families and children and for parents/guardians to become familiar with the kindergarten routines and programs.

Playgroup

Our Playgroup operates on Fridays and is an ideal opportunity for the children to become familiar with the kindergarten setting, build relationships with other children and begin the transition from home to kindergarten. It provides families with the opportunity to meet other families and get to know some of the staff at the centre.

Pre Kindy

Fortnightly Pre-kindy sessions will be offered to children in Term 4 in the year prior to their eligible attendance at preschool. The session is for 2 hours on a Friday morning. Pre-kindy sessions are not funded and are only available where resources permit, and at the discretion of the director.

Orientation meeting

During the Pre Kindy term parents/guardians are invited to attend a Parent Meeting where information about the kindergarten and how it operates are shared. Information such as routines, procedures, curriculum, child development and support services are discussed during this meeting. It is also an opportunity for parents to ask questions and to get to know other parents at the kindergarten. At this time a parent pack is distributed which includes forms to be completed and a Parent manual which gives detailed information about the kindergarten. (The Parent Manual is also available to view on the kindergarten website)

National Quality Standard 6.1

Regulation 168 (2) (k)

Key Related Regulations: 160, 161, 162, 177