

Postal address: 17 Uraidla Avenue Salisbury North 5108 Physical address: Holstein Drive, Salisbury North SA 5108
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Transition to Preschool 2018			
Term 3	First week in August	Prioritise enrolments according to the Orion Partnership Preschool Enrolment policy Send out letters of offer to Priority 1 children	Director/ Receptionist
	Week 5	Send Early Childhood leader notification of enrolment numbers	Director
	First week in September	Send out letters of offer to Priority 2 children	Receptionist
	Week 7 Monday 3/9/18	Preschool teachers do hand over of information on individual children to Reception teachers	All Children's Centre staff and Reception teacher
	Week 7	Preschool teachers draft out Reception class lists	All staff
	Week 8	Send out information to families on Parent Information Meetings and transition visits	Director/ Receptionist
	Week 9 and 10	Book children into crèche for Parent Information meeting Book children into transition visit times	Director/ Receptionist
Term 4	Week 1	Parent Information meetings 1. Wednesday morning 9:00am-10:30am (Crèche for 15 children. First in first served basis) 2. Wednesday night 6:00-7:30pm (Crèche for 15 children. First in first served basis) 3. Friday morning 9:00am-10:30am (No crèche available)	Director
	Week 3 Thursday	First transition visit <ul style="list-style-type: none"> Children attend either 9:00am-11:00am Or 12:30pm-2:30pm Parents stay and supervise their children throughout the 2 hours Staff make contact with each family and gather individual information about the child. 	All staff Invite Department of Education Speech Pathologist and Special Educator to attend the full day. Allied Health Speech and OT to support the day- red flagging children.
	Week 3-Thursday	Determine which group children will be allocated to for Preschool in 2019 based on parent preference/ gender balance/special rights	All staff
	Week 4 Thursday	Second transition visit <ul style="list-style-type: none"> Children attend either 9:00am-11:00am or 12:30pm-2:30pm Families can drop off and collect children 	All staff
	By end of term	Allocate children to a focus teacher ensuring equity of workloads	All staff

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Preschool Year 2019			
Term 1	Mid term-end of term	Closing the Gap Commence fortnightly play sessions with 1st group of preschool children	Preschool /Reception staff
Term 2	Fortnightly	Closing the Gap play sessions-scheduled play sessions for same group as previous term continues	Preschool /Reception staff
Term 3	Fortnightly	Closing the Gap play sessions – other group of Preschool children commence	Preschool /Reception staff
Term 4	Fortnightly	Closing the Gap play sessions – other group of Preschool children commence	Preschool /Reception staff
	Week 3	School transition visit 1	Assistant Principal/ School, staff
	Week 4	School transition visit 2	Assistant Principal/ School, staff