

ENROLMENT AND ORIENTATION PROCEDURE

Our enrolment processes ensures that parents are fully informed about the centre and its programs. The process ensures that all required information about children is received prior to children commencing so that their needs are understood and planned for.

Beginning preschool is a time of significant change for children. Your child is coming into a new environment with new educators, peers, routines and expectations. At Lockleys Children's Centre we recognise that as parents you are the most influential educator of your child and that the most effective learning happens when families and preschool educators support each other. The best possible transition for each child will be ensured through families and educators working together, sharing their knowledge and expertise. Orientation to preschool processes may vary slightly to ensure the wellbeing of each child and their family.

Enrolment

Lockleys Children's Centre follows the Department for Education Preschool Enrolment Policy. The full policy can be accessed [here](#). Government preschools have one intake at the beginning of each year for children who turn 4 years of age on or before 30 April of the following year.

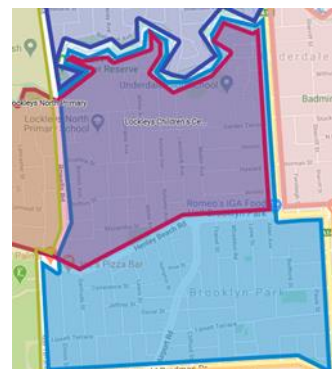
Registration of interest for preschool are invited in the year prior to commencing preschool. The form is available on our [website](#) and should be completed and returned to the Centre by the end of Term 2.

The first round of offers is made to families in our catchment area on 1 August of each year (see map).

If places remain after the first round of offers, a second round will be made on 1 September.

Following acceptance of the offer, an enrolment pack is provided to enrol your child. Included in the enrolment pack is:

- enrolment forms
- parent information book
- invitation for families to attend an enrolment information meeting in the term prior to commencing preschool. Translators can be arranged if required.
- invitation for your child to participate in orientation playgroups in Term 4.



At the time of enrolment any additional needs their child may have will be discussed. This may include developmental concerns, medical conditions or cultural beliefs.

Orientation

To ensure a smooth and successful transition to preschool educators will:

- Provide an Enrolment Package to each family, which includes the booklet 'All about my Preschool' to assist the introduction to preschool, a family questionnaire, calendar and preschool handbook containing all policies.
- Provide information about our orientation playgroup – times/dates, and encourage children (and families) to attend at least one visit.

- Introduce themselves to families and children during transition and on starting preschool
- Inform families about the Seesaw app which is used as a means of communication and provide log in details
- Provide a program in Term 1 which supports children to develop their sense of identity and belonging to the preschool community with a strong focus on developing relationships and establishing routines (EYLF Outcome 1/2)

To ensure a smooth and successful transition to preschool we ask families to:

- Talk to your child in a positive way about preschool, using the “*All about my Preschool*” booklet as a reference
- Walk or drive by the preschool regularly throughout the Dec/Jan break, talk about the preschool and what will happen here.
- Attend preschool regularly, as it shows your child you value preschool
- Familiarise your child with their preschool bag and practise packing and unpacking their belongings
- Help your child complete their tasks each morning on arrival, encouraging them to independently:
 - Put their lunch in the trolleys
 - Put their drink bottle in the drink crate
 - Hang their bag on the hook, (so they know where it is to access it.)
 - Choose a learning experience inside or outside
- Greet educators and encourage your child to do the same
- Talk to an educator if you're concerned about managing saying goodbye and separation (please ensure we know how to contact you if your child should become overly distressed)
- Arrive on time at the end of the day. If you are unexpectedly detained, please telephone the Preschool to let an educator and your child know
- Talk with your child about preschool, their teachers, their friends and what they are learning.

References

Early Years Learning Framework (2009)

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

<https://www.acecqa.gov.au/nqf/national-law-regulations/approved-learning-frameworks>

NQF: Quality Area 1 – Educational program and practice

<https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-1-educational-program-and-practice>

NQF: Quality Area 6 – Collaborative partnerships with families and communities

<https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-6-collaborative-partnership-with-families-and-communities>