

Taikurrendi Preschool Enrolment process

RATIONALE

In line with the Department for Education policy guidelines enrolment process will be undertaken with due consideration to support access and equity for all.

All families are able to put in an **Expression of interest*. (*Taikurrendi proforma- collects contact information and basic child details)

This form then given to the Director to follow up on an individual basis. (Gather more information to support enrolment processes)

Enrolment packs are then given or posted/emailed to prospective families. (Each family must be considered individually- information should be tailored to their needs and support offered to complete documents if this is appropriate)

Children under the Guardianship of the Minister- an initial meeting with appropriate case worker team must be undertaken prior to enrolment.

Families are asked to attend a meeting with the Director or Lead teacher to submit enrolment forms and provide documentation to sight.

PRIORITIES (but not exclusively)

IF families are in our DfE catchment

Children under the Guardianship

Identify as Aboriginal and Torres Strait Islander

Have identified Speech/ Health referrals

LIMITING FACTORS include

The DfE allocated cap is at capacity then a waiting list would be established and families informed if a place becomes available.

ENROLMENT PACK includes

- Taikurrendi Family Handbook
- Permissions form, Family Questionnaire, Immunisation doc
- Family/child strengths
- DfE Guide to Raising a Complaint or Concern
- Taikurrendi Term timetable
- DfE Preschool Enrolment form

[EDi link to DfE policy](#)

<https://edi.sa.edu.au/library/document-library/controlled-policies/school-and-preschool-enrolment-policy>

Taikurrendi Occasional Care enrolment process

RATIONALE

In line with the Department for Education policy guidelines relating to occasional Care enrolment process will be undertaken with due consideration to support access and equity for all.

Families/carers make contact with the site for enquiries. Fill out a Registration of Interest.

Staff document relevant details

-age

-any current care arrangements

-name, address of enquirer

Pass details to Occ care educators. (Folder at Admin desk)

Educators make contact with family/carer.

Consideration of priorities and decision (with Director, Family support staff) made re- availability of place- family are booked in for orientation with Occ care educators.

Orientation process- relationship building + enrolment pack talked through with families.

Session booked (per term)

PRIORITIES (but not exclusively)

Families in vulnerable situations

Children under the Guardianship

Identify as Aboriginal and Torres Strait Islander

Have identified Speech/ Health referrals

Children who do not access any other formal care

LIMITING FACTORS include

Occasional care sessions are at capacity based on required educator: child ratios then a waiting list would be established and families informed if a place becomes available.

ENROLMENT PACK includes

-Taikurrendi Occasional Care pamphlet

-DfE Occasional care enrolment form, Immunisation doc

-Taikurrendi Termly calendar

[EDi link to policy](#)

<https://edi.sa.edu.au/library/document-library/controlled-policies/school-and-preschool-enrolment-policy>