**Ashcroft Public School Preschool Procedure**

**Enrolment and orientation**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(k)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) [Regulation 160](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s160.html)  [Regulation 161](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s161.html)  [Regulation 162](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s162.html)  | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
* Department Preschool Classes: Enrolment procedure (attached below)
* Preschool waiting list application form
* Application to enrol in a NSW Government preschool
* Schedule of Visa Subclasses and Enrolment Condition
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| **Procedures:** |
| **Enrolment**We follow the department’s enrolment procedures, please see below.**Orientation*** Families enquiring about our preschool are given a copy of our preschool handbook and the department’s *Welcome to Preschool* booklet. They are invited to make an appointment with the principal to discuss our program. At this time our principal will answer any questions, as well as discuss any additional developmental or medical needs the child may have, in order to support the child as they transition into preschool.
* Directly after this meeting, the child and parent or carer are invited to spend time together in the preschool, joining in the activities.
* Children commencing in February the following year, are invited to an orientation session/s with all the other new children, held in Term 4.
* In addition, a parent information session is also held in Term 4.
* We operate two groups, with each group attending 600 hours over the year. Generally the children will attend 2 or 3 days a week from 9:00-3:00, alternating the Wednesday after semester 1.
* Depending on a particular child’s or the group’s needs, the principal may request a child commences attendance with reduced hours, gradually increasing to full days as they settle and learn the preschool routines.
* Children who commence mid-year are also encouraged to firstly meet with the Deputy Principal and then visit the preschool with the support of a parent or carer.
* In addition to the above points, families attending our Beehive supported playgroups are supported through regular play sessions in the preschool outdoor area.
* Parent and teacher interviews conducted before children enter preschool. Information collected on children’s strengths, likes, needs and requirements.
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