

## Caroline Chisholm School – Chisholm Preschool Unit Enrolment and Orientation Procedures

### Enrolment

Caroline Chisholm School – Chisholm Preschool Unit has a Priority Enrolment Area (PEA). Parents and carers can learn more information about PEA through the Education and Directorate website

[Enrolling in a Public School - Education \(act.gov.au\)](http://act.gov.au)

Children seeking to begin school at the preschool entry point should be four years of age on or before 30 April in that year. All students must live within the school priority enrolment area of Caroline Chisholm School – Chisholm Preschool. Enrolments generally open on the first day of term 2 in the year prior to commencement. Enrolments are submitted online via the Education Directorate website:

[http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school)

Once families have submitted their application for enrolment, the school will contact families regarding applications in line with the ACT Education timeline.

Upon notification by the school of a preschool place, families will need to provide an original and a photocopy of their child's **birth certificate, immunisation details** and **proof of residence** i.e. Utilities bill, lease or tenancy agreement. In some cases **proof of citizenship and /or visa status** will be required.

All the required family and child documentation must be completed, signed if necessary and held by the school before a new child can commence at this preschool. This ensures that information pertaining to the best possible conditions for the health and safety of each child (including any special needs) is in place before the child commences.

### Orientation

During term four, the current preschool teachers and executive staff from the primary school organise an information evening for prospective parents/carers of pre-schoolers for the following year.

At this evening the staff will inform the parents/carers about how the preschool functions (e.g. lunch and snack foods, components program, OH&S issues such as sun safety, medical/health matters including the administering of medication, immunisation, the need for children to be comfortably dressed for active play, footwear etc.), the strategic direction of the school, the session times their child will be attending, the nature of the educational program, information about the National Quality Framework plus all other aspects of preschool life that will affect themselves and their child.

Following the information evening children are invited to an orientation session in the afternoon with their parent/carer. This supports children sense of belonging to the preschool environment.

### Interviews

In the weeks after the initial information session interviews are held with individual families. Parents and carers are encouraged will be encouraged to use this interview as an opportunity to discuss any needs that their child may have. Discussion regarding the parent/carers response to the 'Getting to know your child' information sheet is also facilitated so that the teacher is able to ensure that all information required under the Education and Care Services national Law (ACT) Act 2011 is collected and recorded.

**Medical Conditions**

If a child has a medical condition the ACT Education medical information forms (Asthmas, Anaphylactic, Other medical condition) and management plans will be completed in addition to a medical conditions risk minimisation and communication form. During the last week of January, prior to a child commencing their preschool year, families will receive an email from their class teacher with important reminders.

**First Day/ Week**

Preschool students attend preschool full days from the first day. Families are welcome to stay with their child for as long as needed during the settling in period and are encouraged to contact the preschool during the day if they have any concerns about their child settling.

**Orientation Procedures for Children Starting Preschool During the School Year**

Once an enrolment has been accepted by the school, parents/carers are informed by front office staff about the enrolment interview procedure with their preschool teacher. Parents are asked to come and collect an enrolment pack and fill out relevant forms and are informed that they will be contacted by preschool educators.

Front Office staff notify preschool educators of pending enrolment who then contact family to arrange an interview time prior to commencing preschool.

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