**Waratah Public School Preschool Procedure**



**Enrolment, Orientation and Transition**

**Reviewed: 28/9/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 160 161 162 S. 175  | 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
* Department preschool classes: Enrolment procedures
* Leading and Operating Department Preschools Guidelines
* Transition to School Statement
 |  p. 72p. 89p. 93 -96 | 6.1 7.1  | Waratah School Enrolment Protocols and Procedures |
| **Transition to Waratah Public School Preschool** Transitions form a large part of a child’s life. They experience many transitions throughout any given day and more significantly, the transitions from home and community into a preschool setting and then from a preschool setting, into a formal schooling. Our job as educators is to ensure that children feel safe, secure, and supported throughout all transitions. Waratah Public School Preschool advertises our vacancies year-round and we encourage families to enquire and/or visit our centre at any time. We promote our preschool through letterbox drops, advertising in newsletters and engaging in promotional activities such as BBQ’s at the local shopping village. We recognise that transitions are an opportunity to begin to build relationships with families and children and aim to make them feel welcome and valued. The enrolment process includes:1. Completion of a waiting list application for enrolment in our preschool.
2. Waratah Public School Preschool has an open-door policy. Families are invited to visit at any time during the year leading up to their child’s enrolment. They are encouraged to join in play, ask questions and engage with other children and educators.
3. Parents provide immunisation history statement (Australian Immunisation Register), Birth Certificate/passport, proof of address, proof of residency (if applicable), medical action plans (if required).
4. Educators contact families to organise a meeting and offer of placement provided if the child and family’s needs can be met by the preschool.
5. Parents are provided with an official offer of enrolment. This includes an enrolment form and an enrolment pack which includes a parent handbook, attendance calendar, expectations, lunch box ideas and other relevant information. These resources are modified for families where English is not their first language.
6. A formal parent orientation session is held in Term 4 for parents and caregivers, to provide valuable information regarding what to expect from their child’s year at Waratah Public School Preschool.
7. A Meet-and-Greet playdate is offered at the end of Term 4 for children and their parents/carers to meet the teachers, Principal, other parents, and other children. This provides an informal opportunity to talk, ask questions and allay any concerns that families may have.
8. Family email addresses and phone numbers are collected to ensure that information can be shared, and that communication is effective.
9. Formal interviews or meetings with educators are a pre-requisite for enrolment in our preschool, to make the transition for both the child/ren, families and preschool staff, a success. This is an opportunity for sharing, setting goals and developing an understanding of the child and family’s needs. During this meeting, each family is provided with information about routines and what the first few days of preschool will look like for their child.
10. Additional orientations are arranged to suit the individual needs of a child or family.

**Prior to a child commencing preschool**:1. All documentation and forms will be required to be completed and processed, one week prior to the child commencing preschool.
2. All medical documentation, medication, communication plans, health care plans and risk assessments must be completed and shared with all educators involved in the care of the child.
3. External agencies are consulted to ensure that children with additional learning or behaviour needs are supported appropriately.

Waratah Public School Preschool also have access to the Ethnic Communities Council to assist with transition, including a translation service, if required, and welcome grandparents and extended families to our service to assist with this process.**First Day**1. Parents are encouraged to stay for as long as required to settle their child.
2. The preschool phone number is provided to families and they are encouraged to call throughout the day if they are concerned about their child settling in.
3. Educators reassure children and families who are feeling anxious about the first few days or weeks. Educators are available to answer questions, provide information, check in throughout the day and can speak to parents/carers during the day. Photos of children are also sent to families to ease their concerns.
4. At the end of each day, educators share aspects of their child’s first day, throughout discussions or sharing photos and work samples. A closed Facebook page is created each year to share information about our program.

**Mid-Year Enrolments**To ensure that the needs of all children and families joining our preschool are met successfully, the following process will be followed when children enrol throughout the year. 1. All documentation and forms will be required to be completed and processed, one week prior to the child commencing preschool.
2. A meeting is to be held with the family to determine any additional resources or interventions requirements for the child and/or family (case workers, medical conditions, additional needs etc.)
3. Families will be given a tour of the preschool, be provided with an information pack and can ask any questions before their child commences their enrolment at preschool.

**Transition from Early Intervention to Preschool** Waratah Public School has an Early Intervention (EI)Preschool within its grounds and several children access both EI and preschool classes. To support children accessing both services, there are processes in addition to the above enrolment procedures which need to be followed to ensure a successful and smooth transition for everyone involved. The needs of children and families transitioning from EI to preschool vary in support requirements and the complexity of each circumstance must be assessed prior to enrolment. Prior to enrolment the following is required:1. written transition plan. This plan is to be sighted and agreed to by early intervention and preschool teachers and supervisors.
2. communication plan. This will outline how communication will take place between services (For eg. Google Doc, email, communication book, written records of phone calls and verbal discussions).
3. list of contact information for external services provided. This will include all services involved with the care of the child and family are to be shared between services and an interagency meeting planned, if required.
4. schedule of meetings. This will outline when meetings and communication will take place with families, external agencies and services involved, including early intervention and preschool educators.
5. Individual Learning and Support meeting/s (which can include parents, teachers, external agencies, and the school counsellor), if required.
6. all plans, including IEP’s, risk minimisation/management plans, health care plans, PLP’s and medical plans and information about medication. These are to be shared and discussed by both services.
7. applications for funding, including access request applications discussed, if required.
8. action plans are to be checked for accuracy and information required by the preschool (date, dosage, doctor authorisation, etc.) Please see National Regulations for further information.

If a child is enrolled in early intervention or accessing resource and will be transitioning into the preschool program, the transition is to commence in Term 3 of the year prior to integration to preschool. **Transition from Preschool to Kindergarten (Waratah Public School)** Waratah Public School Preschool is in the grounds of Waratah Public School (WPS). This provides our Preschool with unlimited transition opportunities to children who will be transitioning into Kindergarten at Waratah Public School in the following year. These opportunities include:1. Visiting classrooms, library, hall, office, and playground
2. Utilising school resources, such as computer room, library, playground
3. Meeting teachers from WPS
4. Engagement in whole-school events such as assemblies, Easter Hat parade, NAIDOC Day, Harmony Day, Anti-Bullying Day, evacuation practices, whole school disco’s, supporting our school sports teams
5. Collaborative learning with classes from WPS
6. Visits from our school principal
7. Duties completed by K-6 teachers and SLSO’s throughout the year, to promote continuity from Preschool to Year 6. In Terms 3 & 4, a focus is placed on Early Stage 1 and Stage 1 teachers completing these duties.

Our formal transition process for children and families includes:1. Kinder Connect – A night for incoming kindergarten parents to have a guided tour of the school, visits to classrooms and an informal BBQ dinner to meet other families and teachers.
2. Buddy Playdate – An organised play session for incoming kindergarten students and families to meet their primary school buddies, explore the school environment and build relationships.
3. Three planned visits to Kindergarten rooms, to meet prospective Kindergarten teachers. Parents are invited to attend separate information sessions and purchase uniforms.
4. Regular meetings between Preschool and Early Stage 1 teachers to discuss grouping of children, friendships, behaviour needs, additional support required.
5. Learning and Support Team meetings to discuss transition needs.
6. Individual Learning and Support meetings which can include parents, teachers, external agencies, and the school counsellor, if required.
7. Once classes are decided, interviews are scheduled to discuss individual students with their incoming teacher.
8. Involvement of the Learning and Support Teachers (LaST) and school counsellor, if required.
9. Applications for funding – Access Request (For children with identified additional needs) are completed prior to the end of Term 4.
10. Social stories/transition to school booklets are created to assist the children in their transition.
11. Transition to School statements completed for each child. This is shared with all families and Kindergarten teacher. Permission for sharing must be given by parents/carers.

**Transition from Preschool to Kindergarten (another school)**Waratah Public School Preschool services many local schools. Approximately 40-50% of our enrolments will transition into kindergarten at Waratah Public School, whilst the remainder transition to 4-5 feeder schools. We recognise the importance of smooth transitions for all the children in our care and aim to provide an effective process for all.This process can begin as early as Term 2 for some schools and involves:1. Educators completing a survey supplied by the incoming school.
2. Parent-teacher meetings held during Term 2, to discuss identified needs and progress against Early Years Learning Framework outcomes.
3. Accommodating the need for teachers from incoming schools to come and observe the child in the preschool environment.
4. Fielding phone calls and/or emails regarding incoming children.
5. Access Request applications completed and submitted.
6. Preschool educators attending transition meetings with teachers and support staff from incoming school.
7. Social stories/transition to school booklets are created to assist the children in their transition.
8. Transition to School statements completed for each child. This is shared with all families and Kindergarten teacher. Permission for sharing must be given by parents/carers.

**Evaluation**We always encourage families to stay in touch, by visiting, emailing photos, or calling in to say hello. It is important to ensure that families feel valued and this can include being interested in how children are progressing after transitioning out of our service. |

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