



Vale Park Preschool

Orientation Procedure

Vale Park Preschool provides a quality education program for children in the year prior to starting school.

Children who turn four before the 1st of May are eligible to start preschool at the beginning of the year prior to starting school. Families are required to place their child's name on the Register of Interest.

During the enrolment process, in the event where the register of interest exceeds the available positions, the Priority of Access Policy will be followed. Priority of Access will be given to children who live in the local catchment area. Children who do not live in the local catchment area are encouraged to place their names on the Register of Interest of other preschools.

Register of Interest Procedure

- Families may register their child up to 24 months prior to a child starting preschool or when they are 3 years of age.
- Families fill in a Register of Interest form at the preschool.
- Families can contact the preschool to ask questions, seek information and arrange a mutually agreed time to visit the preschool.
- Children can attend a Friday Morning transition session the year before preschool. (Invitation only).

Families are responsible for ensuring all contact details are current.

Offer of Enrolment

- Places will be offered two terms prior to commencement.
- An enrolment package will then be provided.
- To confirm your child's placement the enrolment package needs to be returned at the nominated time with a deposit and proof of birth date.

Transition Process

- Families are invited to an Information Session. Policies and Procedures will be discussed and an Enrolment Package will be provided.
- Children will have the opportunity to attend Transition visits during Term 4.

The child will be provided with the opportunity to attend preschool for 15 hours per week or hours specified by DECD, for a year before they attend school.

If parents have any additional questions they are welcome to contact the preschool.

This Policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

Orientation Procedure cont.

The Governing Council endorsed this policy on:

8th September 2016

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Chairperson

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Director