



Mawson Lakes Preschool Policy Statement

Preschool Placement



Thank you for completing an Expression of Interest form at Mawson Lakes Preschool. As our centre is part of a new and growing community at times we experience high demand for enrolment. Therefore the preschool has developed a placement policy to help us manage enrolments in times of high demand. This policy has been discussed with the community and our Education Director and is used in conjunction with the DECD Preschool Enrolment Policy and Developing and Implementing a Priority of Access Policy for Preschools. These can be found at www.decd.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf & www.decd.sa.gov.au/.../files/links/5_Guidelines_Dev_Imp_May_2.pdf

First priority for a vacancy at Mawson Lakes Preschool will go to children in their eligible year who are not already attending another preschool and live in Mawson Lakes.

Factors which may be taken into consideration, but not be limited to include;

- Your child is not already attending another early learning program (can include an approved preschool program in childcare)
- Special Circumstances (eg children at serious risk or abuse or neglect, children in Aboriginal and Torres Strait Islander families, children under Guardianship of the Minister, children in families which includes a person with a disability, children with a disability, children in families with non-English speaking backgrounds, children in socially isolated families and be at the Directors discretion)
- Is in the best interests of the child

To help us manage our enrolment process we will take an Expression of Interest two calendar years prior to when your child would be eligible to begin preschool. Expression of Interest forms must be received no later than 30th June in the year prior to when you wish your child to commence preschool. We will still accept Expressions of Interest after this date, however priority will be given to those families who submitted their forms by the due date. Proof of your child's birth date will be required at this time. The following documents will be accepted;

- Birth Certificate
- Passport
- Official Centrelink documentation stating your child's name and date of birth.

You will also need to provide documentation to establish your residence in Mawson Lakes. The following documents will be accepted

- Lease agreement (must be longer than 12months)
- Council Rates notice or Utility notice
- Drivers licence (with current address)

Please note that completing an Expression of Interest form at Mawson Lakes Preschool is not a guarantee of enrolment. ***The onus will be on families to contact the centre if their circumstances change and will affect their Expression of Interest (eg contact numbers, change of address).***

When the Expression of Interest is completed and returned to us, we will note the date and place your child's details in our Expression of Interest folder according to that date. As places are limited, they will be offered on a ***'First Come, First Serve'*** basis, to families residing in Mawson Lakes, based on the date your Expression of Interest was received by us. If places remain available after families residing in Mawson Lakes have been offered a place, we will offer places to families living outside of Mawson Lakes based on the date your Expression of Interest was received. You will receive notification by mail, approximately six months prior to the start of preschool, offering your child a place or advising you that a place is not available and that you have been placed on the waiting list.

If you are successful in securing a place, we seek your commitment to attend a minimum of two days per week for your child to gain the most out of the preschool program.

If we are unable to offer your child a place, we will provide families with information about alternative Preschools in the local area.

Any offer of a place at Mawson Lakes Preschool does not guarantee enrolment into Mawson Lakes School. Mawson Lakes School is zoned and a separate placement process applies.

Thank you for completing a registration of interest with us. You are welcome to contact us at any time for more information.

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child enrolment forms. The information requested in this form is to enable the site and DECD Regional Office to manage projected enrolments. The information provided on the expression of interest form is stored securely in local preschool and DECD databases. The disclosure of personal information held by Government is regulated by the information privacy principles. Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the information sharing guidelines (see below), DECD will not otherwise disclose the information to others without your consent.



INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside this site will be important to your child's child care placement. In these circumstances, DECD follows the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. www.gcyp.sa.gov.au

Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- it is unsafe / impossible to gain consent or consent has been refused and
- without information being shared, a child or children will be at increased risk of serious harm.

References

National Quality Standard 6.1 (2011)

http://acecqa.gov.au/storage/2-DE_03_National%20Quality%20Standard_v8_Secn3.pdf

Preschool Enrolment Policy, December 2014

www.decd.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf

Developing and Implementing a Priority of Access Policy for Preschools

www.decd.sa.gov.au/.../files/links/5_Guidelines_Dev_Imp_May_2.pdf

SA Government's Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG).

www.gcyp.sa.gov.au

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I understand that completion of the above Expression of Interest is not a guarantee of enrolment at Mawson Lakes Preschool.

I have been given written information about other preschools in the local area to consider as alternative preschool placements for my child if unsuccessful in gaining a place at Mawson Lakes Preschool.

Signed _____

Name _____

Date / /