



Mawson Lakes Preschool Procedure

Enrolling your child

Due to the high demand from families seeking a place at Mawson Lakes Preschool, an enrolment procedure has been established to assist with administration of the enrolment. This enrolment procedure may differ from other local preschools in the area.

Enrolling your child procedure

- Collect an Expression of Interest form at the Mawson Lakes Preschool or download from our website – www.mawsonlakespre.sa.edu.au
- Return the completed Expression of Interest form and supporting documentation to the Mawson Lakes Preschool
 - Supporting Documentation
 - Proof of age: Birth Certificate
 - Proof of residence: Utility or Rates bill
- Priority will be given to children who live in Mawson Lakes and who are not already attending a preschool program
- Expressions of Interest will be taken up to 2 years prior to your child’s commencement date at preschool. Therefore, if your child turns four before 1st May, they will start preschool on the first day of term 1 in the year they turn four. If your child turns four on or after the 1st May they will start preschool on the first day of term 1 the following year. Please see the table below

Year of Birth	Child’s birthday	Can start preschool	Expressions of interest taken from
2015	1st Jan – 30th April 1st May – 31st Dec	Term 1 2019 Term 1 2020	Jan 2017 Jan 2018
2016	1st Jan – 30th April 1st May – 31st Dec	Term 1 2020 Term 1 2021	Jan 2018 Jan 2019
2017	1 st Jan – 30 th April 1 st May – 31 st Dec	Term 1 2021 Term 1 2022	Jan 2019 Jan 2020
2018	1 st Jan – 30 th April 1 st May – 31 st Dec	Term 1 2022 Term 1 2023	Jan 2020 Jan 2021

- 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 the Preschool.
- Once the original documents have been sighted and photocopied, staff will sign and date your form, and register the details in order of submission to the preschool.
- In accordance with DfE guidelines, letters of offer will be sent out via email approximately 6 months prior to your child starting preschool.
 - If a Letter of Offer is received, a response must be received within the given timeframe.
 - If we are unable to offer your child a position, you will be advised accordingly to allow you time to make alternative arrangements.

Once you have acknowledged the Letter of Offer, an enrolment and information package will be provided to be completed and returned to Mawson Lakes Preschool.

Please note: Expressions of Interest are not guaranteed enrolments.

If your details change at any time while you have an Expression of Interest with us, it is your responsibility to contact Mawson Lakes Preschool to update your details immediately.

If you have any further questions or concerns about your child’s readiness for preschool please contact Mawson Lakes Preschool Director on 8359 1342 or dl.4163.leaders@schools.sa.edu.au