



PRESCHOOL ENROLMENT REGISTRATION FORM

Please complete the details on this form to register your interest in enrolling your child in a government preschool.
(For eligible children according to the DECD Preschool Enrolment Policy)

You will be notified of an enrolment offer prior to your child's anticipated preschool starting date. To accept the offer and secure the place, you will need to reply within the timeframe requested in the letter of enrolment offer, and complete a preschool enrolment form. To ensure all families have equitable access to their local preschool this pre enrolment form has been developed by the Mt Gambier Children's Centre and the Acacia, Akuna, Gladigau Park, Melaleuca Park Kindergartens. Please complete the details overleaf if you are considering attending any of the above sites. By nominating your preschools in order of choice, within the criteria, your child will be added to a waiting list for enrolment in a preschool program. All Preschool Directors will work together in September each year to allocate positions. Families will be notified by mail of their allocated preschool when their child is eligible as outlined in the DECD Preschool Enrolment Policy. The number of vacancies available at each centre depends on the preschool's physical capacity. Please read the priority of access below to understand the likelihood of your child being placed in a Priority 1 or Priority 2 list.

PRIORITY OF ACCESS

All Mount Gambier Preschools operate a Priority of Access procedure to manage enrolments where the demand for preschool places exceeds a sites capacity. This aims to support all local preschools and equitable access by families to a preschool service, when limited vacancies exist.

Priority is given to enrolments that meet any of the following criteria:

Priority One:

- (a) Children who live within the kindergarten's Priority of Access areas. These areas are:
 - For Akuna Kindergarten & Gladigau Park Kindergarten the area enclosed by Penola Road, Commercial Street East and Jubilee Highway East.
 - For Melaleuca Park Kindergarten the area enclosed by Bay Road, Commercial Street East and Jubilee Highway East.
 - For Acacia Kindergarten & Mt Gambier Children's Centre the area West of Penola and Bay Roads.
- (b) If there is no preschool in your area, and this is your closest preschool.
- (c) The circumstances of the child and the family, such as a child's special rights, cultural, linguistically diverse backgrounds (at the discretion of the Director)

Priority Two:

- (a) The child's siblings have attended this preschool previously
- (b) The child and/or siblings are enrolled at the preschools local feeder school.
- (c) The child already attends a DECD program at the preschool

Families wishing to enrol their children at another preschool, even though there is a preschool closer to their residential address will only be offered positions if, and when, there are vacancies after all other children have their full entitlement.

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. The information requested in this form is to enable DECD preschools to manage the enrolment of all eligible preschool children and to communicate with you.

The information provided on the enrolment registration form is stored securely in local school/preschool and DECD databases. Information from your enrolment registration form may be transferred electronically from one DECD preschool to another. The management of this information is governed by Australian, State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. 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 Commonwealth, 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.

For further information, refer to http://dpc.sa.gov.au/sites/default/files/pubimages/Circulars/PC012_Privacy_0.pdf

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside DECD will be important to your child's preschool placement, safety or wellbeing. 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) <http://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.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/guardians and other agencies/services to achieve that aim. Parents/guardians are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- by using the 'additional information' section of this form, and/or
- in discussion with staff at the time of enrolment registration, and/or
- in discussion with staff at any time in the future.

For further information please contact your local preschool or visit www.decd.sa.gov.au

Site details

Name of site:

Have you registered at another government preschool(s)? No Yes

If yes, name of preschool(s) in order of preference:

Have you registered at a non-government preschool(s)? No Yes

Name

Child details

First name:

Surname/ Family name:

Date of birth:

*Proof of age must be provided at time of enrolment

Gender: Male Female

Main Residential Address: (note that you may be requested to provide supporting documents of the child's residential address)

Address:

Suburb/Town:

Postcode:

Mailing Address (if different from residential address)

Intended School

School name:

Expected school commencement

Year: Term:

Is your child of Aboriginal or Torres Strait Islander origin?
 No Yes, Aboriginal Yes, Torres Strait Islander

Is this child under the Guardianship of the Minister for Education and Child Development or in alternative care?
 No Yes

Does your child have any additional needs or a medical condition that may require support?
 No Yes (please provide details below)

Have older siblings attended preschool previously? Y / N which one? _____

Does this child have siblings who attend the local feeder school? Y / N

Is your child attending other programs at this kindy? Y / N _____

Please indicate the reason(s) for seeking placement at a preferred preschool (eg child care arrangements, transport)

Parent / Guardian details

Given name:

Family name:

Relationship to child:

Signature:

Date:

Please check the box on right for preferred method of communication

Home phone:

Mobile:

Work phone:

Email:

Mailing address: (as above)

Details of person completing form (if other than parent/ guardian)

Name:

Signature:

Relationship to child:

Date:

Office use only

Birth date range for eligible children				Anticipated preschool start date: Term <input type="text"/> Year <input type="text"/>	Any other comments:
	2020	2021	2022		
From	01/05/2015	01/05/2016	01/05/2017	Date: <input type="text" value="/ /"/>	<input type="text"/>
To	30/04/2016	30/04/2017	30/04/2018	Date: <input type="text" value="/ /"/>	

Parent/Guardian has confirmed enrolment?
 No Yes

Child resides in local catchment area?
 No Yes