



PRESCHOOL WAITING LIST

Please complete the details overleaf to place your child's name on the waiting list for enrolment in the preschool program when she/he is eligible, as outlined in the DECD Preschool Enrolment Policy.

You will be notified if a place is available prior to your child's anticipated commencement date; you will then be asked to complete a Preschool Enrolment Form.

The number of vacancies available at each intake depends on the preschool's physical capacity and the number of children leaving to go to school and therefore will vary at each intake.

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/student 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 waiting list form is stored securely in local school/preschool and DECD databases. The disclosure of personal information held by Government is regulated by the information privacy principles (see reference above). 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.

This section can be edited

Delete these instructions before printing

Ensure that the *site details* section begins at the top of the next page by adding or deleting lines from this section

If your preschool has a local priority of access policy it should be attached to the waiting list form or the details added here if there is sufficient space

Please refer to the following guidelines and policy.

Guidelines for developing and implementing a priority of Access Policy for Preschools.
http://www.decd.sa.gov.au/childrenservices/files/links/5_Guidelines_Dev_Imp_May_2.pdf

Preschool Enrolment Policy.

<http://www.decs.sa.gov.au/docs/documents/1/PreschoolEnrolmentPolicy.pdf>

Preschool Enrolment Guidelines.

<http://www.decd.sa.gov.au/docs/documents/1/PreschoolEnrolmentGuideli.pdf>

This form can also be added to your website and parents will be able to download and type details onto the form, double clicking on the check boxes will open a pop-up in which 'checked' or 'not checked' can be selected

Site details

Site name:

Child details

First name:

Surname/
Family name:

Date of birth:

* Proof of age must be provided prior to enrolment

Gender: Male Female

Address:

Suburb/Town:

Postcode:

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 Families and Communities or in alternative care?

No Yes

If Yes, further details must be obtained from the confidential Families SA-DECD Information Sharing Form at the time of enrolment, supplied to the preschool site leader by the child's Families SA caseworker.

Does your child have any additional needs or a diagnosed disability?

No Yes

If yes, please provide details:

Does your child have a medical condition that may require support?

No Yes

If yes, please provide details:

Parent / Guardian details

Given name:

Family name:

Relationship to child:

Signature:

Home phone:

Mobile:

Work phone:

Date:

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

Name:

Signature:

Role:

Date:

Site use only

Anticipated Preschool start dates

Early entry (if eligible and capacity permits)

start: term year

Date:

Pre entry start: term year

Date:

Preschool start : term year

Date:

School start: term year

Date:

Date enrolment details entered in EYS:

EDID:

Date contacted:

If place available, enrolment interview scheduled on

Time

Enrolment form completed on:

Group/Room:

Term dates

	2014	2015	2016
T 1	28/1-11/4	27/1-10/4	1/2-15/4
T 2	28/4-4/7	27/4-3/7	2/5-8/7
T 3	21/7-26/9	20/7-25/9	25/7-30/9
T 4	13/10-12/12	12/10-11/12	17/10-16/12