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 DECS 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 of Education and Children’s Services (DECS) 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 DECS Regional Office to manage projected enrolments.

If organisations are contracted on behalf of DECS to undertake tasks that require access to waiting list data, the contract(s) between DECS and those organisations will include strict confidentiality and disposal provisions.

The information provided on the waiting list form is stored securely in local school/preschool and DECS 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), DECS 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 preschool placement. In these circumstances, DECS 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.

Craigmore Children’s Centre’s
Priority of Access

To support the provision of a quality preschool program, the child:staff ratio and Centre capacity, the following criteria have been developed to determine priority for access to this Centre.

Although Craigmore Children’s Centre does not have a ‘zone’ policy, in that families from all areas can access the services at Craigmore Children’s Centre, the staff need to ensure that the staff to child ratio is safe and within departmental guidelines of one adult to every 11 children. This will help to ensure that the admission process is fair to all families in the community and their children, as well as reflecting our aim to care and educate the children of the local community.

1. That you live within the local area and your child is eligible for Pre-entry or Sessional Preschool.
2. That this Centre is your closest kindergarten (closest with available transport)
3. Parents/Caregivers work or live in this area
4. Disadvantaged children, such as special needs, special family circumstances etc. Consideration will also need to be made regarding whole group dynamics in relation to the number of children with significant special needs attending Craigmore Children’s Centre so that resources and other factors are manageable without disadvantaging others already accessing the service, including staff.
5. Children who by attending this Centre will be grouped with other children going to the same school.
### Site details

Site name: Craigmore Children’s Centre

### Child details

**First name:**

**Surname/Family name:**

**Date of birth:**

**Gender:**
- Male
- Female

**Address:**

**Suburb/Town:**

**Postcode:**

Intended School:

Does your child have any additional needs or a diagnosed disability that would make them eligible for early entry as described in the preschool enrolment policy?

- 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:

Children under guardianship of the Minister and Aboriginal children are entitled to start preschool from 3 years of age.

Is your child of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

Is the child/student 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-DECS Information Sharing Form at the time of enrolment, supplied to the preschool site leader by the child’s Families SA caseworker.

### Additional information

Add any other questions needed to determine local priority of access categories

### 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:

- __________

**Term dates**

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<th></th>
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<th>2012</th>
<th>2013</th>
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<td>30/1–5/4</td>
<td>29/1–12/4</td>
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<td>2/5–8/7</td>
<td>23/4–29/6</td>
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<td>25/7–30/9</td>
<td>16/7–21/9</td>
<td>22/7–27/9</td>
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<td>17/10–16/12</td>
<td>8/10–14/12</td>
<td>14/10–13/12</td>
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If no place available describe support provided to parent to identify and enrol in another preschool service.