

Elizabeth O'Grady Kindergarten Policies & Procedures

6 Charles Sturt Ave Grange SA 5022, 8356 8035

Priority of Access Guidelines

Enrolments in preschools can vary from time to time. Sometimes this can mean that some preschools may not have vacancies for all children who would like to attend. The capacity of the kindergarten, the child: staff ratio and the needs of the kindergarten children determine the maximum number of children who can enrol. Staff can provide a high quality, safe program for your child by ensuring that enrolments are maintained at a reasonable level. The Director and Governing Council work together to define this maximum number. The maximum number of children attending per session will not exceed 40. When the number of enrolments approaches this ceiling, the 'Priority of Access' processes are put into place.

The priorities of access are:

First Priority

Children who have a residential address in the local area- this area is defined as Seaview road south to Marlborough street, east to Tapleys Hill road, north to Trimmer parade, and then bordering the streets Line street, Sylvan way and Fort street back to Seaview road.

(Please note- proof of residence will be required)

Second Priority

Children who are cared for within the local area by Family Day Care, Care Providers, Child Care Centres or other family carers.

Third Priority

Children with siblings who have attended our centre

Fourth Priority

Children who have been accepted to attend local feeder schools.

Note

- Special circumstances do arise on some occasions. The director has the discretion to make decisions based on these special circumstances.
- Each preschool has defined their local area, which is recorded on a map at the centre. This will enable you to determine the preschool's local area.

If the preschool has reached its ceiling, staff will not be able to enrol any more children until a vacancy arises. Families with children who are eligible to start preschool have the choice of putting their children on a waiting list at their preferred preschool or enrolling at a nearby preschool with lesser numbers where your child can start straight away.

Please feel free to contact your local preschool director or early childhood leader to discuss these processes further. We look forward to working with you as your child begins their important preschool year.

Concluding statement

This policy has been developed by the Governing Council, and will be reviewed and evaluated regularly by both Staff and Governing Council and modified as required to ensure continued relevance for the Centre.

This policy was endorsed by the Governing Council on ___/___/_____

Director _____ Chairperson _____

Review date ___/___/_____