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.

Preschool Priority of Access Guidelines – Northern Adelaide Region

Priority 1:

- Children living in the immediate local area, known as the priority catchment area.

1b If there are insufficient places to accommodate all children then the following criteria will be applied to finalise the selection process of children who will be offered a place at the service.

- A child at risk of serious abuse or neglect
- Identifies as Aboriginal or Torres Strait Islander
- Child Under the Guardianship of the Minister
- A child or parent with a disability
- Children in socially isolated families
- Families without access to transport
- Children in families with culturally and linguistically diverse backgrounds

Priority 2:

- Children who are currently attending other DECD funded programs at the centre e.g. occasional care, long day care.
- Children who are attending child care in the catchment area
- Children who are enrolled to attend a co-located school
- Children who have older siblings currently attending the co-located school
- Siblings have previously attended the preschool.

Note: To be applied if all families in the catchment area have been accommodated and the site still has vacancies.
Site details

Site name: **Craigmore Kindergarten**

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:**

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

- **No**
- **Yes**

If yes, please provide details:

**First name:**

**Surname/Family name:**

**Date of birth:**

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

- **No**
- **Yes**

If yes, please provide details:

**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.

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:**

**Role:**

**Signature:**

**Date:**

Site use only

**Term dates**

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<th>2016</th>
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**Anticipated Preschool start dates**

- **Early entry** (if eligible and capacity permits)
  - **start:** term [ ] year [ ]
  - **Date:** [ ]

- **Pre entry**
  - **start:** term [ ] year [ ]
  - **Date:** [ ]

- **Preschool start**
  - **start:** term [ ] year [ ]
  - **Date:** [ ]

- **School start**
  - **start:** term [ ] year [ ]
  - **Date:** [ ]

**Date enrolment details entered in EYS:**

**EDID:**

**Date contacted:**

If place available, enrolment interview scheduled on:

- **Time:**

**Group/Room:**

**Enrolment form completed on:**