



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.

If organisations are contracted on behalf of ECD to undertake tasks that require access to waiting list data, the contract(s) between DECD 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 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), ECD 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, DECD follows the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. www.qcyp.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.

Site details

Site name:

Child details

First name:

Intended School:

Surname/Family name:

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

Date of birth

If yes, please provide details:

Gender: Male Female

Address:

Suburb/Town:

Postcode:

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

Does your child have a medical condition that may require support? No Yes

Is your child of Aboriginal or Torres Strait Islander origin?

If yes, please provide details:

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-DECD 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:

Home phone:

Family name:

Mobile:

Relationship to child:

Work phone:

Signature:

Date:

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

Name:

Role:

Signature:

Date:

Site use only

Priority for allocating places in Preschool service

Anticipated Preschool start dates

Date enrolment details entered in EYS:

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:

EDID:

Date contacted:

If place available, enrolment interview scheduled on Time

Enrolment form completed on:

Group/Room:

Term dates			
	2013	2014	2015
T 1	29/1-12/4	28/1-11/4	27/1-10/4
T 2	29/4-5/7	28/4-4/7	27/4-3/7
T 3	22/7-27/9	21/7-26/9	20/7-25/9
T 4	14/10-13/12	13/10-12/12	12/10-11/12

If no place available describe support provided to parent to identify and enrol in another preschool service