



Littlehampton Primary School & Preschool

ENROLMENT & TRANSITION PROCEDURES developed 2011, updated 2016

ENROLMENT AT PRESCHOOL

Parent's first contact with the Preschool could be through:

- Playgroup
- Enquiry to Preschool or School before their child is 4
- Moving into the area when their child is 4

1. Playgroup

- A playgroup operated on School/Preschool Grounds in the OSHC building
- It is operated by parents. Information about playgroup is held at the front office of the school. Enquiries can be directed there.
- Preschool staff visit the playgroup to talk to children and parents, answer queries about Preschool and provide the Preschool Brochure

2. Parents enquiring about enrolment before child is 4

Many parents to enquire about enrolment at Preschool and School well before their child is 4. They are requested to:

- Ring the Front Office for information
- Book an enrolment tour

At the enrolment tour parents visit the preschool, meet and talk to teachers and meet with the Principal to discuss enrolment:

- Parents who live within the Littlehampton zone are able to enrol their children
- Currently, (2016) we are unable to accept enrolments from outside the school zone (capacity and staffing restrictions apply)

Parents from outside the zone may be asked to ring and enquire closer to their child's starting date.

Enrolment Process

- If a place is available, the Principal will provide parents with an enrolment form
- Once the enrolment form is completed and signed by the principal the child is accepted and added to our enrolment list

LETTER OF ACCEPTANCE

Transition to Preschool

- Pre-entry sessions are only offered only in special circumstances under the DECD early entry guidelines. See DECD factsheet.
- Aboriginal children are eligible to start at age 3

Pre-entry Visits

To ensure children have a happy and smooth transition into Preschool we offer:

- Two transition visits in the term prior to starting
- Usually these will be on Fridays in late November and early December

LETTER re PRE-ENTRY VISITS

- Parents accompany their child for both visits. There will be a preschool tour, explaining and showing processes on the first visit.
- A letter will be sent out early in Term 4 with information about session times and an opportunity for choice about group (if options are available)

Following this session another letter is sent to welcome parents to the Preschool.

After commencement at Preschool

- An Acquaintance Night is held in the Preschool during week 3 of the term to provide opportunity for parents to ask questions and for teacher to clarify expectations

TRANSITION TO SCHOOL

Preschool children have opportunities to access school facilities eg. Library and school grounds.

The school and preschool also operate a buddy system with Year 4 or 5 making regular visits to the Preschool. These friendships and connections are highly valued by parents and assist with transitions to school.

Early in the last term of Preschool parents will receive a letter with information about the transition program:

- Usually this will involve three visits to the school
- The transition visits are designed to enable children to experience a range of different activities during the school day including recess and lunch
- School staff also make visits to the preschool to visit the children in Preschool environment and chat to teachers
- Special transition programs are developed for children with special needs who may require it.

During the first transition visit at schools, Parents meet with the Principal and are taken on a school tour.

- An information session for parents is planned after school (2012 & 2013 only) early in the term, for teachers to meet with parents and provide information about the class program

Additional Information

- The DECD preschool enrolment form is used
- Enrolment forms are filed in the front office and staff in the preschool have access to this data on the Early Years System.
- Regular preschool progress committee meetings are held for school teachers and preschool teachers to exchange information and ensure a smooth transition
- Information concerning students with special needs is passed to the school through the student support committee