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.

Families are able to download and type details onto the form and email to dl.2677.leaders@schools.sa.edu.au

Double clicking on the check boxes you require will open a pop-up in which ‘checked’ can be selected.

We strongly advise that you complete and return the form to the kindergarten by the end of Term 2 in the year prior to your child’s commencement at kindergarten as first round offers for placement are made in Term 3, prior to the year of your child’s commencement.

Valley View Kindergarten Priority of Access Guidelines

Families are entitled to enroll in any DECD preschool service across South Australia; however where the demand for preschool places exceeds the capacity (number of places available) at our site, the priority of access guidelines will apply to guide equity in allocating preschool places.

First round offers for placement at our kindergarten will be offered to children living in the immediate local area known as the ‘priority catchment area.’

Second round offers for placement can then be made to ‘out of catchment area children’ based on the vacancies remaining following first round offers.

Speech and Language Program places are allocated through a DECD Panel Process – for more information, please see our web site.
**Site details**

**Site name:** Valleyn View Kindergarten

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**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:

**Does your child have a medical condition that may require support?**
- [ ] No
- [ ] Yes
  - If yes, please provide details:

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**Parent / Guardian details**

- **Given name:**
- **Family name:**
- **Home phone:**
- **Mobile:**
- **Work phone:**
- **Date:**

**Relationship to child:**
- **Signature:**

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

- **Name:**
- **Role:**
- **Signature:**
- **Date:**

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**Site use only**

**Anticipated Preschool start dates**

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<td>25/7-30/9</td>
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<td>T 4</td>
<td>17/10-16/12</td>
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**Date enrolment details entered in EYS:**
- **EDID:**
- **Date contacted:**
- **Time:**
- **If place available, enrolment interview scheduled on:**
  - **Date:**
  - **Time:**

**Enrolment form completed on:**
- **Group/Room:**

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**Preschool Waiting List Form v 1.2 Oct 2013**