

Preschool Enrolment Guidelines

(July 2013)

Placement into the Isabella Plains Early Childhood School (Preschool) is extremely competitive and we usually receive more applications for enrolment than we have available places for children.

Advertising of the enrolment period and sessions available will occur in Term 1 of the current year.

Program Provision

Isabella Plains Early Childhood School provides 15 hours of preschool education per week for each preschool group. There are four preschool groups with places for 22 children in each. The groups operate at the following times:

Monday, Tuesday and alternate Wednesday 9.00 to 3.00pm
Thursday, Friday and alternate Wednesday 9.00-3.00pm

Each preschool group is staffed by a qualified teacher and a preschool assistant.

Criteria for Preschool Placement

When placing children into the preschool, the Isabella Plains Early Childhood School Board has approved a set of criteria which we follow as our guidelines for placement.

Priority of enrolment will be given in the following order

- Children continuing to Year 2 at Isabella Plains Early Childhood School
- Children of existing families
- Children living in Isabella Plains
- Children from other ACT suburbs
- Children from NSW

Enrolment

Applications for the following year will be taken from 1 May of the current school year and the first round will close 30 June.

Children can only be enrolled in preschool if their fourth birthday is prior to 30 April in the year they are to commence.

An enrolment pack can be picked up from the school office or alternatively enrolment can be submitted online at http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

Application for preschool enrolment is made by;

1. Completing an Enrolment Form
2. Providing the following documentation at time of enrolment
 - Birth certificate or passport
 - Immunisation details/ record
 - Proof of Address (eg. Current driver's licence, electricity bill, phone bill etc.)

Applications are sorted by criteria and then by date and time received.

Issuing of Preschool offers to families

Successful families will be notified in writing in the form of an offer of placement in July of the current year and will be required to confirm their application within three weeks. If confirmation is not received by the due date the place will be offered to the next child on the waiting list.

Unsuccessful families will also be notified in writing and be placed on a priority order waiting list.

There will be a follow up interview in November and a Meet the Teacher afternoon in December.

Pre-School Waiting Lists

For students who are unsuccessful in being offered a placement in the Preschool, their name will be placed on a waiting list based on the following criteria:

- Children continuing on to Year 2 at Isabella Plains Early Childhood School
- Children living outside Isabella Plains

School Contact

If you have any questions and would like to seek further advice in regards to the process of enrolling your child into the Isabella Plains Early Childhood School (Preschool) please contact the school office on 6205 9722 to discuss your child's placement or to make an appointment to meet with the Principal.