

# **POLICY: PRE-SCHOOL VISITS AND ENROLMENT**

## **RATIONALE:**

To provide guidelines for the procedure for pre-school visits and enrolments to the New Entrant J1 room prior to entry.

## **PURPOSES:**

1. To familiarise pre entry children and their parents/caregivers with Room One and the teachers.
2. To familiarise pre entry children with toilets, cloakrooms school grounds and some classroom and school routines.
3. To provide opportunities for pre entry children to establish relationships with future classmates already enrolled.
4. To provide parents with information regarding child's age when he/she may begin attending school.
5. To outline procedure for enrolment.

## **GUIDELINES:**

1. Two months before the New Entrant turns 5, a "beginning School Information Pack" is posted to parents/caregivers outlining requirements and informing them about pre-school visits.
2. Parents/caregivers wishing to begin pre-school visits are invited to contact the Room One teacher Mrs Hatfull to arrange visit times.
3. Pre-entry children may have visits during the four school weeks preceding entry.
4. Children on first visit should be accompanied by parent/caregiver.
5. On subsequent pre-school visits it is optional to be accompanied by parent/caregiver. Mrs Hatfull is willing to take responsibility for care of unaccompanied pre-enrolled children.
7. Preschool visits are mornings only and may be for any length of time from 9.00am up until 12.30pm on the first visit and 9.00am up until 1.30pm on subsequent visits.
8. It is optional to wear school uniform on school visits.
9. Children may begin attending on or at any time after their fifth birthday until they reach age 6 when it becomes a legal requirement to attend school.
10. Children may not legally be enrolled or attend school prior to their fifth birthday apart from the described pre-school visits.
11. If parental assistance is required in the classroom the teacher will request this.
12. Children often become very tired during the first month of attendance. During the first month either parent or teacher may suggest for children out of town, that a day in the middle of the week is taken off, or for town children, that the child return home at 12.30pm occasionally to have a rest.
13. Apart from this exception (No.10) children are expected to attend every day once enrolled unless illness precludes. If the child is absent a phone call or note to the school is required.
14. For convenience children may be enrolled at the main office before they turn five but are unable to attend school apart from pre-school visits, until the child's actual birthday. Usually children are enrolled on their fifth birthday or as soon as possible afterwards. Uniform can be purchased from the school office. Stationery can be purchased from Take Note Bookshop in Hunterville – all class requirement lists are held at the bookshop.
15. Verification of your child's birth and immunisation details are required upon enrolment.

## **CONCLUSION:**

Pre-school visits are to facilitate easy transition from the home to school. Times/days may be changed at the room one teacher's discretion according to the timetable for that year.

Children can not attend school fully prior to their fifth birthday because of legal considerations.

**LAST REVIEWED: April 2016**