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### Canley Heights Public School Preschool

**Information for Prospective Parents and Carers**

Thank you for your interest in our preschool, a copy of our service philosophy is attached.

**Application forms**

Children can enrol in preschool for 2025 if they turn four years of age on or before 31st July 2025. Our preschool is a one-year program, for children who will start Kindergarten in 2026.

Enrolment applications for 2025 are accepted from the beginning of Term 2, 2024. Parents complete the Preschool application form and return all the required documentation as follows:

1. Proof of residential address i.e., council rates, lease agreement, bank statement, Centrelink payment statement, gas, phone, electricity, water account or driver’s license.
2. Visa documents or citizenship certificate for one parent, if both parents were born overseas

Please submit your application forms by Friday 27th September 2024, so they can be considered by our enrolment panel.

**Enrolment panel**

An enrolment panel, established by the principal, will meet at the beginning of Term 4. The enrolment panel will review and prioritise applications and inform parents or carers in writing of the application results and advise them if their child has been accepted or placed on a waiting list.

Priority is given to:

* Aboriginal or Torres Strait Islander children
* Children living in low socioeconomic circumstances
* Children unable to access other early childhood services due to disadvantage or financial hardship.

The principal will offer enrolment in the following order (after the above priorities):

* Children living within the school's enrolment designated intake area
* Children living outside the school's designated intake area and who have siblings enrolled in the school
* Children living outside the school's enrolment designated intake area.

Enrolment in our preschool does not automatically mean your child can enrol in kindergarten at our school if Canley Heights Public School is not your designated local school. Please speak to the school office if you are unsure about your child’s local school or visit <https://schoolfinder.education.nsw.gov.au>

**Preschool fees**

There are no fees for Department of Education preschools.

**Operating hours and attendance patterns**

Our preschool operates for the same hours as the main school – 9am-3pm daily. The children in our preschool are allocated to either Red Group or Blue Group and attend as shown below.

|  |  |  |
| --- | --- | --- |
|  | **Red Group** | **Blue Group** |
| Term 1 and Term 2 | Monday, Tuesday Wednesday | Thursday, Friday |
| Term 3 and Term 4 | Monday, Tuesday | Wednesday, Thursday, Friday |

**Immunisation**

You must provide an approved immunisation certificate that shows your child:

* is fully immunised for their age
* has a medical reason not to be vaccinated
* is on a recognised catch-up schedule if the child has fallen behind with their vaccinations

In the following exceptional circumstances, a child can have a 12-week period from the date of enrolment to provide the documentation:

* evacuated following a declared natural disaster
* in need of protection and/or placed in emergency care, for example, a child placed in emergency foster care
* Aboriginal or Torres Strait Islander children

**General information**

* Parents and carers must provide food and water for their child each day
* Children are required to be signed in and out of the service by a responsible person over 18 years of age
* Additional information regarding medical conditions and additional learning needs may be requested, to assist us in supporting your child

**Preschool Tour**

* If you would like to organise a visit to the preschool prior to submitting your application, please contact the school office.

Sally Egan Neil Bourke
Assistant Principal Principal