PRESCHOOL ENROLMENT REGISTRATION FORM

Please complete the details on this form to register your interest in enrolling your child in a government preschool.
(For eligible children according to the DECD Preschool Enrolment Policy)

You will be notified of an enrolment offer prior to your child’s anticipated preschool starting date. To accept the offer and secure the place, you will need to reply within the timeframe requested in the letter of enrolment offer, and complete a preschool enrolment form.

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. The information requested in this form is to enable DECD preschools to manage the enrolment of all eligible preschool children and to communicate with you.

The information provided on the enrolment registration form is stored securely in local school/preschool and DECD databases. Information from your enrolment registration form may be transferred electronically from one DECD preschool to another. The management of this information is governed by Australian, State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the Information Privacy Principles. Unless required to do so by a law of the State or Commonwealth, 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 DECD will be important to your child’s preschool placement, safety or wellbeing. 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) http://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.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/guardians and other agencies/services to achieve that aim. Parents/guardians are strongly encouraged to share all information relevant to their child’s capacity to enjoy and benefit from education:

- by using the 'additional information' section of this form, and/or
- in discussion with staff at the time of enrolment registration, and/or
- in discussion with staff at any time in the future.

For further information please contact your local preschool or visit www.decd.sa.gov.au
**Site details**

Name of site: 

Have you registered at another government preschool(s)? □ No □ Yes □

If yes, name of preschool(s) in order of preference: 

Have you registered at a non-government preschool(s)? □ No □ Yes □

**Child details**

First name: 
Surname/Family name: 
Date of birth: / /  
*Proof of age must be provided at time of enrolment*

Gender: □ Male □ Female

Main Residential Address: (note that you may be requested to provide supporting documents of the child’s residential address)

Address: 
Suburb/Town: 
Postcode: 

Mailing Address (if different from residential address)

**Intended School**

School name: 

Expected school commencement

Year: 
Term: 

Is your child of Aboriginal or Torres Strait Islander origin? □ No □ Yes, Aboriginal □ Yes, Torres Strait Islander □

Is this child under the Guardianship of the Minister for Education and Child Development or in alternative care? □ No □ Yes □

**Parent / Guardian details**

Given name: 
Family name: 
Relationship to child: 
Signature: 
Date: / /

Please check the box on right for preferred method of communication

Home phone: 
Mobile: 
Work phone: 
Email: 
Mailing address: (as above)

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

Name: 
Relationship to child: 
Signature: 
Date: / /

**Office use only**

<table>
<thead>
<tr>
<th>Birth date range for eligible children</th>
<th>Anticipated preschool start date:</th>
<th>Any other comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 2018 2019</td>
<td>Term Year</td>
<td></td>
</tr>
<tr>
<td>From 01/05/2012 01/05/2013 01/05/2014</td>
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<td>To 30/04/2013 30/04/2014 30/04/2015</td>
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</tbody>
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Parent/Guardian has confirmed enrolment? □ No □ Yes □

Child resides in local catchment area? □ No □ Yes □

Date: / /