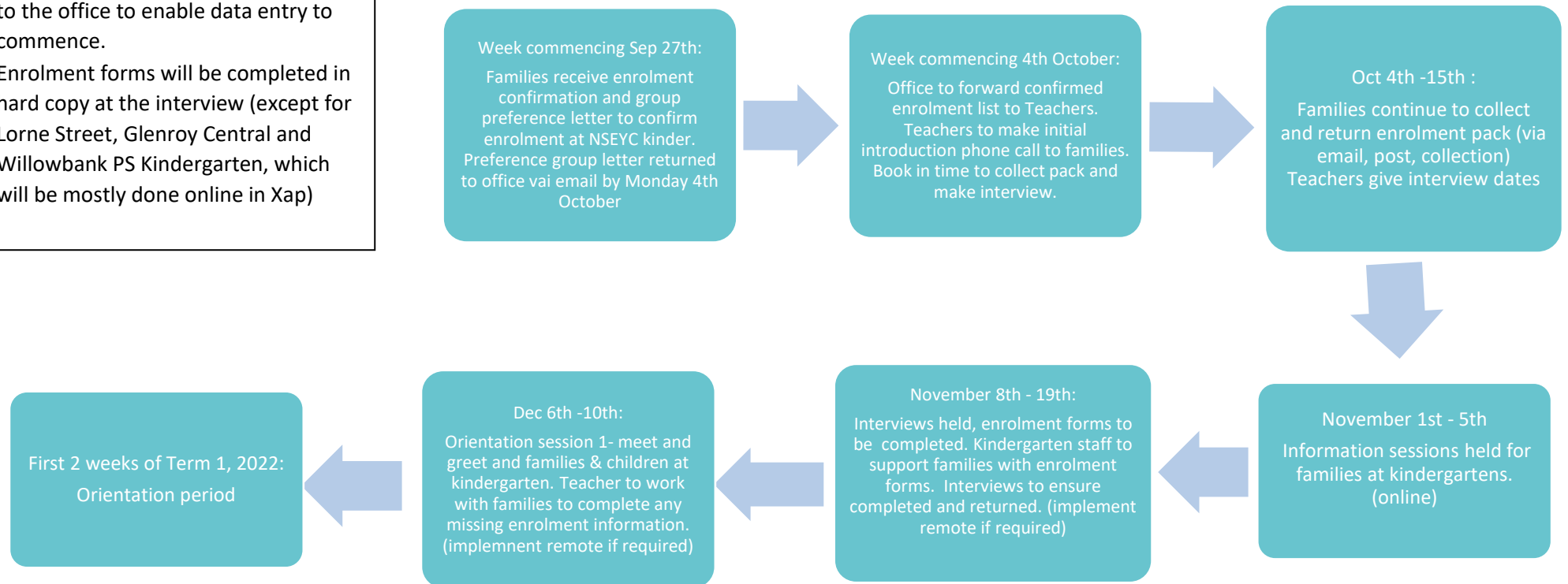


NSEYC Enrolment Process 2022

Note:

- Kindergarten Teachers will be the first point of contact for families.
- Each week, drop off enrolment forms to the office to enable data entry to commence.
- Enrolment forms will be completed in hard copy at the interview (except for Lorne Street, Glenroy Central and Willowbank PS Kindergarten, which will be mostly done online in Xap)



Detailed timeline: Commences August 2021 for 2022 enrolments

When	What -Task	In event of lockdown	Who
MARCH-AUGUST			
1 st March	Council central enrolment opens		Councils
August	Council sends NSEYC enrolment lists		Council to liaise with Admin
Week 23 August	Update parent letters regarding timetables by week commencing 23 August		Office
Week commencing 13 th September	Print copies of enrolment packs ready to send to families (3yo & 4yo) Deliver to kinders	Enrolment packs to be posted and a supply kept at the kinder	Office
SEPTEMBER			
Week commencing 27th September 2021	Confirm enrolment with families via email. (Bulk generic email) Preference list given with confirmation Confirmed enrolment lists provided to ECT to start making initial contact and confirm enrolment. ECT make initial phone contact with families to introduce themselves. Inform families that enrolment packs can collect first week of term 4 after teachers have contacted them to organise times.		Office ECT
<u>SCHOOL HOLIDAYS:</u> Week commencing 20th Sep – 4th 2021	Operations Manager and Admin to develop a draft list of group allocations (based on needs and preference) Send to ECT for review start of after preferences returned (mid-October)		Office/ Ops Manager
OCTOBER			
Week commencing October 4 th 2021	Enrolment packs provided to kinders ready for family collection Containing: interview letter, enrolment form, checklist 'Important information' fact sheet ECT to make initial phone contact with families to introduce themselves, ensure email received from office. ECT to invite families to collect packs and book	Families to collect from kinder if within 5km. ECT to make suitable time with families and ensure COVID Safe collection.	Kinder to nominate one staff to assist with handing out packs to families and marking names of the list

	<p>suitable time (COVID safe). ECT'S to remind families to return preference letter and enrolment forms to kinder asap.</p>	<p>Packs can be emailed (fillable forms)</p> <p>Return back to kinder or head office: secure drop off box at kinder or families to return via email (when possible)</p>	
4 th – 15 th Oct 2021	<p>Parents to commence collection of enrolment packs at kinder (email can be offered)</p> <p>ECT to tick off collection of packs via list as provided by the office to ensure all families have collected.</p> <p>Preference letter returned to head office. If given back to kinder, ECT to send copy to head office.</p> <p>Interview times for November booked by ECT (<u>Week commencing 15-26th November or earlier if desired when collecting packs.</u>)</p> <p>ECT's can book these times with families after enrolment forms have been returned. 20 min sessions</p>	<p>Enrolment packs to be posted and a supply kept at the kinder.</p> <p>Families to collect from kinder if within 5km.</p> <p>ECT to make suitable time with families and ensure COVID Safe collection.</p> <p>Set up secure drop off box</p>	ECTs
End of week commencing 11 th – 15 th Oct 2021	<p>Families able to return completed enrolments forms back to kindergarten when they have completed forms. ECT to check this and complete any missing paper work at interview times (or earlier)</p> <p>For Glenroy Central and Lorne Street families, they will receive a log-in details to complete the form on Xap</p>	<p>Set up secure drop off box</p> <p>To be held online</p>	ECTs Ops Manager Comms & Engagement
By 29 th Oct 2021	ECT to review groups list sent (according to needs and preference) and confirm		ECTs Ops Manager

	with Operations Manager for final approval. Groups finalised and sent back to teachers		
End of each week	Each week, staff to drop off enrolment forms to the office to commence data entry onto online system		ECT/Staff Office and data entry staff
NOVEMBER			
End of each week	<u>Each week</u> , staff to drop off enrolment forms to the office to commence data entry onto online system		ECT/Staff Office and data entry staff
Week commencing 1 st -5 th November	Information sessions held for families. General PowerPoint provided for services to use. Schools to be informed if they wish to attend	To be held online	ECTs T&LF
Week commencing 8 th -19 th November	Kindergarten staff to support families with enrolment forms. Interviews to ensure completed and returned. Interviews held (times at teachers' discretion) to finalise any missing enrolment information or copied of forms. 20 mins each ECT to gather information about child/family (backfill provided or additional days allocated). Remind families, incomplete paperwork will delay start. Provide medical action plan templates for families if required	Interviews will be over phone or online if COVID restrictions in place If face to face, ensure COVID safe practices are followed	ECTs
By 26th Nov	All enrolment forms and documents sent to office for entry into Xap and follow up of any missing information		ECTs/Office
DECEMBER			
Week commencing 6 th December-10 th December	Orientation session 1- meet and greet and families & children at kindergarten. Teacher to work with families to complete any missing enrolment information. Family and Children's handbooks to be given out		Office and Ops Manager

	Orientation time tables to be organised and sent to ECT and families for Jan 2022 Families advised of orientation schedule for Term 1.		
End of each week	Each week, staff to drop off enrolment forms to the office to commence data entry onto online system		ECT/Staff Office and data entry staff
JANUARY			
By 27 th Jan 2022	Hard copy enrolment forms returned to kinders, along with list of any missing info (children cannot start without this info being provided).		Office
During orientation sessions	Kinders to hand out children and family handbooks if they have not received already		
By 27 th Jan	Families sent Xap log-in details		Office
First 2 weeks of Term 1	Orientation period		ECTs