



Casuarina Street Primary School

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Website: <http://web.ntschoools.net/w/Casuarinast/Pages/default.aspx>

IMPORTANT INFORMATION: PLEASE READ

Thank you for your interest in enrolling your child at Casuarina Street Preschool. Enclosed in this pack are the forms you will need to have your child placed on our **waiting list**. Also enclosed is a Parent Handbook which has all the information you need about our service.

Our preschool operates on a full day, five days a fortnight basis. We have a Monday/Tuesday 'Parrots' group and Thursday/Friday 'Frogs' group and children also attend alternating Wednesdays. If you have a preference for the days your child attends, please indicate this on the front of the envelope. Please note this is a preference only and although we will do our best to accommodate, we cannot guarantee a place on your preferred days.

We will begin to accept enrolments for 2024 on **Wednesday 26th July 2023 from 7.45 am.** **Please provide a copy of your child's birth certificate and Immunisation records when handing in your enrolment forms.** To begin preschool at the start of the school year, your child must turn four by June 30 of that year.

We follow the school's Priority Enrolment Plan to place children in the preschool. As we are governed by the Education and Care Services National Regulations, we have a limit on how many children can be accepted into preschool. The Casuarina Street School Priority Enrolment Plans states that:

Children who live in the school zone will get priority, followed by children who have a sibling currently attending the school.

After this, the age of the child and when enrolment forms were handed in will be taken into consideration.

To see the school zone and the complete Priority Enrolment Plan, please ask at the front office. If you have any queries regarding the enrolment plan, please contact Ms. Renee Lammon, principal. If you have any queries about Preschool, please contact the preschool directly on 8973 3821

Please be aware before your child starts preschool, we will need a copy of any relevant information in regard to pre-existing medical conditions. We will require this information at orientation.

Please see the following table to assist you with our enrolment process.

Date	Action	Additional notes
Tuesday 13th June 2023	Enrolment packs ready to be handed out to families	Please pick up an enrolment pack from the school's front office or preschool
Wednesday 26th July 2023	Enrolment forms will be accepted back from this day, not before	Please do not try to hand in forms before this date
Friday 22nd September 2023	Forms handed in by today will be placed in priority order according to the school's Enrolment Priority Plan	Forms handed in after this date will not be guaranteed a position even if they meet the priority placement requirements.
Monday 23rd October – Friday 3rd November 2023	Phone calls will be made to parents who are being offered a place	Children who are not offered a position, will be placed on the waiting list for any positions that may become available later
	Class lists will be compiled and start dates will be organised and communicated to parents	CSPS preschool has a staggered start to the year over the first 2/3 weeks. Not all children will start on the first day and child care arrangements may need to be made.
Date TBA term 4 2023	Preschool orientation	Attending a preschool orientation is compulsory before your child begins preschool. Another orientation will be held on the first day of school in 2024, a student free day.

We look forward to hearing from you,

From the Preschool Team.