1. Families within the priority of access zone as designated by the Adelaide Prospect Partnership office will be offered placement at preschool first. In the case of higher numbers than places, these will be offered to those families on the waiting list the longest, after meeting the criteria set by the Region. (see Attendance policy for EA region).

2. Children will be offered sessional kindergarten for 2 full days and an additional 3 hours on alternate Friday mornings. Session times are 8.45-3.30 for full days, and 8.45-11.45 for the alternate morning sessions.

3. Children can not be left earlier than 8.45 unless by special arrangement with the director and on the approval of all staff. This will incur a cost of $5 each time, and can only be for emergency situations. Staff may assist in organising out of school care with other families by way of introductions.

4. To ensure equity for all families arrangements for early arrival can only be for emergency situations. The safety of the child is a priority, and staff are engaged in setting up the environment and not available to provide supervision prior to 8.45am.

5. Late collection of children (15 min-25 min) will incur a fee of $5 each time if on a habitual basis; $10 after 30 minutes. Families are encouraged to notify the kindergarten if running late to collect their child. Families will be contacted by 3.45pm if collection of child has not occurred and no contact has been made to staff. If no contact has been made to staff and all attempts at contacting emergency numbers have failed the child will be taken to the closest Police station by 2 staff members at the time of staff leaving the site. Children left on the site for an unreasonable length of time will incur a fee of $10.

6. Staff will make every attempt to provide access to sessional kindergarten for children by following the Priority of Access policy set by East Adelaide Region.