

Preparing to open and operate a new public preschool



I'm a principal



Phase 1 – Familiarisation

Key tasks

- Connect, engage and foster relationships with:
 - Early Learning (approved provider)
 - School Infrastructure
- Engage with Early Learning's resources and professional learning.

I know I will be successful if:

- I have been assigned a primary contact within the Early Learning Team.
- I have engaged with Early Learning resources and have an awareness and sufficient understanding of the requirements of the National Quality Framework (NQF).

Phase 1 must be completed



Phase 2 – Preparing for service approval

Key tasks

- Collaborate with the Early Learning Team for service approval application
- Develop local NQF procedures
- Complete risk assessments
- Staff recruitment
- Complete preschool staff induction
- Access Early Learning templates and tools.

I know I will be successful if:

- The service approval application is submitted by Early Learning at least 90 days before the anticipated commencement date.
- NQF procedures are understood.
- Risk management plans are documented.
- Staff hold Australian Children's Education and Care Quality Authority (ACECQA) approved qualifications.
- Preschool staff induction completed and legislated designated roles understood.
- Staff are familiar with templates and tools.

Phase 2 must be completed



Phase 3 – Before opening

Key tasks

- Develop statement of philosophy
- Promote the preschool and consult with community
- Commence enrolment process
- Develop programming and planning tools
- Order resources and prepare learning environment
- Host pre-approval site visit by the NSW regulatory authority.

I know I will be successful if:

- Philosophy displayed
- Preschool enrolment patterns established following community consultation
- Enrolment placements confirmed
- Program and planning system established
- Preschool environment is set up and ready for learning
- Service approval granted

Phase 3 must be completed



Phase 4 – During the first 3 months of operation

Key tasks

- Assess key practices against the National Quality Framework (NQF)
- Continue to engage with Early Learning resources and support
- Ensure delivery of a high-quality educational program

I know I will be successful if:

- Quality Improvement Plan developed
- All teachers, educators and leaders are actively engaging with key early learning resources, support and networks
- Children are participating in a program enhancing their learning and development

Got questions?

Contact Early Learning on **1300 083 698** or earlylearning@det.nsw.edu.au

Contact School Infrastructure on **1300 482 651** or schoolinfrastructure@det.nsw.edu.au