

# 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](mailto:earlylearning@det.nsw.edu.au)

Contact School Infrastructure on **1300 482 651** or [schoolinfrastructure@det.nsw.edu.au](mailto:schoolinfrastructure@det.nsw.edu.au)