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2022 Parent Disclaimer (15 hours of preschool) & Collection of Information (Privacy Statement) Information Sheet

**Disclaimer – Access to no more than 15 hours of Department for Education funded preschool**

Under the State and Australian Government’s Universal Access to Early Childhood Education initiative (Universal Access), part of the funding obligations for preschool service providers is to ensure that children are not accessing more than their entitlement of 15 hours per week (or 30 hours per fortnight) to a funded preschool program.

Before applying for per capita funding for a child, the service receiving the funding must ascertain from parents whether the child is already enrolled to access a funded place at another preschool program (see Schedule 3, Part 3 of the Funding and Service Agreement).

To satisfy this requirement, services are required to collect a parent disclaimer as follows:

*“I / We understand that the entitlement to a department funded preschool program, which may be a child care centre, private preschool or department preschool, is for an average of 15 hours per week over 40 weeks of the year (maximum, 600 hours).*

*I / We declare that the child I am / we are enrolling is not already accessing a department funded preschool program with an entitlement of 15 hours per week from another service provider.*

*If this child is accessing another preschool program that is funded by a department, which may be a child care centre, private preschool or department preschool, please provide details of the site and number of hours enrolled.*

*Child's Name …………………………………………………………….………...…*

*This site: Number of hours booked: 15 hours*

*Other department funded site: Name of site: ……………………………………………………………… Number of hours booked……….*

*If unsure whether the other service is a department Grant Funded Preschool contact the Universal Access team via* [*education.ecsupport@sa.gov.au*](mailto:education.ecsupport@sa.gov.au) *for more information.*

*Parent/Guardian Name……………………………………….……………….…*

*Parent/Guardian Signature……………………………………………….…… Date: ……………………………………………………*

It is recommended that this disclaimer is incorporated or be an addendum to the enrolment form.

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# Collection of Information – Privacy Statement (Statement)

From the commencement of Term 2, 2013, the Department for Education (the department) will collect personal information on all children attending department preschools and non-government preschool programs that are in receipt of funding through the Universal Access to Early Childhood Education initiative (Universal Access). Personal information includes the full names of the child and parent/guardian, and the child’s date of birth and residential address. The collection of this information is subject to South Australian Government Information Privacy Principles that safeguards the privacy of individuals.

The primary purpose for collecting this level of information is to ensure that preschool children enrolled in multiple early childhood services do not receive more than their funded entitlement to preschool (equivalent to 15 hours per week over 40 weeks) in accordance with Schedule 2 of the Universal Access Funding and Service Agreement.

The purpose of the Collection of Information – Privacy Statement is to advise parents or guardians that some of the personal information they provide when enrolling their child in the preschool program will be shared with the department. It also describes how this personal information will be used and how their privacy will be protected. The personal information that will be collected by the department from your organisation is identified in the Statement. There will of course continue to be other data collected about each child, for example the weekly hours of enrolment and attendance at preschool. Any preschool data that is collected in the Annual Census of Children’s Services and shared with the Australian Government will not contain any information that could identify an individual child or parent/guardian.

The ‘Collection of Information – Privacy Statement’ must be brought to the attention of parents or guardians and a signed copy verifying the information is to be retained by the service. To satisfy this requirement, it is recommended that the ‘Collection of Information – Privacy Statement’ is attached to the enrolment form as an addendum.

From July 2013, the Non–Government Preschool Data System (NGPDS) will be used for the collecting of data including the the department's Annual Census of Children’s Services.

If you require any further information or advice, please telephone the Universal Access team via:

[**education.ecsupport@sa.gov.au**](mailto:education.ecsupport@sa.gov.au)

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# COLLECTION OF INFORMATION PRIVACY STATEMENT

The Department for Education (the department), on behalf of the South Australian and Australian Governments, provides our service with funding to support the provision of a preschool program for children in their year before full time schooling. As part of this arrangement, the department requires this service to provide information about your child for funding assessment and reporting purposes. Personal information that we are required to submit to the department for children accessing the preschool program is as follows:

Full Name of Child Child’s Gender

Child’s Date of Birth

Usual Residential Address of Child

Full Name of Child’s Parent(s)/Guardian(s)

# INFORMATION PRIVACY STATEMENT

The department is committed to respecting the confidentiality of information provided by this service about children and their parent(s) or guardian(s), for example, information requested on child enrolment forms.

Some of the information requested in this form is to enable the department to:

* assess and to provide all preschool funding entitlements (under the provisions of the Universal Access to Early Childhood Education Funding and Service Agreement)
* collect necessary statistical information and undertake analysis of the composition of the child population
* meet reporting requirements, including to the Australian Government.

If organisations are contracted on behalf of the department to undertake tasks that require access to enrolment data, the contract(s) between the department and those organisations will include strict confidentiality and disposal provisions.

Only unidentifiable data is reported to the Australian Government. In accordance with the South Australian Government Information Privacy Principles, no personal information is reported publicly that could identify individuals. Further information about the Information Privacy Principles can be found at: <http://www.archives.sa.gov.au/privacy/principles.html>

The information collected in enrolment forms provided to the department is stored securely in the department's databases. The management of this information is governed by State and the department's policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the ‘Information Privacy Principles’ (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the Information Privacy Principles or in accordance with the information sharing guidelines, the department will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 1 Name

Parent/Guardian 1 Signature

Parent/Guardian 2 Name

Parent/Guardian 2 Signature

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