

# GERALDINE PRE SCHOOL

## ENROLMENT POLICY

Rationale: To provide an efficient and accurate system to enrol all families.

Purpose: To ensure required records are kept for each child who attends the centre and parents/caregivers are provided with the appropriate information, in relation to the enrolment of their child/ren at the Centre, including any relevant policies.

### Procedures

- On enrolment, whānau will be asked to complete enrolment forms for their child/ren which will include details on parent/guardian details, emergency contacts, medical details, collection of children, and fee payments etc (see attached enrolment form).
- On enrolment, information about weekly payment of fees and debt collection will be given to whānau. Whānau will be made aware of the methods available to pay accounts.
- Children under the age of 3 must be booked for a minimum of 6 hours per week and children over 3 must be booked for 12 hours per week.
- If a parent or guardian has special custody arrangements (i.e. anybody who is legally prevented from picking up or having contact with a child), they will be asked to bring in the custody forms for sighting and noting on the enrolment form.
- Whānau will sign that they have sighted the sleeping policy.
- The Ministry of Health requires all licensed Early Childhood Centres to sight and record every child's immunisation history on enrolment and updated regularly.
- A copy of the child's birth certificate or passport will be taken on enrolment to register that child on the National Student Number. This number will belong to your children throughout their education.
- All new prospective families enquiring about the centre will be invited to visit.
- On arrival all new families are welcomed, introduced to staff and information shared by an induction process.
- All whānau will receive an information booklet.
- All whānau who contact the centre but are unable to secure a booking for their child for their desired day/time will be offered the opportunity to list their child's name and their contact details on the waiting list register and will be informed of approximate wait time.

• **SIGNED:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

• **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

• **REVIEWED:**

• **NEXT REVIEW:**