



## ENROLMENT POLICY:

### Rationale:

Just Kids Management Committee requires an enrolment form for each child who attends the centre

### PROCEDURES:

- Before a child is enrolled, the parent/caregiver will be shown around Just Kids and introduced to staff
- Relevant questions i.e. ratio, staffing, curriculum, programme planning and daily routines will be answered
- The Just Kids Parent Information Pack will be given to parent/caregivers. They will be encouraged to read it before they enroll their child in the centre
- The fees' policy, WINZ childcare subsidies and 20 hours ECE will be explained when discussing session attendance and costs with management
- If the parent wishes to enroll their child, an enrolment form will be completed with the hours of attendance worked out, parents may chose to take the form away and bring it back before the child's start date.
- Parents must fill out all the required sections on the enrolment form attention given to completing all details regarding 20 hours ECE for all 3 & 4 year olds.
- Parents must provide the centre with an official verification document of their child. A copy will be made and filed alongside their enrolment form. This information will be sent securely to the Ministry of Education who will allocate your child with a 'National Student Number'. The following forms of identification are accepted; NZ birth certificate, NZ passport, foreign birth certificate or foreign passport.
- The enrolment form must be signed by both parties – Parent declaration and Service declaration.
- The parent is asked to fill in the name/s of any people not authorised to pick up the child due to a court order – a copy of the court order is to be kept at the centre with the child's enrolment form
- Enrolment forms will be kept safe in a locked filing cabinet/locked office
- All information on the enrolment form is for staff and parents viewing only and will be updated as required. It is the responsibility of the parent to notify staff of any information on the enrolment form which needs updating.
- Any changes to days/times of enrolment must be signed off by parents
- Parents will be asked to fill out an 'about me' sheet; this will allow the teachers to have a little bit of information about the child before they start.
- At least 2 orientation visits must be completed before any child starts. Children must be accompanied by their parents/caregiver for these visits; there is no charge for the orientation visits.
- If someone is picking up a child who is not named on their enrolment form as an authorised person, parents will be required to notify staff and write this on the daily sign in sheet next to their child's name. We require photo ID from any person collecting children who we have not seen before.
- Parents are required to read carefully all the information given to them at the time of enrolment as permission for spontaneous outings, transition visits, use of photographs, and application of non prescription preparations etc is included in this form at the time of enrolment.

When a child starts to attend the centre, parents/caregivers will be encouraged to spend time with their child to familiarise them with routines, environment and staff. They are also assured that they can ring the centre at any time to check on their child. They will be informed on how their child is transitioning into the centre as well as their progress and development.

CONFIDENTIALITY IS PARAMOUNT AT ALL TIMES

**Legislation which guides this policy;** Licensing Criteria for Early Childhood Education and Care Centre 2008, Appendix 3, category (i) medicines, Hazards and outings HS17

Date adopted: 2.10.2017

Date for review: 2.10.2019