



AORAKI COMMUNITY EDUCATION TRUST BOARD

ENROLMENT POLICY

Rationale: Enrolment records are maintained for each child currently attending the Centre.

Purpose: To ensure up-to-date information is kept for all children and there is a clear and consistent procedure for all new enrolments.

PROCEDURES

- On arrival, all new families will be welcomed, shown around and introduced to staff.
- On enrolment, parents/caregivers/whānau will be asked to complete an enrolment form for their child/ren, which will include details on parent/guardian details, emergency contacts, medical details, collection of children, attestation statements, and fee payments, etc., consistent with Ministry of Education requirements. An information booklet on the Centre's operations and relevant information will be available.
- Parents/caregivers/whānau will be required to provide their child's birth certificate, and a copy will be stored with the child's enrolment form.
- All children will be enrolled in the Ministry of Education National Student Number (NSN) Register.
- If a parent or guardian requests special custody arrangements (i.e. anybody who is legally prevented from picking up or having contact with a child), they will be requested to bring in the custody forms for sighting and noting on the enrolment form.
- On enrolment, parents/guardians/whānau will also give permission for their child to be photographed for assessment and planning purposes.
- The Ministry of Health requires all licensed Early Childhood Centres to sight and record every child's immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age. An Immunisation Register will be kept recording these details. This will be regularly updated.
- Parents will attend no less than three (3) settling visits with their child. These visits are to be close together and for a minimum of 1 hour per visit.
- On enrolment, families will be informed of the notice they need to give (or payment in lieu) of their intention to vacate their enrolled space.
- Parents/caregivers/whānau will be made aware of the methods available to pay accounts.
- All enrolment information will be kept for the required period of 7 years.
- Parents who are separated both must agree to any permanent change of hours.
- Parents who abandon their enrolment will be charged as per the Collection of Fees Policy.
- Waitlist – if there is not a suitable space for a new enrolment, they will be placed on the North Haven waitlist. The waitlist is monitored by the Head Teacher and spaces will be allocated as they arise in accordance with our policies and procedures.

Licensing Criteria GMA 10.

Implemented: September 2019

Review Date: September 2020