



Enrolment Policy and Procedure

Rationale, purpose:

This policy seeks to make the process of enrolment and waiting lists (should this be the case) flow as quickly as possible and to ensure the parent's aspirations/desires for their child be recognised, noted and catered for in the best way possible. Enrolment time provides an opportunity to make sure that new families are welcomed into the Fingerprints community, knowing that their ideas/voice/contribution to all that happens within the centre is valued.

Guidelines:

1. Enrolments will be handled in a fair and equitable manner, with no preference to: culture, religion, race or ability, but rather the centres ability to meet the needs of each specific child.
2. Preference will be given firstly to children of preschool staff and secondly to children with a sibling currently attending preschool.
3. Clarification of cultural/family aspects of care and educational expectations are valued and important to the child's wellbeing and development.
4. Families from all and any religious or cultural backgrounds are warmly welcomed into the Fingerprints family
5. Fingerprints will do all they can to ensure that no child is turned away from the centre due to diverse needs or individual differences, unless the centre management believe they do not have the needed expertise or resources to care for the child. Also taken into consideration will be the other children already attending the centre, or should the centre be unable to meet the individual needs to a level that is satisfactory for all involved. Any information regarding the child's specific needs must be given clearly at time of enrollment. Management have the right to de-enrol a child should information be withheld at enrolment time that impacts the centres resources/community/children or the child themselves.
6. Privacy of all information both written and verbal, received from families and parents at enrolment is in line with the Privacy Act 2020. All information on centre files of children, whānau, family contacts, will be securely stored. No information will be given out without parents/families permission.

Enrolment Procedure

- It is preferable that prospective parents/whānau make an appointment to be shown around the centre. Unscheduled visits are at the discretion of the Director/Senior Kaiako or Administrator.
- Prospective parents/whānau will be shown around the centre by the Director/Senior Kaiako/Administrator. The following information will be clearly explained
 - the philosophy,
 - the routines,
 - the curriculum,
 - karaitiana kaupapa,
 - Fees.
 - Privacy Policy in line with Privacy Act 2020
- At the end of a show around all parents/whānau interested in pursuing enrolment will:
 - Complete an inquiry form,
 - Be informed of potential session availability, possible support subsidy eligibility (if requested),
 - Receive an Information pack (priorities for learning, Information booklet, All about me sheet, Daily routines, Cyber safety, Lunch box ideas, privacy statement-included in enrolment form),
 - Asked about parents/whānau needs and aspirations for their child and if there are any other relevant issues to discuss.
- Parents/whānau may complete an Enrolment Form when a suitable session is available. If there are no available sessions suitable at the time of inquiry, parents will be asked if they would like to go on the waiting list. The Enrolment form is returned to the administrator, date/sessions/fees clearly documented and agreed upon.
- Confirmation of the booking will be sent from the centre administrator by an emailed Confirmation Letter to the parent for acceptance. Together with a full explanation of fees and policies.
- Confirmation from parents in email or documentation, secures an Enrolment with payment of two weeks fees in advance being required before the child begins.
- The Director/administrator will offer parents/whānau up to three free settling visits for the child to help familiarise the child/parents/whānau to staff, the centre environment and the daily routines. The parents/whānau chooses whether they stay with their child during this time. In the event the parents/whānau wishes to

leave their child during these visits the child must be Enrolled (with settling visits reflected in the Enrollment Form as bookings). No parent fee will be charged for short settling periods of up to three hours on these settling dates. If a child is to be left for a full session this would trigger the beginning of the Enrolled period.

- **Prior to settling visit**

The Administrator will;

- Create name and bag tags,
- Bring the attention of any food or other allergies to Director/Kaiako (if they are not aware of this); and ensure this is documented. A photo would be taken as soon as possible so a food allergy tag can be created. Any allergies/ illness or any confidential matters such as custody orders, disclosed to the administrator by parent **must** be discussed with Director
- Organise any Category iii medication forms (to be completed during the settling visit if possible).
- Organise portfolio teacher
- Add the parent details to FB (after the settling visit)

At time of settling:

- Any information that is not clear to the whanau, will once again be clearly explained by the Senior Kaiako/Director or administrator-depending on information needed. Settling discussions are likely to involve discussion around the child's development, the centres assessment process, family culture etc.in which case these discussions will usually be with Kaiako/Team Leader/Director.
- The administrator will ensure all aspects of the Enrollment Form have been completed and signed.
- The administrator will add the child's All About Me Sheet to the teachers file in the staff room.
- All parents/whānau are invited onto Fingerprints closed FB, where access to policies/information/newsletters and community news is available.
- Printed hard copies of all policies and information of the centres regulative requirements are available in the foyer/parents information and policies to be reviewed are posted on FB and on parent notice board.
- **Changes to enrolment**
- Parents/whānau may ask any member of staff as to a potential change in enrolment. The staff member will then pass on this information to the Administrator or Director. The administrator will discuss enrollment availability with the Director before making any changes.

- After discussion with the Director, the administrator is then responsible to make needed changes to enrolment spreadsheet and APT and print the needed day sheets sign in/out as soon as possible.
- The Administrator will also make changes to the Enrolment Form and is responsible for ensuring the needed documentation is signed as soon as is possible by the parents/whānau.
- Changed parent fees (in conjunction with management) and booking change will be communicated by the Administrator via email.

Managing a waiting list.

- Children are added to the waiting list from both current enrolments and prospective enrolments.
- Preference will be given to current enrolments where accounts are in good standing and where management continue to believe the centre can meet the needs of the child enrolled.
- Sessions and bookings are reviewed constantly to create the best scenario possible for all parents and their situation.
- Parents are asked to inform/discuss the possibility of their child staying on at preschool after they have turned five. The administrator will contact the family in advance (the term prior) to ask the starting date of their chosen school. However, discussion beforehand will be needed in the case of a child continuing at preschool after turning five.
- Should parents decide to wait for a certain session to be available, they will be notified as soon as the centre can accommodate their booking preference.

December 2022, changes to enrolment forms:

All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see principles 3: [Privacy Act 2020 and the Privacy Principles](#))

Additionally, all Privacy statements must include the exact wording as below:

Privacy Statement:

Personal information about your child collected on this enrolment form is shared with the Ministry of Education, who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry:

- For funding allocation purposes
- For monitoring purposes
- To allow the assignment of a National Student Number *to your child and
- To allow the Ministry or Secretary of Education to exercise any of their powers or responsibilities under the Education and Training Act 2020 and as permitted by privacy Principles 10 and 11

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.

*A National Student Number is a unique identifier for your child within the education system You can find more information about National Student Numbers and what they are used for at [National Student Number \(NSN\) - NZQA](#)

Early childhood services can find out more information about NSN assignment-including acceptable identity verification documents-at: [National Student Number \(NSN\): for schools - Education.govt.nz](#)

The Ministry recommends keeping a record of identity verification documents that have been sighted but not retaining copies of identity verification documents, which if received, should be securely destroyed once verified.

Education (Early Childhood Services) Regulations 2008; Reg: 47 Licensing Criteria for Early Childhood Education and Care Centres 2008: Criteria GMA3, GMA4, GMA 10, Health and Safety at Work Act (2015), Privacy Act 1993

Approved by:

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