

ENROLMENT POLICY

Rationale: Accurate enrolment records are essential.

Purpose: To ensure that enrolment levels are carefully managed, and that up-to-date information is kept for all children.

Policy Statement:

1. The Board of Directors (BoD) recognizes that:-
 - a) The level of enrolments directly effects the ongoing viability and staffing requirements of the Centre, and must be carefully managed with consideration of both.
 - b) An informative enrolment process and the collection of accurate data relating to children attending the Centre is essential.
2. The Board delegates responsibility to the Centre Manager for all matters relating to enrolments and maintaining enrolment records.

PROCEDURES

1. In particular the **Centre Manager** will:
 - a) Ensure that all new families, whether enrolled or not, are welcomed, shown around and introduced to staff.
 - b) Offer enrolment to all children, regardless of gender, culture, background or additional learning needs.
 - c) Ensure that enrolments sought for session spaces that are unavailable, are placed on a waiting list once the completed **Enrolment Form** is received.
 - d) Ensure allocation of session space is given the following considerations:
 - i) The child meets the eligibility criteria according to Schedule 1 below
 - ii) The overall viability of the Centre.
 - iii) The need to adequately and economically staff each session.
 - iv) Age of child (priority given to 4 year olds to enable them to prepare for school).
 - v) Waiting list from date of enrolment.
 - vi) For sessions that are in demand or with waiting lists, giving preference to:
 - i. Booking requests for the whole session time.
 - ii. Booking requests that overflow into the adjacent session.
 - vii) Filling less demanded sessions with bookings for shorter times.
 - e) Ensure all children are enrolled in the Ministry of Education (MoE) National Student Number (NSN) Register.
 - f) Ensure that all enrolment information is securely stored and kept for the required period of 7 years.
2. In particular the **Centre Manager** will take all reasonable steps to ensure that **Parents/Caregivers**:
 - a) Complete an **Enrolment Form** for their child which includes parent/guardian details, emergency contacts, medical details, collection of children, attestation statements & fee payments, consistent with MoE requirements.
 - b) Provide a copy of their child's Birth Certificate.
 - c) Show their child's immunisation history so it can be recorded on the **Immunisation Register**.
 - d) Show custody forms if they require special custody arrangements (ie. anybody who is legally prevented from picking up or having contact with a child), so it can be noted on the **Enrolment Form**.
 - e) Give permission for their child to be photographed for assessment, planning and social media purposes.
 - f) Are provided with an **Enrolment Pack** which will include a **Parent Handbook** outlining key Centre's procedures.
 - g) Are aware of the Centre's **Emergency Procedures**.
 - h) Are aware of the notice they need to give (or payment in lieu) of their intention to vacate their enrolled space (See **Fees Policy**).
 - i) Are aware of the methods available to pay accounts ie. Cash and/or deposits into the Centre's bank account (See **Credit Control Policy** regarding alternative arrangements).

MANAGEMENT & ADMINISTRATION

ENROLMENT POLICY – PT.15

Licensing Criteria GMA10

DATE ADOPTED: 11.11.19

DATE FOR POLICY REVIEW: 2021

DATE PROCEDURE REVIEWED: 19.05.2021

- j) Are aware that they should inform the Centre Manager or Administration Manager of any changes that need to be made to their child's enrolment form concerning allergies, medical conditions, medication, immunisations, emergency contacts, etc.

Schedule 1 - Enrollment Eligibility Criteria: (Present MOE licencing criteria provides for 30 child places from 2 to 5 years old)

- At a meeting of the BoD held Monday 14th May 2021 it was decided that Tower Road Christian Preschool will only accept enrolments for children from the day they turn 3 years old until the day they turn 6 years old.