



Enrolment Policy

Rationale: To provide a clear and accurate Enrolment system.

Purpose: To make sure all required records are kept for children attending the centre and to ensure all parents filling out the enrolment form understand what they are being asked.

1. When enquiries are made to the centre parents/caregivers will be given an enrolment form to complete. A member of the Administration team will strive to make sure parents/caregivers are shown through the form and understand what they are filling out.
2. Within this form parents will complete details required as set out within the ECE Regulations. A brochure with tips and guidelines will be provided with enrolment forms as part of our information pack. This information may be available in other languages.
3. Parents/Caregivers will be given time to take this form home and fill it out.
4. The Ministry of Health requires us as a licensed centre to sight and keep a copy of every child's immunisation records. These can be found within Plunket books or via GP records. We will have provision to copy these on behalf of parents.
5. An immunisation register will be kept by the administrator and copies kept within children's enrolment files.
6. Parents are required to fill in a direct debit form when enrolling to pay their child's fees. This may be negotiated with Management if necessary.
7. An information booklet about what to bring, fees and subsidies and opening and closing times will be provided with each enrolment form. This allows families to keep this important information at home when their enrolment form is returned to us.
8. Families will be expected to give 2 weeks notice (or payment) of their leaving date. This will be made clear to them when they first enrol with our centre.
9. Any special Custody arrangements will be required to be noted on enrolment forms. Evidence of formal protection orders will be kept within the children's enrolment file.

All new families enquiring about our centre will be welcomed to come and spend time with us prior to enrolment. Information about our centre is available online www.steppingstones.net.nz for viewing at home. A Centre Manager or administrator will be available to answer questions for families in person each day or via phone or email in the event that they are both away on leave.

At this centre we value parents' and family/whanau contribution and involvement in their child's education and care.

We will strive to ensure that parents and family/whanau are advised on how to access relevant information concerning their child and the operation of the centre and inform them of any planned reviews or consultation.