

Enrolment/Parent Information Policy



Rationale: To provide a clear and accurate enrolment system. The maintenance of enrolment records provides evidence of the accountability of service providers to the community and government for Crown funding. Enrolment records are also an indicator of good management and administration practices necessary to ensure the safety of the children attending.

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/signing up to.

ENROLMENT

- When enquiries are made to the centre parents/caregivers will be invited to complete an online enrolment form.
- A non-refundable \$50 enrolment fee will be charged and must be paid before enrolment is confirmed to secure a booking space.
- Once child begins if an enrolment fee has been paid a \$50 credit will be added to your child's account which will be used for your child's fees/ad hoc invoices.
- Birth certificates are required and will be sighted & immunisation records are required to be kept on file.
- Each child will be issued with an NSN upon enrolment and this will be recorded in Discover.
- Parents are required to pay fees weekly unless discussed with management for other arrangements.
- There is an optional direct debit service available which details will be made available to parents on enrolment.
- If fees are not being paid on a weekly or otherwise agreed arrangements, management can enforce parents to be on direct debit system or your child's enrolment may be terminated.
- 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.
- As an early childhood education centre, we aim to build strong relationships with parents/whānau, encouraging open and honest communication, with the child at the forefront of all decisions. Where there are custody issues, we will remain impartial, follow due process and abide by the court rulings.
- An information booklet/brochure will be provided to you on enrolment. An email will be sent out with the food safety information prepared by Ministry of Health and other important information.
- The administrative assistant or manager will contact families annually on their child's birthday to ensure all records are up to date, including immunisation records and contact details for parents and emergency contacts.
- Families will be expected to give three weeks' notice (or payment) of their leaving date.
- Attendance records will be kept showing the time and date of every child's attendance at Stepping Stones @ Braebrook. This will be done through the Discover system and kept for 7 years.

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- Documentation of this information will be available to parents and government officials as appropriate under the Education Act 1989 section 319B. (GMA 12)
- 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 at www.steppingstones.net.nz.

PARENT INVOLVEMENT

- At this centre we value parents' and family/whanau contribution and involvement in their child's education and care. Parents/whanau will be given an induction by management and team leaders and appropriate documentation made available to them if they have not accessed this online.
- We will ensure that parents and family/whānau 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.
- A parent library is available for parents to access as well as newsletters and information sharing via Facebook and Story Park.
- A centre manager or administrative assistant 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.
- The centre fees schedule is available on our website and in our Information for parents/whānau folder in reception.
- Details of the amount of funding the centre receives from the Ministry of Education and how this is spent will be displayed in reception and placed in the newsletter when the annual accounts are audited.
- We will use our Facebook/emails and Storypark page for reminding parents about our upcoming events and important dates to remember.
- Each child will be provided with a profile book that documents the teachers' assessments of the child's progress in learning at the centre. These books will be stored in the play room/non-contact room. The books are available on request. If these books are not returned to preschool or damaged there will be a \$15.00 fee per book charged.
- Storypark will be used for the documentation of each child's learning and charged to parents/whānau at \$20 per year.
- All centre policies will be reviewed regularly. When a policy is due for review it will be provided to all staff for comment. A copy will then be added to our families Facebook page or Storypark and emailed to parents not on Facebook to view and comment on.
- Teachers will be available to informally meet parents on a daily basis to exchange information. They will also be available at mutually suitable times to formally discuss with parents their child's ongoing learning and development.
- Our Education Review Office report is available on our website and in the information for parents/whānau folder in reception.
- All our policies are available in our policies folder upon request.