



Te Reanga Childcare

ENROLMENT POLICY

RATIONALE

Te Reanga Childcare Centre has an open-door policy and encourages the wider community to make an informed decision on whether our environment is right and suits the needs and the expectations of children, parents, caregivers, and Whanau. The Centre must have accurate records of all families attending Te Reanga.

PURPOSE

- To ensure parents, caregivers and Whanau are aware of what the Centre provides, the costs of childcare and the expectations the Centre has of parents.
- To ensure the Centre has accurate records of the child attending the Centre
- To ensure teachers are well versed with the enrolment process.

GUIDELINES

- Families are welcome to come, inspect the Centre, and gather enrolment information at any time. Teachers will ask parents, where possible, to avoid visiting over the lunchtime period 11.30am to 1.00pm and to come before 4.30.
- During the enquiry parents will be shown around the Centre by a permanent teacher and given an explanation of what happens from a caring and educational perspective. (see procedure)
- Families will be given a Centre information booklet, WINZ information if required and if they wish to enrol at that point, depending on vacancies, an enrolment form.
- Parents will be required to fill in an enrolment form upon confirmation of enrolment and provide details for the immunisation register and any health or medical needs that may impact on the child's participation at day care (see Health and Safety policy). All enrolment records must be kept for 7 years.
- Families who wish to book a position in advance will be required to pay a week's fee in advance as a holding fee which when they cease care at Te Reanga will be credited to their account. Failure to attend will result in the deposit not being refunded. Fees must be paid either weekly or fortnightly via automatic payment. Failure to pay or make arrangements for payments to decrease debt to the satisfaction of the management will result in care being no longer available. If a debt collection agency is called in to collect fees parents will be charged a 30% collection fee for the outstanding balance.
- Families with 2 or more children attending will receive a 5% discount.
- Families must be informed of and follow the Settling Policy once enrolled.
- On enrolment hours will be confirmed and WINZ subsidy forms will be completed if necessary.
- Families entitled to 20 Hours E.C.E will be required to complete an attestation and optional fees form. If the child attends day care over 20 hours then the appropriate hourly rate will be charged. Note that there is a maximum of 6 hours per day for the 20 hours ECE.
- Bookings must be for minimum of 12 hours per week and in 4-hour blocks eg 8am-12pm, 12pm-4pm. Existing families who wish to increase hours on a day that their child is not booked in need to book in for 4-hours.
- If there are no vacancies families may be added to the waiting list. Details of name, address, phone, hours required, child's name and age will be recorded.
- The Centre Director will keep vacancy records up to date.



Te Reanga Childcare

- Parents are expected to keep the Centre informed of any details that change e.g. addresses. Child personal, emergency contact and medical record update will be done annually.
- When enrolment is confirmed, prior to starting at Te Reanga the family will be designated a key teacher for their child.
- Parents will be required to fill in an enrolment form upon confirmation of enrolment and provide original documents of birth certificate and immunisation certificates, and any health or medical needs that may impact on the child's participation at day care (see Health and Safety policy). All enrolment records must be kept for 7 years
- The Centre will operate an open door policy and encourage parents/caregivers/whanau to come and visit for short periods. Longer visits to work with and observe their children (except in conditions covered under the exclusion clauses, Health and Safety policy, or when they have restricted access to their children) will need to be prearrange with the staff. Consideration of the impact of the visit on centre routines and programme, staffing, privacy of children and families, time and duration will dictate whether the visit is possible.
- The Centre will be closed for a teacher's only day the Tuesday after Easter Monday every year. Parents will not be charged for this day.
- Fees are payable for public holidays and in the case that children are away due to sickness or on holiday.
- Parents/whanau/caregivers may be entitled to upto a maximum of 15 days per year at a 50% discounted rate where their child is absent from the centre. These days are calculated as below and do not accumulate:

Days Per week	Days Per year at 50%
5	15
4	12
3	9
2	6
1	3

- The following policies will be given to parents in their information pack:
 - Enrolment Policy
 - Settling in
 - Waiting list policy
 - Positive guidance
 - Sleeping
 - Complaints procedure
 - Unwell child
 - Child abuse prevention and procedure

LAST REVIEWED: March 2015

CURRENT REVIEW: March 2017

MANAGEMENT REPRESENTATIVE