



Enrolment Policy

Rationale

We aim to provide quality care and education for children through a manageable group size, making us financially viable and providing a significant service for our community.

References;

Te Whariki; Belonging – Goal 1 – Children and their families experience an environment where connecting links with the family and the wider community are affirmed and extended.

Licensing Criteria; GMA1, GMA7 and GMA11

DOPs; 6

Definitions

Legal Ratio requirements; Under two years - 1:5

Over two years - 1:10

Procedure

1. Objective is to have controls in place which ensure that;
 - a. Legal requirements are always adhered to.
 - b. All children have access to quality care and education.
 - c. The centre is operating within budget.
2. Any vacancy will be identified by the total enrolment limit according to agreed group size.
3. A child who is the sibling of existing centre children will be given priority on the waiting list over other children. Priority will also be given to meeting the needs of existing centre families.
4. Prospective families fill out an application for enrolment detailing requirements for care.
5. When an application for enrolment (pre-enrolment form) is received a letter of acknowledgement is sent out which indicates that when parents/caregivers/whanau enrol on the waiting list they do so with the knowledge that it is an indication of interest only and does not guarantee a placement within the centre.
6. The management team regularly reviews the rolls and endeavours to project up to six months in advance according to the spaces becoming available and enrolment criteria and families are advised accordingly. These advance figures must be viewed as projections only and cannot be expected to be definite.
7. Eighteen hours is our minimum booking however this must be spread over a minimum of three days.

Staffing Considerations - The centre will never operate outside the identified legal ratios for quality funding and aim to meet ideal centre ratios most of the time. It is the manager's responsibility to manage staff accordingly.