



# 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. Parents and children need to feel welcome and comfortable in their new environment. Our teachers will encourage and support parents and children in their transition to our centre. In the pre-school years it is vital that children are exposed to positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling-in procedures will ensure that this is possible.

## 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.

Belonging – Goal 1. Children and their families experience an environment where they know they have a place, where they feel comfortable with the routines, customs and regular events.

**Licensing Criteria;** GMA1, GMA2, GNA 3, GMA7 and GMA11

## Definitions

Ideal Ratios aimed for: under two years - 1:4.  
over two years - 1:8

Legal Ratio requirements: under two years - 1:5.  
over two years - 1:10

## Procedure

1. The 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, the family receives communication from the office 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 Manager and administrator regularly review the rolls and endeavour 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. Twelve hours is our minimum booking however this must be spread over a minimum of two 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.

# Settling In

## Procedures

In terms of ease of settling, we suggest parents make around five visits in the three weeks before the starting date, however we are happy for this to be more if necessary. For the first visit to our centre the parent will stay with their child, then on their next two visits leave them for around an hour and for the remaining visits leave them for a longer, agreed period of time. During one of the visits we suggest that an opportunity be taken to give the child a practise in sleeping at the centre. There are no fees charged for settling your child in the Centre.

Days and times of settling visits will be recorded by the key teacher in the diary and communicated to the other teachers in the team.

At these visits parents are encouraged to get to know their child's teachers, and to share their knowledge of their own child to help with the settling process. Parents are encouraged to complete and return various forms in order to help with the settling of their child. Parents should allow time for themselves and their children to settle into the new environment

It is important that during these initial visits that a meeting be arranged with the Manager so that bookings may be confirmed and key policies of the centre discussed. Ideally during one of the short visits would be the perfect opportunity.

All children will be appointed a key teacher who will be responsible for their profile (the child's book of learning). During these settling visits the key teacher will arrange their breaks to suit the needs of the child.

The child is welcome to bring any special toys or cuddlies that might help them in settling, but in general we would prefer that toys do not come to centre, as we cannot be responsible for the toy's safety.

We endeavour to ensure our sleep rooms are positive and peaceful spaces.

Parents should label bottles and clothing clearly to avoid mix-ups.

Each child and parent settles at their own pace. Remember, there will be good days and bad days in an early childhood setting, just like you have at home

## Parent Induction

### Procedures

Parents wishing to place their child on the waiting list will be encouraged to visit the centre and shown around by the Manager or a designated person.

During the first settling visit, a meeting will be arranged between the parents and the Manager. At this meeting the booking will be confirmed and the family made familiar with key centre policy documents.

The parents/caregiver and child are introduced to all teachers with a special emphasis on the teachers working with their child. The new child's key teacher will be introduced and the role of that key teacher will be clarified.

A designated place for the child's bag and belongings will be prepared and labelled as soon as possible.