

5.3 Enrolment Policy

Date effective: July 2025

Review Date: September 2025

Position Statement

At Early Years, we are committed to providing a fair, transparent and inclusive enrolment process that aligns with our centre's values of respect, communication, trust, motivations and happiness. Our enrolment policy ensures that all tamariki and their whānau have equitable access to our high-quality early childhood education, regardless of background, ethnicity or ability.

Enrolment decisions are guided by our centres capacity, staffing ratios and the best interests of the child, while also recognising the importance of continuity, sibling attendance and community connection.

Issue Outline

Our enrolment policy addresses several key considerations. Ensuring equity and access is essential, particularly in providing fair opportunities for all tamariki, including those with additional learning needs. The policy must also manage the realities of fluctuating demand and limited capacity, requiring transparent systems for prioritising enrolments, such as giving preference to siblings, returning families and those with existing ties to the centre.

Detail

1. All eligible children have the right of enrolment at Greytown Early Years.
2. Minimum hours for children to attend are as follows:
 - a. Under two year olds: minimum of 2 days and 5 hours per day,
 - b. Two to three year olds: minimum of 2 days per week and 6 hours per day
 - c. Three to five year olds: minimum of 3 days and 6.25 hours per day
 - d. For each age group, the minimum hours per day remains the same irrespective of how many days they are attending.
3. Greytown Early Years management and board will review the fees annually
4. Will be based on compliance to legislated fee requirements and rules pertaining to attendance and absences.
5. The enrolment form will comply with the Ministry of Education requirements to collect accurate information as per the Early Childhood Regulations 2008.

Enrolment Procedures:

1. On enquiry to enrolling a child, parents will be informed of the following aspects of our centre:
 - Any vacancies or days available / current waitlist situation
 - Fee Schedule - for all age groups
 - Board structure – Non Profit Organisation
2. Whānau are encouraged to fill in an enrolment form and place their child's name on the waiting list as early as possible.
3. Placing a child's name on the waiting list does not guarantee a space – availability arises as children leave but these dates can change. Being flexible with the days needed can be helpful in securing a space earlier.
4. Enrolments and starting dates are at the discretion of management in accordance with the ages and needs of current children.
5. Existing families will have precedent for enrolments. We will work with families to extend their child's hours as they turn two and three to meet the minimum requirements of days / hours.
6. Parents will be given an opportunity to be shown around the centre. They will be introduced to all staff by a management person and an explanation of the programme will be given by a member of the teaching team.
7. Management recommends that the parent and child visit 2-3 times prior to enrolment and starting date. These dates and times are agreed with whānau and varied according to the children's needs.
8. Parents must stay with their child/ren for the duration of these visits (Parents cannot legally leave their child on any occasion before the start date specified on enrolment form, and enrolment form must be signed). With the exception of drop off settling visits (no charge to parents). Early years must not claim funding for drop off settling visits.
9. Information regarding a child will be shared with both parents and/or guardians unless there is any custodial arrangement in place to prohibit this.
10. It is the responsibility of parents to inform centre management of any custodial arrangements upon enrolment or if custodial arrangements change while enrolled at the centre. This will be documented in the private file of every child and shared with employees who need to be aware of the arrangements.
11. For children of parents who are separated, any dispute over the day-to-day care of a child and his/her right to early childhood education needs to be settled by the parents.
12. Teachers are bound by confidentiality of the Privacy Act 2020 and are not permitted to release any information concerning the health or behaviour of any child, contact details, and the personal circumstances of the whānau without consent gained from parents. Exception is made when kaiako are concerned for a child's safety. See Child Protection Policy.

References:

5.5 Settling/Transition Policy

3.2 Fees Policy

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education and Care Centres 2008 (as amended Sep 2022)

Te Whāriki Early Childhood Curriculum

Ministry of Education Funding Handbook

Privacy Act 2020

United Nations Declaration on 'The Rights of the Child'

Links to Licensing Criteria 2008 – GMA10, GMA11,**Privacy Act**

The information requested in the Enrolment application form is needed by the Centre to comply with the statutory requirements and to enable centre staff to contact you or to ensure the appropriate care and education of your child. We are obliged by regulation to keep these records for at least seven years. In the event that it is necessary to refer your account to a debt collection agency, information supplied by you will be made available in pursuit of collection of all amounts outstanding.