



Enrolment Policy

Goal:

To ensure that parents and whānau are provided with appropriate information to complete the enrolment process for their child.

Procedure:

1. When enrolling their child, parents and whānau are required to visit the centre to familiarise themselves with the centre environment and the teachers.
2. When a position on the roll becomes available, parents and whānau will be given an 'Enrolment Pack' to take home and look through.
3. In order to confirm the placement of a child on the roll, parents and whānau must return the completed Enrolment form to the centre within one week of receiving this form.
4. As part of the enrolment process, parents or whānau are required to provide a Birth Certificate and evidence of immunisation status.
5. If parents choose not to immunise their child/ren, they will be required to sign a letter stating so.
6. Enrolment forms for all children will be updated at the beginning of each year.
7. Parents and whānau are required to read all the information contained in the enrolment form, before they sign it.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020