**ENROLMENT POLICY**

**Licensing Criteria GMA2,GMA 9, GMA10 GMA11.**

**Rationale:** Enrolment records are maintained for each child currently attending the Home-based Network Service.

**Purpose:** To ensure up-to-date information is kept for all children.

**PROCEDURES**

* Enrolment enquiries will be received from either the educator or coordinator.
* If an enrolment enquiry has been received by an educator then the coordinator will be contacted.
* The coordinator will contact by phone an enrolment enquiry within 48 hours. In the event the coordinator cannot contact the enquiring family, the coordinator will arrange for Services Owner or Educator to contact the family.
* The coordinator will discuss with the family the best educator to meet their family’s needs and arrange a time to meet the new enrolment enquiry at the educator’s home.
* On arrival, all new families will be welcomed, introduced to the educator and current children and be shown around.
* On enrolment, parents/caregivers/whānau will be asked to complete an enrolment form for their child/ren, which will include details on parent/guardian details, emergency contacts, medical details, collection of children, attestation statements, and fee payments, etc., consistent with Ministry of Education requirements. An information booklet on the Homebased Services operations and relevant information will be available.
* Parents/guardians will be required to provide their child’s birth certificate, and a copy will be stored with the child’s enrolment form at 663 Rangiora Leithfield Road, Rangiora RD7, phone: 0210494972
* A copy of the family information will be sent to the coordinator and relevant Educator.
* All children will be enrolled in the Ministry of Education National Student Number (NSN) Register.
* If a parent or guardian requests special custody arrangements (i.e., anybody who is legally prevented from picking up or having contact with a child), they will be requested to bring in the custody forms for sighting and noting on the enrolment form.
* On enrolment, parents/guardians will give permission for their child to be photographed for assessment and planning purposes.
* The Ministry of Health requires all licensed Early Childhood Services to sight and record every child’s immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age. An Immunisation Register will be kept recording these details at 663 Rangiora Leithfield Road, Rangiora RD7, phone: 0210494972 and a copy of will be sent to the coordinator.
* The Coordinator will keep this regularly updated and will notify any updates to the office manager at 663 Rangiora Leithfield Road, Rangiora RD7, phone: 0210494972.
* On enrolment, families will be informed of the notice they need to give (or payment in lieu) of their intention to vacate their enrolled space.
* Parents/families will be made aware of the methods available to pay accounts.
* Child Enrolment forms will be securely stored.
* All enrolment information will be kept for the required period of 7 years.