



## ENROLMENT & ATTENDANCE RULES AND PROCEDURES

### Rationale

To ensure that our enrolments practices are fair, consistent and meet all Regulated obligations we shall implement an Enrolment Policy and Procedures.

### Policy

We have a commitment to the families at Wanaka Preschool and value their loyalty to us. We shall endeavour to meet family's needs at the same time as meeting Ministry enrolment rules and regulations.

### Procedures

- Existing families will when appropriate, have precedence for enrolments.
  - We shall maintain a waiting list process through the FirstBase Programme.
  - We shall work from the dates as recorded in the Wait List from the enrolment form.
  - We shall try to keep sibling enrolments to the same days as much as possible.
  - In the interest of maintaining effective Governance of Wanaka Preschool, committee members shall have precedence for enrolments if appropriate. When meetings are scheduled through Preschool hours, and where possible, their child/ren shall be provided a space so that Committee members are free to attend meetings.
  - Wanaka Preschool has the right to charge fees for any activity, service or event that is over and above our everyday programme and service. This is permissible within the Ministry of Education guidelines for the Free Hours policy.
1. All enquiries shall be responded to. Parents will be encouraged to visit at a time suitable to the teachers and children. If the enquiry comes from out of town, an Enrolment Pack will be sent to them.
  2. When the Enrolment form is completed and signed, data shall be entered into the FirstBase Programme.
  3. All enrolments shall take into account the date the parents have set as their possible start date.
  4. Children moving from the Korimako Room will have precedence over new enrolments. We shall endeavour to ensure that these children continue to be enrolled in the Kererū Room for the same days. In some cases, this may not be possible; therefore, we shall negotiate with parents about other possible days until a space becomes available.
  5. The Waiting List will comprise:
    - Children who are too young to start

- Changes of sessions / days
  - Increases / decreases to enrollments
6. Parents must fill out the '**Change of Attendance**' Form. It is a requirement that we have written evidence for all changes to enrolments to show during any audits.

## **20 Free Hours**

We are providers of 20 Free Hours to all families. However, there are limitations to these that families need to be aware of.

### ***Conditions:***

1. Parents are to complete the enrolment procedures plus the Attestation Form designating the number of Free Hours to be assigned to Wanaka Preschool.
2. That there are places available.
3. That we are in possession of verification of the child's age (birth certificate)
4. That charges for any service that is over and above everyday provision is to be reimbursed by the parent/s.

## **Extended Leave**

**Three Week Absence Rule:** The Ministry of Education policy is that we are to cease funding when a child is absent for three consecutive weeks. We are required to remove the child/ren from our rolls.

**Illness:** The Ministry of Education has a provision where children with special needs or health problems may need to be absent for longer than three weeks. Preschool can apply for an exemption to the Three Week Rule for these children.

### ***Procedure***

- Parents will be informed of the consequences of removing their child/ren from the roll for an extended period.
- Children who will be absent for 3 or more weeks shall be removed from the roll and returned to the waiting list.
- The next child on the waiting list shall be given that placement in our programme.

May 2007

To be Reviewed July 2008