

Procedure.

Early Years Care and Education

Enrolment and transition

PREPARATION

- Family | Whānau is given the respective Unit's "Information Pack" which consists:
 - ✓ Information sheet for ECLC Under 2s / Over 2s.
 - ✓ EYCE brochure.
 - ✓ Waitlist form.
 - ✓ Administrator/Team Leader contact cards.
 - ✓ EYCE Fees Structure.

PROCESS

- Parent returns completed waitlist form to the Team Leader or Administrator.
- Administrator processes the form.
- Administrator contacts whānau to confirm place.
- Administrator gives whānau the respective Unit's Enrolment Pack which consists:
 - ✓ EYCE Enrolment Form.
 - ✓ WINZ Information / Form.
 - ✓ EYCE Enrolment and Financial Policy.

Enrolment

- Once the offered place has been accepted by whānau, the Administrator gets whānau to complete and submit Enrolment Form with deposit to confirm the place (if child is starting immediately, no deposit is collected, and an invoice will be generated at next invoice date).
- The Administrator will advise whānau on fees and method of payment.
- The completed original Enrolment Form is filed by the Administrator with a copy for the respective Unit's Enrolment folder. The Team Leader organises transition and start dates.
- The Team Leader assigns a key teacher / primary care teacher, and advises the teacher.
- The Team Leader makes contact with whānau to introduce self, and gives information about transition and start dates.

- The Team Leader informs all staff of new child, key / primary care teacher, transition and start dates.

Transition

- At first transition visit, the key / primary care teacher meets with whānau to discuss child's home routines, whānau aspirations for child, and address any questions whānau may have, and explain the transition process.
- Key / primary care teacher introduces child and whānau to the rest of the team.
- If required, set the next transition date with whānau.

Date of last review: Nov 2024

To be reviewed: Nov 2026