



# **PELORUS COMMUNITY PRESCHOOL**

## **Enrolments/Admissions Policy**

**Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA10**

### **Rationale**

The Pelorus Community Preschool shall be accessible to parents and caregivers requiring care and education for their preschool children

### **Objectives:**

#### **ENROLMENT**

- All children regardless of their race, creed, special needs or health, shall have the right of enrolment and admission
- Enrolments are to be made on the Pelorus Community Preschool Enrolment Form
- Parents are responsible for the accuracy of the enrolment information. Any changes in this information need to be in writing and signed by the custodial parent, whanau or caregiver.
- Enrolments should be made, in writing, by the custodial parent, whanau or caregiver
- Enrolments (including casuals) will be limited strictly to preschool aged children (under 6 years old) not already enrolled at school.
- Wellchild Immunisation Certificates must accompany the enrolment
- The maintenance of a waiting list and the maintenance of the preschool roll are the responsibility of the Senior Teacher

- Regardless of age, enrolments must be made for a minimum of two full sessions (covering 2 separate days). Pelorus Community Preschool believe one week between visits is not conducive to the happy integration of the child into the preschool environment.
- As a community owned and operated preschool, parents will be required to agree that they are willing to participate in parent help at the preschool.

## **ADMISSION**

### **Admission to any session is at the discretion of the Senior Teacher.**

The teachers will consider all factors when admitting a child and determining the order of such admission-this includes

- Learning needs
- Medical Reasons
- Behavioural Issues

### **Licensing Criteria**

Enrolment records are maintained for each child attending. Records are kept for at least 7 years (GMA10).

**Adopted : September 2009**  
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**Updated: November 2010**  
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## **Policy in Action**

If this policy is being effectively implemented then the following should be happening:

- Children are enrolled and admitted to Pelorus Community Preschool in a timely manner
- All children are supported and welcomed as they enter the Pelorus Community Preschool
- The Waiting List is current and flexible