



ADMISSION, ENROLMENT AND INDUCTION

Heretaunga Kindergarten has procedures in place for children/whānau when they enrol and are inducted into the Kindergarten. They are as follows:

Enrolment of Children

- When whānau call in to enrol their child we will welcome them and provide them with appropriate information.
- It is the greeting teacher's responsibility to introduce to other teachers, answer any queries the whānau may have and give them a small tour/ introduction of the Kindergarten. As a team we will support this process.
- They are then to be given the Kindergarten's pamphlet.
- The enrolment form needs to be completed to the best of their ability by the whānau.
- The RKA policy of offering places to "older children first" will be explained.
- Inform the whānau that we will make contact when their child's turn comes up.
- Give the enrolment form to the teacher aide to enter into the computer. This form will be initialled, dated and stamped 'entered' and filed into the waiting list folder.
- Any email/phone messages are to be answered promptly and courteously by the teacher responsible at the time.

Admission/Induction of Children

- Heretaunga Kindergarten has an open door policy and welcomes whānau and children at all times.
- Children are admitted on an age basis by the teacher responsible for the waiting list/rolls at the time.
- Transfers are accepted from other Kindergartens where possible.

- Where possible we will give one to two weeks notice to whānau prior to admission.
- Shared places are acceptable when necessary at teacher's discretion and in line with Association policy.
- All children and whānau are to be accepted and welcomed into the Kindergarten environment.
- Where necessary induction/admission may be delayed due to special needs requirements but not curtailed. This may require outside support services being sourced, e.g. GSE and meetings held prior to admission to ensure a smooth transition occurs.
- On the first day the float will be responsible in ensuring the child and whānau are welcomed, introduced to other teachers and children and supported with the settling-in processes.
- Show the child/whānau the communication pocket, bag area, policies, notice boards, painting box, toilets (adults/child), answer any questions, contribution/fundraising box and the sign-in area.
- Work with the child to obtain his/her hand print, portfolio book cover and take photos for display and portfolio book. This should be obtained in the first week.
- All teachers will work with parents on an individual basis about settling their child in. This may require a separation programme to be put in place.
- Obtain immunisation records where possible.
- Show whānau/child where our portfolio books can be found and revisit this book once it has been set up and settling-in sheet has been done.
- Heretaunga Kindergarten is committed to running a whānau information evening yearly or as required.

Office Duties

- Ensure enrolment forms are inputted into KOMS as soon as possible.
- Ensure enrolment/admission procedures are adhered to and reviewed regularly by teaching team.
- Ensure enrolment records are kept up-to-date and rolls maintained to Association expectations. Send out regular health update reminders, hearing vision and address updates.
- If not possible ensure Association are kept informed and in agreement with strategies put in place.
- Maintain the am/pm and waiting list folders.

- Add names to list for children who can not be photographed etc.
- Keep medication and relievers/parent help notice in kitchen updated.

Date of adoption: September 2008

Reviewed and Approved: September 2010

Next Review date: September 2012