



## ENROLMENT POLICY

March 2011

North Shore Playcentre Association aims to provide quality sessions for children from birth to school age, and supports and encourages children to remain at Playcentre through to school.

### Rationale:

1. All families with children who enrol to attend the Playcentres affiliated to the North Shore Playcentre Association must complete the North Shore Playcentre Association Enrolment Procedure.
2. The Procedure:
  - Sets out what is expected of a Playcentre family and what is available for the child.
  - Enables the Centre to establish a record for each child that contains the necessary information so that the child's needs can be met and the Playcentres legal requirements are met.

### Procedure:

This enrolment policy dated March 2011 applies to all new and existing enrolments of NSPA and supersedes the previous policy upon which it is accepted as policy by the Association.

### Before enrolment

1. Enrolment is available to any prospective family (parent/guardian/caregiver/whānau) with a child aged 0-6 years without discrimination on the grounds of ethnicity, religion, gender, ability or background.
2. Prospective Playcentre families are entitled to attend up to three free sessions prior to enrolment.
3. Prior to enrolment, prospective Playcentre families are given information on
  - The expectations of adults (refer No.11)
  - The provision of the early childhood educational opportunities for the child
  - The general running of the Centre
  - The running of the sessions under group supervision.
4. After three free sessions, the prospective Playcentre families are given the opportunity to enrol for specific session days or to be placed on the waiting list. Families on the waiting list will be kept informed of when they can expect to begin at Playcentre.

### Enrolment

5. The parent /guardian is required to complete the North Shore Playcentre Association enrolment form for each enrolling child prior to enrolment. The parent /guardian is provided with a copy of the enrolment policy to assist them in the enrolment process.
6. At enrolment, the parent / guardian acknowledges that the child is not enrolled at another early childhood centre during the sessions that it is enrolled at Playcentre.
  - Children enrolled in two services - Government funding can only be claimed by one service therefore a child cannot be enrolled in two services during the same hours in a day.

A child enrolled in Barnado's or alternate Government funded caregiver must advise their service of these arrangements. Playcentre will claim ECE Government funding for these sessions. (Refer No.19)

7. The attestation section must be completed by parents before the centre (if applicable) claims the 20 hours ECE rate for a child.
  - The parent is required to state whether, and for how many hours, they want their child enrolled for 20 hours ECE, and if their child is receiving 20 hours ECE at another service, if so, how many hours.

- It is the responsibility of the Parent to inform the Centre of any changes in allocation of 20 hours ECE.
  - Each term, when enrolment forms are checked by the enrolment officer, any family with a child approaching three years will be asked to complete the attestation form for that child.
8. The immunisation certificate provided to all children at birth by the Department of Health must be sighted at the centre on enrolment or at age 15 months if they enrol before 15 months. Full immunisation is not a pre-requisite for enrolment at the centre.
9. When a family is enrolling at Playcentre, the child's custodial arrangement will be recorded.
- When one parent has sole custody, the custodial arrangement should be sighted and recorded on the child's enrolment form.
  - If the custodial arrangements change, the custodial parent has the responsibility of informing the Centre so that the records can be updated.
  - "FIB" will be recorded in additional information for the child on the attendance register if by law there is forbidden access, or access is subject to conditions.
  - Centre members will be made aware of any custody issues when necessary to ensure children's safety and compliance with access orders. This will be done in consultation with the parent/guardian.
  - If a non-custodial parent / person arrives at the Centre, information about access should be checked and / or the custodial parent /person should be contacted. If it is established that the access should be denied, the non-custodial parent /person will be asked to leave the premises.
10. At enrolment, the Playcentre family has the Centre and Association policies made available and they sign to note they have been read (policies include excursions, sleeping children, child protection and adult and child health policies).
11. When a prospective Playcentre family with a caregiver other than a family member for the child wishes to enrol their child, the Centre can require the enrolment to be given approval at a Centre meeting.
- Points to consider – Child relationships
  - Ratios
  - Waiting list
  - Involvement of child's parents
  - Stresses on the group
  - Continuity between sessions.

### Responsibilities of a Playcentre family

12. The family of a child enrolled at a Playcentre affiliated to North Shore Playcentre Association is responsible to have a parent or caregiver (e.g. grandparents, whānau, Barnardo's caregiver or similar, paid caregiver, nanny) undertake the following:
- Playcentre is a family co-operative and the parent / caregiver is required to share the responsibility of group supervision and the running of the Centre.
  - Perform session duties as required by the Centre. The minimum requirement is one session per week per family.
  - Participate in the Playcentre Adult Education Programme. The parent /caregiver agrees to take part in the introductory process for new families (Course 1 and Course 2). Course 1 and Course 2 are the compulsory qualifications for all Playcentre families. Course 2 is required to be completed within four terms of the commencement of enrolment in Playcentre.
  - Attend Centre business meetings (minimum 1:3 Centre).
  - Attend Centre planning and evaluation meetings including LEAP and End of Session Evaluations.
  - Pay Centre Membership Fees as detailed in the Centre policies.
  - Attend working bees, clean ups.

- Hold a centre position – large or small: Playcentre families are encouraged to participate in the operation/ administration of the centre when they are able.
  - Decisions are made by consensus decision making and consultation. Refer to the NSPA Constitution and Totara Tree.
  - That the caregiver will have an established relationship with the child prior to attending Playcentre sessions.
13. The NZ Playcentre Federation and North Shore Playcentre Association Constitution / policies state the following:
- That a child under the age of 2 ½ years must be accompanied by a parent /or nominated caregiver.
  - That each child over 2 ½ years old shall attend a minimum of two sessions per week.
  - That family mixed-age sessions are the basis of Playcentre.
  - That children must attend a minimum of 3 family sessions per week before attending an extra session, e.g. older children / extended session.
  - That a Playcentre will provide up to but not more than 5 half-day sessions each week for any one child.
  - That a child can only attend one Playcentre session per day.
14. The Playcentre family may leave the child at the Centre for the official session hours in accordance with the Centre roster when:
- They are over 2 ½ years old and settled.
  - The group has discussed the settling and the care of the child on session.
  - The parent /caregiver has completed Course Two or has been granted a temporary dispensation as outlined in the Minimum Compulsory Training Requirements Policy.
15. In the event of a family wishing to fully withdraw one of their children from Playcentre to attend another Early Childhood Service and maintain the enrolment of the other child/ren at Playcentre:
- The family must consider whether they are willing and able to continue to meet the responsibilities outlined in the Enrolment Policy (refer 12 and 13).
  - The family is asked to discuss with the Centre President or delegate how they will meet their Playcentre responsibilities. The objective of this discussion is to establish a clear proposal to put to members at the next Centre meeting.
  - At the next Centre Meeting, the Centre President or delegate will put forward the proposal. The family is encouraged to attend the meeting and take part in this discussion.
  - A decision on the proposal is the responsibility of the members at the Centre Meeting.
16. The Centre may ask the family to reconsider enrolment of their child at Playcentre if the family does not fulfil their Playcentre responsibilities.

## Sessions

### *Other Information*

17. During the introductory process (Course 1 and 2 talks), the parent /caregiver will discuss Playcentre philosophy with an experienced Centre member.
18. The enrolment form is kept for up to 10 years, and secure as required by the Privacy Act. The parent /guardian should update the enrolment forms when changes occur. The Centre must follow the guidelines relating to enrolment in the Centre Bulk Funding / Rolls kits.

19. All children attending a Playcentre session must be recorded on the roll. This includes visitors.

20. Barnados or Paid Caregivers at your centre

**It is a Centre decision** as to whether children may attend under these circumstances. As a Centre, you could formulate a policy which is suited to your Centre or your Centre may like to consider each case individually and take each case to a Centre meeting before the child goes onto the roll. It is a centre decision – not just one taken by a few members. Keep this policy in your Operations Manual.

**Facts to be aware of:**

- Human Rights Act: This is a document that is to protect all against any discrimination. Also any family looking at Early Childhood centres has the right to choose. This Act does not go against Playcentre Philosophy; the Human Rights Act has 'exceptions for educational establishments' – the Act takes into account "establishment, maintained wholly or principally i.e for students of one sex, race or religious belief ...." Playcentre fits into "principally" as we have a Philosophy based on family / whanau.  
[Whanau is - any member of your family and extended family, not a paid "extra" child]
- Children attending regularly **MUST GO ON THE ROLL**, be included in the ratios and the family must pay membership fees (Constitution Clause 39). Playcentre will be claiming bulk funding from the Ministry for the children during session times.
- Parents must advise Barnardos that the child is enrolled at Playcentre with the caregiver - under **GROUP SUPERVISION**. Barnardos will charge the parents a small extra cost to cover the Government subsidies which Barnardos can no longer claim. The parent **MUST** sign the Enrolment Form and it is the centre's responsibility to point out the rules and philosophy statements on the Enrolment Form so the parent is clear as to what is their family commitment and also under **GROUP SUPERVISION**.

**References:**

Notes for Centres and Association relating to operation within the Privacy Act 1993  
Education (Early Childhood Centres) Regulations 1998  
Education (Early Childhood Centres) Regulations and Licensing Criteria 2008  
The Health (Immunization) Regulations 1995  
The Minimum Compulsory Training Requirements Policy

<b>Policy Accepted:</b>	Association Meeting, 23 May 2016.
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<b>Review Date:</b>	2019
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