

**Napier Community Childcare Trust  
Port Ahuriri and City Children's Centres**

**ENROLMENT POLICY**

**Rationale:**

Education (Early Childhood Centres) Regulations 1998 state:

- 35 Records - The licensee of a licensed centre must ensure that there are kept for each child (for at least 7 years) records available at all times for inspection and copying by authorised persons having the right of entry to the centre under section 318 of the Act, .....
- a) The Child's name, date of birth and home address or addresses; and
  - b) The name, and if it differs from the child's address or addresses, the name and address of at least 1 person who has custody of the child; and
  - c) The place at which, or the means by which at least 1 person who has custody of the child, or
    - (i) Has custody of the child; or
    - (ii) Has been nominated by a person with custody of the child, may be reached while the child attends the centre; and
  - f) Details of any chronic illness from which the child suffers, and, of any medication the child has to take; and
  - h) The names of people who (by direction of a person who has custody of the child) should be consulted if the child is ill or injured; and
  - i) The names of people authorised by a person who has custody of the child to collect the child and, where appropriate, people who, by law, ...
    - (i) Have a right of access to the child; or
    - (ii) Are forbidden to have access to the child, or have a right of access to the child that is subject to conditions.

**Aim:**

- To ensure we have appropriate documentation on our enrolment forms, with information that covers the requirements of the regulations.
- To ensure parents have an understanding of what is required of them on enrolment of their child.

**Requirements:**

- No child can attend the centre unless they have completed (and signed) an enrolment form.
- Every enrolment must conform with the record-keeping requirements in the Education (Early Childhood Centres) Regulations 1998 as above.
- All children must attend for a minimum of 6 hours per day for the days they are enrolled.
- We do not accept casual bookings. Every child must be booked for a regular day every week.
- Any custody arrangements are in writing by an authorised person and staff are made aware of the details.
- A copy of the child's immunisation form is attached to the enrolment form and information is updated on centre computer system.

**Conclusion:**

**Reviewed by: Trustees**

**Date: March 2007**

**Approved by:  
(on behalf of the Napier Community Childcare Centre Trust)**

**Date Approved:**