

WAITING LIST & ADMISSION TO KINDERGARTEN POLICY

RATIONALE:

Central North Island kindergartens provide care and education for the young children of families who have chosen the service.

OBJECTIVE:

To establish procedures that facilitate fair and impartial entry to each kindergarten and meets the legal requirements of the Education (Early Childhood Centres) Regulations 1998.

POLICY:

Waiting List:-

1. Children's details may be placed on the waiting list from birth.
2. The enrolment form may be completed in person or by telephone.

Admission:-

1. Children will be admitted to kindergarten in age order, excepting when there is compelling reason to admit a child in other than age. Such exceptions must be made only after the General Manager has approved a written submission from the Head Teacher outlining the compelling reason.
2. Parents/caregivers shall sign an enrolment agreement at the time of admission.
3. The child's details shall be completed in person by the custodial parent, or person(s) authorised by the custodial parent, on the admission form provided by the Association.
4. All children regardless of race, creed, special needs or health shall have the right of admission to kindergarten, excepting as provided for in section 60 of The Human Rights Act 1993, and subject to the conditions of clause 10 of this policy.
5. Children are entitled to remain at kindergarten until their sixth birthday. Parents/caregivers should notify the Head Teacher if they wish their child to remain at kindergarten after their fifth birthday.
6. Both Association and Ministry of Education approval are required for any child to remain at kindergarten after their sixth birthday. Full fees will apply from the date of their sixth birthday.
7. A written record of the child's name and date of admission shall be provided, upon request, to parents/caregivers for their use when transferring to kindergartens in other Associations.
8. Admission and attendance records shall be retained as required by the Education (Early Childhood Centres) Regulations 1998.
9. Where a significant change is proposed to the delivery of a kindergarten service that may impact negatively on the waiting time for children on the waiting list, at the time of such change, steps shall be taken by the General Manager to ensure that such children 3 years (and over) will not be disadvantaged by the change.

10. A child cannot attend kindergarten (apart from up to 20 Free hours for 3-4 year old children) until such time as any previously outstanding fees owed by the parent/caregiver to the Central North Island Kindergarten Assn. is paid or a satisfactory arrangement is made to pay such outstanding fees. Any such arrangement to pay fees shall be monitored by the Finance Manager.

REFERENCES:

- Education (Early Childhood Centres) Regulations 1998 Part 4, No. 35 & 37
- Education Amendment Act 1990 60, 311
- Human Rights Act 1993
- Desirable Objectives and Practices