



Enrolment & Attendance Policy



Rationale

To ensure sufficient information is provided by Hopscotch to parents/caregivers regarding centre philosophy and policies, and to ensure sufficient information is provided by families/whanau so that their and their children's needs are met.

Te Whāriki

Belonging - Goal 3 - Children and their families experience an environment where they feel comfortable with the routines, customs and regular events.

Procedures

1. Children are aged from approximately three and a half to six years of age. The centre is licensed for a maximum of 30 children.
2. The centre's License will be prominently displayed at reception.
3. A child's booking must be for no less than 4 hours per day. A morning booking must start no later than 9am. An afternoon booking must start after 1pm.
4. Hopscotch is open from 8.00am until 5.15pm from Monday to Friday. Children must be collected at the arranged time unless the centre is notified of other arrangements.
5. A daily attendance roll will be produced and kept for seven years showing the times and dates of each child's attendance at the centre.
6. The centre will be closed on statutory holidays and for two weeks at Christmas.
7. A separate enrolment form must be completed for each child by the parent/caregiver.
8. Only those people named on the child's enrolment form will be allowed to collect them. A parent/caregiver is able to call the centre to give permission for somebody else to collect their child if they are not named on the enrolment form. Thereafter, the parent/caregiver must add that person to the enrolment form, or contact the centre at each collection.
9. A guardian of a child must be aged 15 years or over or they will not be allowed to remove a child from the centre.
10. An Official Identification Document (such as a Passport or Birth Certificate) must be supplied for copying as soon as a child's enrolment has been confirmed.
11. An immunisation certificate must be supplied for copying at the commencement of a child's enrolment. Alternatively, the centre must be notified if the child is not immunised.
12. Parents/caregivers must supply nappies for children that require them.
13. The parent/caregiver will be asked to supply two clean changes of clothing for their child for each day they attend.
14. Morning and afternoon teas and a late snack will be supplied by the centre. Filtered water and milk will be supplied by the centre. Refer to the Food & Nutrition policy.
15. Children with an infectious disease must be kept away from the centre until the infection is cleared. Children with other illnesses such as colds and coughs will be allowed to attend at the discretion of the Licensee or Supervisor - refer to the Child Health Policy for more details.