

Rationale

Ko Taku Reo Preschool operates under a bilingual philosophy using New Zealand Sign Language (NZSL) and English. Children enrolled will be supported to develop NZSL and English as well as developing their sense of identity, with consideration to developmental strategies and stages of individual children.

Enrolment criteria and conditions

Children aged between two to six years may be enrolled if they meet any of the following enrolment criteria and conditions described below:

Criteria number	Enrolment criteria	Enrolment conditions
1	A child with any degree of hearing loss	<ul style="list-style-type: none">• may enrol for all the available days• prioritized for van service
2	Siblings of children with a hearing loss	<ul style="list-style-type: none">• may enrol for all the available days• second priority for van service
3	Children of Deaf Adults (CODA)	<ul style="list-style-type: none">• may enrol for all the available days
4	Discretionary enrolment – children who have a link to the adult Deaf community	<ul style="list-style-type: none">• may enrol for all the available days
5	Children from the local* community or have a sibling enrolled at Kelston Primary School. * live in Kelston, Glen Eden or New Lynn suburbs	<ul style="list-style-type: none">• may enrol for all the available days• enrolment fee applies

Enrolment fees applicable for all children over the age of three years are described in the fee procedure.

Enrolment protection scheme

While maintaining a quality service that meets the needs of DHH children, Pre-school management reserves the right to protect a number of enrolment spaces. Enrolment priority will be guided by the enrolment criteria. Deaf children will have priority over other criteria enrolments on the waiting list.

Waiting List

When an enrolment space becomes available the waiting list will be managed by following the steps outlined below:

1. The Preschool Lead will prioritise the waiting list following the enrolment protection scheme and determine which space has become available.
2. If a Deaf child is waiting for a space, they will be offered the available enrolment days and times.
3. If a Deaf child is not waiting, the next oldest child under the enrolment criteria categories will be offered a space.

Enrolment

The families of children enrolling into the centre will have:

- had an initial visit to the centre to observe the programme.
- received an enrolment information booklet and where appropriate information about additional services offered by Ko Taku Reo Deaf Education
- had their immunisation certificate sighted and copied by a staff member, if applicable.
- stipulated the days of attendance.
- completed an entry record (kept for seven years from exit), containing the following details:
 - child's full name, date of birth and address
 - name and address of at least one parent or caregiver
 - contact details for that parent
 - child's doctor
 - chronic illness/condition
 - adults who can pick up the child
 - court orders e.g. custody arrangements
- had their I.D. document sighted e.g. New Zealand birth certificate or New Zealand passport, a foreign birth certificate or passport, or New Zealand citizenship documentation.

Attendance guidelines

- No more than 30 children are permitted to attend at any one time
- Children are able to attend up to five sessions per week
- Children may not attend sessions if they are already enrolled in another early childhood service for the *same time period*
- Children may change attendance days, providing the maximum number of children permitted is not exceeded, and at the discretion of the Preschool Lead. A 'Change of Enrolment' form will be completed to indicate any permanent change of attendance.

When children arrive and leave pre-school, the attendance day sheet will be signed. This may be done by a parent/caregiver, or in the case of children travelling on vans a permanent pre-school staff member. A weekly attendance register will be signed by parents to confirm the recorded enrolment dates. The attendance records will be kept for a period of seven years.

Enrolment completion

Once a child is enrolled, a Key Teacher will be allocated. The Key Teacher has the overall responsibility for ensuring the child's documentation is up to date, including Portfolio entries, Individual Development Plans, and working with parents/whānau and other professionals involved in the child's care and education.

Preschool Lead or Lead Teacher enrolment responsibilities

- Meet prospective families interested in the pre-school and provide information about how the service works.
- Allocate a Key Teacher.
- Share important information to staff about the child's:
 - a. toileting needs
 - b. allergies
 - c. any custody arrangements* (specifically if someone is not allowed access to the child)

Key teacher enrolment responsibilities

- Read the child's enrolment documentation to familiarise themselves with the family.
- Contact the family to introduce themselves as the Key Teacher
- Contact any professionals working with the child to introduce themselves as the Key Teacher

* Where custody orders or access restrictions are in place, the Preschool Lead will report this to the Head of Early Years. A plan will be developed to ensure that:

- Access to the child is not granted.
- Pre-school staff have a predetermined location to take the child, either within or outside pre-school.
- Pre-school staff have support from Ko Taku Reo Senior Leadership if required. For example, if a parent presents themselves aggressively.

Change of details

The following system will ensure that up to date information on each child is entered into the Discover database system and therefore available for emergency purposes.

Enrolment

If a parent requests to adjust the enrolment of their child, a 'Change of enrolment' form will be completed specifying the current enrolment and change requested. If the change is possible, the Senior Teacher will approve the change and ensure the change is recorded in the Discover database system.

Contact details

If the family contact details or home address changes, the Preschool Lead, Lead Teacher, or Key Teacher will arrange for the completion of the 'Change of details' form. The information on this form will be entered into the Discover database system and the paper copy placed in the child's file.

Associated procedure

- Fee procedure

Appendixes:

- Appendix a – Enrolment form
- Appendix b - Child disability form
- Appendix c – Change of enrolment form
- Appendix d – Change of details form

Reviewed	August 2024
Review partners	Lead Teacher, Staff, Parents
Next review date	August 2027
Signed:	
Preschool Lead	Susan Swolfs