

# Child Enrolment Policy

Written May 2013. Reviewed August 2015.

## Rationale

To collect the required and relevant information to complete a child's enrolment, to enable PORSE to meet Ministry of Education funding requirements and to provide families with affordable in-home childcare.

## Objectives

1. To outline clear guidelines for child enrolments.
2. To ensure the required information is collected and recorded to support each child's enrolment.
3. To clearly outline the process for enrolling children in the care of a Home Educator.
4. To clearly outline the process for enrolling children in the care of an Au Pair or Nanny Educator.

## Guidelines

1. The PORSE Enrolment Agreement ('the Agreement') is completed with the family with 100% accurate information. PORSE Staff members will support the family to complete the Agreement.
2. Families must provide an official identity verification document (NZ or foreign birth certificate or passport) for each child on the agreement under six years of age. See the 'privacy statement' section of the Agreement.
3. Following initial enrolment, any subsequent changes to enrolled hours with PORSE, enrolled hours at another ECE service, Statutory Holidays/Term Breaks or optional charges must be signed and dated by the family on the Agreement.
4. PORSE Staff will enter the information into BORIS and produce the Agreement. This Agreement is to be signed by the family, and checked and signed by a PORSE staff member. Signatures are required throughout the agreement and all must be completed.
5. The original Agreement is to be scanned into BORIS and stored on the family's file (Ministry of Education requires these to be stored for seven years).
6. Families are issued a Family Code (recorded in BORIS as Debtor Number) as part of the enrolment process.
7. When enrolling children with an Educator:
  - a. The Educator and family negotiate the details in the Home Educator Service Conditions (SMC14) form. These conditions are agreed to and signed by the family and the Home Educator.
  - b. The Contractor Administration Agreement (SMC12) is signed by the family and Home Educator and by PORSE.
  - c. PORSE provides the family with an Authority for Automatic Payments (SMC24). The family is responsible for setting up payments.
  - d. There are minimum hours for children (not yet enrolled in school). These are six hours on any one day or nine hours per week.
8. When enrolling children with an Au Pair or Nanny Educator:
  - a. There are minimum enrolled hours for children aged three to five years old (not yet enrolled at school) enrolled with PORSE and cared for by a Nanny Educator/Au Pair. These are, seven hours on any one day or 21 hours per week, including any 20 Hours ECE hours used at any early childhood service other than PORSE.

Note: The following questions outline how minimum hours are assessed:

    - Are there seven hours including 20 Hours ECE hours at another service on any one day? or
    - Are there 21 enrolled hours including 20 Hours ECE hours at another service over the week?
  - b. The Educator and family negotiate the details of the Au Pair or Nanny Educator individual employment agreement. These conditions are agreed to and signed by the family and the Au Pair or Nanny Educator with the relevant contractual details given to PORSE (such as if we need to administer KiwiSaver, hourly rate etc).
  - c. The Wage Administration Agreement (SMC10) is signed by the family and a PORSE representative.
  - d. The family completes a Direct Debit form, for a family employing a Nanny, KiwiSaver payments.
9. Families may be eligible for a PORSE subsidy, and it is the families choice if they wish to be considered for this. This subsidy is at PORSE discretion and can be altered at any time.
10. Children with on-going special needs or health problems can be exempt from the Frequent Absence Rules and/or funded beyond the three week period for continuous absence. **Refer to the operations manual – whole team approach – managing enrolment and attendance for the criteria and application forms for this exemption.**
11. Hours of care must have sufficient time during normal working hours (Monday to Friday, 8.30am – 5pm) to allow a Programme Tutor to complete a home visit and observe children in care (as outlined in the Home Visit Policy).

**Note:** Information about 20 Hours ECE is available on the PORSE website and Ministry of Education website. Contact your Community Team if you require further information about enrolments and the enrolment process.

