

REGISTRATION/ENROLMENT PROCESS (replacing Whānau Folders)

Family arrives at kindergarten to register their interest

OR

Family registers online and kindergarten receives email notification, (a pdf version of the **Creating Lifelong Learners booklet** is available via the online registration form on the website).

Family is given:

1. **Creating Lifelong Learners booklet.**
2. **Registration on Waiting List form** - this can be completed at the kindergarten or at home and returned (or register online).
3. **Kindergarten Options flyer** relevant to their wider community.

Family is:

1. Contacted by phone or email and waiting time explained.
2. Emailed a PDF version of **Creating Lifelong Learners booklet and the Kindergarten Options flyer** so families can see options and hours available in wider community. There may also be kindergarten options close by with shorter waiting times. (Options flyer available on website.)

Each kindergarten will initially be given approx 100 booklets. New supplies of the booklet and registration form pads can be ordered by emailing alyshan@wn-kindergarten.org.nz (Options flyers available on website.)

Registration details are entered on Infocare.

Starting date notified to family.

(Note: For funding purposes please encourage families to complete enrolment form before the start date.)

As part of enrolment process, please ensure:

- Family has completed all sections and signed the Enrolment Agreement (the attestation information is particularly important – is it signed and dated?).
- Family is given **Kindergarten Welcome flyer** and the **Fees pack** in an **L shape letter file**.
- The **Kindergarten Welcome flyer** personalised by each kindergarten, also provides useful 'day to day' information (please keep information about your kindergarten current).
- Family is made aware of applicable fees and given a copy of the **Fees pack** which includes fee information and our Fees Policy.

Enrolment details are entered on Infocare and child's timetable entered – **Infocare and hard copies must match.**