

Enrolment Process

Process for Enrolments and Attendance - All enrolment information will be sent from your Regional Funding Admin to the Playcentre email. When members are sending emails to your Regional Funding Admin, please use the **Subject line headers** set out in each section, this will help the Regional Funding Admin to filter through emails to prioritize actions.

Visitor Enrolment: To be done through the Discover app - Follow the visitor enrolment instructions.

On the first or second visit have the visitor fill in the 'Visitor enrolment' through the Discover app. Once this has been completed, they will be able to sign in and out for 1 month with the access pin they were emailed. If they have not used the 'Visitor enrolment', they need to sign in on the 'Visitor sign in' section on the welcome screen, this allows the whānau time to settle into the session and be signed in for health and safety. No funding is applied until the Visitor enrolment has been completed

Full Enrolment: - To be done through the Playcentre website – Follow the full enrolment instructions

When the full enrolment has been completed the new whānau will be waitlisted and their access pin will be on pause. An automatic email from the Regional Funding Admin will be sent requesting the birth certificate and immunisation record of their tamariki. (If the enrolment is being done while on session, please call the Regional Funding Admin and explain so they can reactivate their pin)

The Regional Funding Admin will send the new enrolment form to the Playcentre email, the centre will need to print the form and have the new whānau/caregiver sign the following areas: the relevant **Medicines category, Enrolment details, 20 hours ECE attestation** (if relevant), **Dual enrolment declaration and Parent declaration**. The centre will need to sign the **Service declaration** and file the form in the enrolments folder. (Enrolments need to be kept for 7 years after the whānau have left)

Birth Certificates/Passports (ID): ID will be filed on Discover, a report will be sent

Once enrolled, an automatic email is sent to the new whānau/caregiver asking for birth certificates of the tamariki, however if a whānau brings or emails a copy to the Centre, take a clear photo/scan of the ID (birth cert or passport) and send to your Regional Funding Admin via email with the subject line: **Playcentre Name – Identification**

Immunisations: Records will be filed on Discover, a confidential report will be sent

Once enrolled, an automatic email is sent to the new whānau/caregiver asking for immunisations of the tamariki, however if a whānau brings or emails a copy to the Centre, take a clear photo/scan of the immunisation record (page with the dates) and send to your Regional Funding Admin via email with the subject line: **Playcentre Name – Immunisation- Childs Name**

Change of Enrolled days or 20 hours ECE: -This form will be provided to you by your Regional Funding Admin

When needing to change sessions and/or ECE hours, fill in the 'Change of enrolment' form, include all sessions attending and if applicable include the ECE hours used at Playcentre and other ECE services and sign. (If they are using all ECE hours elsewhere put 0 on the PC days) Take a clear photo/scan and send to your Regional Funding Admin via email subject line:

Playcentre Name – Change of days. Once emailed attach the 'Change of enrolment' form to their full enrolment. Until the session changes have been amended use the **Add Child** function on the tablet on the new sessions (**amend the Subsidy hours to 0.00 if not claiming 20 hours ECE**)

If the **Add Child** function is not used and the **visitor sign in** is used instead, the funding for that session will not be applied and will be lost.

Tip - If a tamaiti is turning 3yr part way through term, email in the 'Change of enrolment' form with the future effective 'from' date.

Change of Days/Times of Enrolment: Full Name: Timmy Bloggs						
Effective Date of Change: 06 /06 /2021 (turning 3 on this date)						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:	9-12	9-1pm			9-12	Total 10
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service	3	4			1	8
20 Hours ECE at another service			6	6		12
◆ Dual Enrolment Declaration						
I hereby declare that my child is/is not enrolled at another early childhood institution at the same times that he/she is enrolled at _____XXXXXXXX_____ Playcentre						
Parent/Guardian Signature: ____ SIGNATURE ____				Date: 05 /05 /2021		

Adding a sibling to a currently enrolled member: - Follow the visitor enrolment instructions.

Choose from the following options.

Option 1) Do the **'Visitor enrolment'** on the Discover app, then email the Regional Funding Admin with the subject line **Playcentre Name – New Sibling**. In this email also state their siblings' names, the sessions they wish to attend and send through the birth certificate/passport (and immunisations if applicable when they are old enough). The enrolment will then be emailed back to the Centre; please print and complete the signatures following the **'full enrolment'** process above.

Option 2) Send to your Regional Funding Admin via email with the subject line **Playcentre Name – New Sibling**. Include the full name of the tamariki, date of birth and gender, the name of their sibling and the sessions they wish to attend. When received send a birth certificate (and immunisations if applicable when they are old enough) The enrolment will then be emailed back to the Centre; please print and complete the signatures following the **'full enrolment'** process above.

Member/Child Returning: - Follow the visitor enrolment instructions.

If a whānau returns ask the parent/caregiver: **"if the tamariki are enrolled elsewhere at the same timing of their visit"**

If the tamariki have an enrolment elsewhere at the same times they are visiting, go to the **'Visitor sign'** in on the welcome screen, fill in the details and in the purpose put "unfunded visit". If they do not have an enrolment elsewhere at the same timing of their visit, then use the **Add Child**; you will find them in the **past** children section; fill in all sections and then use access pin to sign in and out.

Fill in a **'Change of enrolment'** form (follow the **'change of enrolled days'** process). Send the form along with any details that may need to be updated to your Regional Funding Admin via email with the subject line **Playcentre Name -Re-enrolling**. Once the enrolment form has been sent through check all details are correct and if details need to be updated follow the **'update details on enrolment'** process below. Once details are correct then complete the signatures following the **'full enrolment'** process above.

Update Details on Enrolment:

If details need to be updated e.g. Address, phone number, new emergency contacts or removal of contacts etc, it is important the enrolment form is updated. Send the full name of the tamariki and the change of details to your Regional Funding Admin via email with the subject line: **Playcentre Name – Updated details**. An updated page will be emailed back to print and attach to their enrolment.

Un-Enrolling:

Write the end date on the front of the enrolment form (*Exit/Left 3/02/2022*); take a photo/scan of the leaving date including the name of the tamariki and send to your Regional Funding Admin via email with the subject line **Playcentre Name – un-enrolling**. It's important this is done as soon as possible so funding is not claimed by the Playcentre if they have enrolled elsewhere.

Monthly Attendance Signature:

A monthly attendance report will be sent every month to obtain signatures beside the names of the tamariki from their whānau/caregiver to confirm attendances and absences, once signed file for 7 years.

If you are running outdoor/swimming/gym sessions and use a separate sign in sheet already, send a copy every week to your Regional Funding Admin so they can manually add attendance and then file for 7 years.

(The attendance on the monthly report cannot be altered. It is important to contact your Regional Funding Admin straight away if you are having sign in or internet issues so attendance can be logged)

Trips: - You must notify your Regional Funding Admin and Centre Advisor prior to your excursion of the dates you will not be at your centre. Please include the venue, a contact name and number in case of an emergency.

If you take your tablet on your trip and use your pins this will sign everyone in therefore you do not need to do the following process.

If you do not take the tablet, the Regional Funding Admin can mark the trip attendance manually.

After the trip but on the same day, take a photo/scan of the front page of your Excursion Form with all the trip details and the sign in/vehicle page/s; ensure it has clearly written full names for all the tamariki and adults including signatures and send to your Regional Funding Admin via email with the subject line **Playcentre Name – Trip attendance**. *It's important this is done so the session is not marked as closed.*

Enrolment process - Flow chart

For expanded explanations see page 1 & 2 of the enrolment process

Visitor turns up; Do they have an ECE enrolment elsewhere at the same timing of their visit?

No

Go to Discover app, fill in Visitor enrolment

0172, Search Icon, Search Parent/Caregiver.

(Follow visitor enrolment instructions)

Access Pin will be emailed to parent/caregiver
Visitor form is valid for 1 month to get a feel for different sessions. - *If only one visit happens before holidays, then contact the Regional Funding Admin it may be possible to extend their enrolment.*

Yes

Go to Discover app, Welcome screen, Visitor sign in

Full names for adult and child can be written together

Full Name: Colleen Roycroft and Debbie/John Roycroft

Ph: 0211111111

Purpose: Child and Mum/Dad unfunded

Fill in other details needed as applicable

When Leaving Tap Visitor Sign out.

If they return on different session and do not have an enrolment elsewhere for that session, then follow the 'No' box.

Visiting whānau want to fully enrol?

No

The visitor enrolment will automatically expire after 1 month.

Yes

Go to Playcentre website, Centre page, Request to Enrol

If the whānau have an email address already in Discover, then on tab 2 an email with a password will automatically be sent to the parent/caregiver's email address. When the enrolment has been completed the Regional Funding Admin and the Centre will receive the same notification email, *(the centre's email is a courtesy notification only)*. The parent/caregiver will receive a separate email requesting further documentation. Once processed the Centre email will receive the enrolment form with the access pin (*Pin will stay the same as the visitor enrolment*). Enrolment form is to be printed, all signatures obtained and filed away. *If any issues, contact the Regional Funding Admin*

Members want to attend an extra one-off session.

Question: Do they have an ECE enrolment elsewhere at the same time?

No

Use Add Child function

Use **Add Child** (individually for all tamariki) once all children are added, go to the welcome screen to use access pin to sign in and out. **If members sign tamariki in the Visitor sign in, funding will not be applied.**

Yes

Go to Discover app, Welcome screen, Visitor sign in

Full names for adult and child can be written together

Full Name: Colleen Roycroft and Debbie/John Roycroft

Ph: 0211111111

Purpose: Child and Mum/Dad unfunded

Also record the adult's qualification if using for licencing e.g. PEA or PEA FA – if hold first aid

Fill in other details needed as applicable.

When Leaving Tap Visitor Sign out.

They want to change sessions

Fill in **'Change of enrolment'** form and sent to your Regional Funding Admin. Use **Add Child** until changes are made. **When doing the supervision plan (week 7-9) it is a good time to get changes completed for the next term.**

Whānau Leaving Playcentre

Write Leaving date on the front of the enrolment form and send a copy to your Regional Funding Admin