

14 Policy: Enrolment

Aim

To ensure that all families enquiring or wishing to enroll their child at Montessori Children's House Wanaka feel welcomed and well informed about the centre and its enrolment procedures.

15.1 Montessori Children's House Wanaka Opening

- 15.1.1 Montessori Children's House Wanaka opens late January and closes approximately one week before Christmas.
- 15.1.2 During the school year the Centre closes for the first week in the July School Holidays.
- 15.1.3 The Centre is closed for all statutory holidays.

15.2 Daily Session Times

- 15.2.1 Montessori Children's House Wanaka holds a full day license and is open from 8.30am - 3.00pm.
- 15.2.2 All children must attend for a minimum number of sessions per week. For the Bambini children this is three sessions and for the older classroom this comprises of three full days. Experience has shown this to be the minimum number of sessions or days required to allow a child to establish a routine and to ensure that they settle in well. It also creates a more stable social environment and assists in establishing a classroom community, this will result in them getting the most out of Montessori. Individual circumstance can be taken into account when enrolling and the option of two sessions /days may be acceptable with the understanding that the child will increase to the required minimum number of sessions/days after the settling in period.
- 15.2.3 Children attending the morning session may start at 8.30am incurring a charge.

15.3 Enquiry and Enrolment Procedure

- 15.3.1 On contacting Montessori Children's House Wanaka parents are invited to come and view the Centre in operation. If the enquiry is from out of town waitpool forms is sent via email and once the waitpool form is returned they are added to the waitpool list.
- 15.3.2 Once a space and a start date is confirmed, parents are sent confirmation via email with a detailed letter outlining their child's scheduled three pre-enrolment visits. (see *settling in policy*).

15.4 Wait Pool

- 15.4.1 Children already attending the Centre who wish to change or extend their sessions will generally have priority over those who are not currently attending.

- 15.4.2 Children who are not currently attending the Centre will be generally prioritised in terms of when they first joined the wait pool; however, this will depend on the child's age and the availability of requested sessions.
- 15.4.3 The wait pool is checked regularly and parents are advised when a session becomes available.
- 15.4.4 If sessions become available prior to the requested start date, the parents of the child who is next in line will be contacted to see if they would like to start earlier. If not, they will be made aware that the space will be offered to the next person on the list.
- 15.4.5 There is no guarantee that a space will be available at the specific time requested i.e. parents may have to wait longer.
- 15.4.6 Parents on the waitlist will be keep in contact with what is happening at the centre via newsletters.

15.5 Changes after Enrolment

- 15.5.1 If a child leaves before the date specified on their enrolment two weeks' notice is required.
- 15.5.2 Subject to availability parents may ask for sessions to be changed or added to as required. Any changes will be confirmed by the Administrator in writing and will require a parent's signature and date.
- 15.5.3 If the requested changes to sessions are unavailable, the child will be added to the wait pool for those sessions.
- 15.5.4 Parents must advise the Administrator of any changes, address, contact details (including emergency contacts) or people who can collect their child.