



AROHA EARLY LEARNING CENTRE:

Enrolment procedure to follow: 20.01.2016

- Show around the centre, (includes area to take refreshments & to sit),
- Introduce teaching staff & other adults in area (note main teacher/s for age/stage of child that is enrolling), family with an under 2 ½ to be introduced next door (Akoranga preschool)-
- Introduce self to child, & child to other children,
- Enrolment pack – go through this,
- Make mention of child portfolio & show (internet &/or paper),
- Show where policies are, taking special note of sleep policy (enclosed-sleep practice), hazard list & complaints procedure,
- Indicate where fire/earthquake procedures (practice evacuation drill every day of first and last week of school term) & supporting equipment is (this includes first aid box),
- Show sleep/toileting procedures & recording method,
- Discuss routines- e.g. toileting, lunch (introduce to Marsha)
- Tell of purpose & use of white board above mirror in bathroom,
- Show sign-in procedure, & locker arrangement,
- Make mention of parking procedures & requirements: as well as pulling up to far end if first car arriving, & where not to park as agreed to in the resource consent, & ramps for ease of access with wheels etc.
- Indicate teaching qualifications & license with Min. of Ed. &ERO report,
- Show the child Centre library (the procedure of taking out a book) and adult reading material,
- Tell about the regular newsletters,
- Come visit any time between 7.30am -5.30pm,
- Healthy food policies (on Centre web site with link to healthy lunch recipes/ideas) Lunch requiring heated and/or refrigerated, we ask you to please place into fridge or on bench for this to be done.

NO NUTS/NUTELLA OR RELATED FOODS and/or CONFECTIONARY.

We welcome you to Aroha Early Learning Centre,
Haere Mai.

It has been our pleasure to introduce you and your child into the Aroha Early Learning Centre.

We would value your comments on the introduction process, and wish to invite you onto the Centre Parent body.

I found the introduction process:

Very informative Informative Less than informative

- The part I found most useful:

- The part that was least useful:

- What else I feel could be included/or taken out of the introduction process:

I will be interested in:

Member of parent body -when current Feedback on policies/procedures

Involved in child programme Respond to programming-written/oral

Attend programming meetings for my child.

Family name: _____
Signature: _____
Contact number: _____
Date: _____