



Enrolment and Admission, Induction and Parent & Whānau Engagement Policy

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: July 2026 | Hūrae 2026

Next Review | ā houanga arotake: July 2028 | Hūrae 2028

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers

Introduction | Timatanga Kōrero

The purpose of this policy is to:

- Ensure that the process of enrolment, admission and induction of children and whānau into kindergarten and home-based services is fair, equitable and consistent.
- Ensure Whānau Manaaki's values are upheld throughout the enrolment, admission and induction process.

Applies To | Ko Wai Whakahāngaitia

This policy applies to

- Kindergarten Settings (Teaching Teams)
- Etu Ao Settings (Visiting Teachers, TONIs educators)

General Principles | Mātāpono Whānui

1. All eligible children have the right of enrolment, admission and induction into a Whānau Manaaki Kindergarten or home-based service. No child shall be excluded from enrolment at any Whānau Manaaki service.
2. Head Teachers/Senior Head Teachers and Visiting Teachers are responsible for maintaining the rolls, the maintenance of a waiting list and the admission and induction of children and whānau. This process may be supported by the Administrator in the kindergarten, or the Senior Teacher. Generally, children shall be admitted into kindergarten in order of oldest to youngest
3. Other criteria that Head Teachers/Senior Head Teachers/Visiting Teachers may consider when making decisions regarding the order of admission of children include:
 - the need to ensure licence numbers are maintained, particularly when the kindergarten has under 2 and over 2 licences,
 - needs or circumstances of the family,
 - any special education or development needs of the child,
 - attendance of the child's siblings or other whānau members,
 - any previous (or current) attendance by the child at another kindergarten, home-based service or early childhood centre,
 - if the whānau live in the area if this kindergarten is in a zoned area,
 - Memorandum of Understanding (MOU) with schools, New Zealand Defence Force (NZDF) and other organisations.
4. Head Teachers/Senior Head Teachers, Visiting Teachers and TONI educators are responsible to ensure that the process of enrolling, admitting and inducting children is carried out in a fair,



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equitable and consistent manner for both children and whānau. Administrators are responsible for the data entry relating to enrolment of children.

5. Whānau Manaaki will ensure that families are able to register their interest and begin the enrolment process via our Whānau Manaaki website and/or at kindergarten or to a home-based service via an online system.
6. Parents/whānau/caregivers can complete enrolment forms within the services or take forms home to complete and return. Forms will also be available electronically.
7. Parents/whānau/caregivers will be required to abide by Ministry of Education funding rules and Whānau Manaaki policy of the time regarding funding and any fees relating to the child's place at kindergarten or in a home-based service. The Fees Policy, Fees Information Sheet as well as Payment of Fees process is to be shared as part of the induction process for children and whānau.
8. The Membership Information Sheet is to be shared as part of the induction process for children and whānau.
9. The Media Consent form for Whānau Manaaki publications and other social media sites should also be shared as part of the enrolment process.
10. Kaiako, Visiting Teachers and TONI educators and Administrators are required to follow Whānau Manaaki's policy for gathering and keeping of records to continue to meet their legal requirements. Enrolment forms need to be kept for 7 years from the date the child leaves kindergarten or a home-based service.
11. Kindergartens and home-based services will develop specific procedures to accompany this policy that reflect their specific operation and licence and their enrolment, admission and induction process to support whānau admission into kindergarten or a home-based service. Senior Teachers and Visiting Teachers will provide guidance in the development of these procedures which are consistent with the intent of this policy.
12. From time to time, when it is decided it is needed, Whānau Manaaki may develop enrolment policies and/or processes applying to a particular community or locality which limits the ability of families to register and/or enrol at more than one kindergarten.
13. Whānau Manaaki is guided by the Early Childhood Licencing Criteria and Early Childhood Regulations requirements.

Enrolment

14. Enrolment forms must be completed by the parent or caregiver. Flexibility can be used to support whānau in completing the relevant forms, but the child cannot start until the form is returned.
15. Enrolment forms may be completed and signed digitally, but digital signatures must be verified and signed in person on receipt at the kindergarten, in accordance with the Funding Handbook requirements.
16. Not having a birth certificate or passport does not prohibit enrolment into the kindergarten or home-based service.
17. Answering in the negative to any of the questions in the Declaration of Understanding section, including general permissions, does not prohibit enrolment into the kindergarten or

home-based service. These should be discussed with whānau to ensure a full understanding for both the service and parents and whānau.

18. When a parent/caregiver seeks to make any changes to the child's enrolment an Administrator, kaiako or Visiting Teacher must ensure the enrolment form is updated immediately and signed and dated by parent or caregiver to reflect the change.
19. Whānau may choose to register and/or enrol their child at more than one kindergarten or home-based service. The Head Teacher/Senior Head Teacher, Administrator, TONI educator or Visiting Teacher need to be informed of this.

Induction

20. A thorough induction process will support the transition into kindergarten or home-based service for each child and their whānau. Kindergartens and home-based services' procedures will include documentation covering:
 - Induction
 - Privacy/Confidentiality
 - Membership of He Whānau Manaaki
 - Fees Policy
 - Media Consent Forms
 - Sleep Policy and Sleep Procedure
 - Ministry of Health Guidance reducing food related choking for babies and young children at early learning services
 - Parent and Whānau Engagement
 - Regular Excursion risk assessments
 - Conflict of Interest (if applicable)

(tick boxes are on the enrolment form for some of these consents)

Parent and Whānau Engagement

21. Kindergarten and home-based services have intentional processes for communicating with parents and whānau about their child and share specific evidence of the child's learning and wellbeing.
22. As part of Licensing Criteria GMA102, kindergarten and home-based services need to advise parents and whānau how to access and where to find and be involved in contributing to operational documents, including assessment:
 - information concerning their child,
 - services operational documents (philosophy, policies, and procedures and other day to day operations,
 - share fees policy and reviews and consultation,
 - give information about how parents and whānau can be involved in the service,
 - andexplain where to find information relating to themselves and the service. ERO report.
23. As part of Licensing Criteria relating to governance, management, and financial record-keeping, services are required to maintain clear and accurate records of income and expenditure, including Ministry of Education funding. While these records are primarily

required for accountability and oversight, services may support transparency by providing opportunities for parents and whānau to discuss aspects of funding and expenditure with the service and, where appropriate, through engagement with the He Whānau Manaaki Finance Team.

Managing Potential Conflicts of Interest

24. Where a child is on a waitlist or is enrolled in the same kindergarten or home-based service as a parent or whānau member is employed, a potential conflict of interest should be disclosed to a Senior Teacher or Visiting Teacher.
25. This should not limit or prohibit the waitlisting or enrolment of this child but does highlight the need for transparent decision making in accordance with this policy.
26. The affected team should discuss and document potential practices or decision making that may be expected to change if a primary caregiver is always present.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

- Education (Early Childhood Services) Regulations 2008
- Licensing Criteria for Early Childhood Education & Care Centres 2026
- Ministry of Education Funding Handbook
- Privacy Act 2020
- United Nations Declaration on 'The Rights of the Child'

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

- Fees Policy and Information Sheet
- Payment of Fees Process
- Enrolment Process
- Enrolment Form
- Becoming a Member Information Sheet
- Whānau Manaaki Media Consent Form
- E Tu Kaha Campaign Media Consent Form
- Conflict of Interest Policy (if applicable)

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team. The policy will continue on the same review cycle.



Becoming a Member Information Sheet

Becoming a Member of Whānau Manaaki - A Quick Guide

He Whānau Manaaki o Tararua Free Kindergarten Association is an Incorporated Society

An incorporated society is a legal entity that allows a group of people to work together towards a common goal. It's a popular structure for non-profit organisations, clubs, and associations all across Aotearoa New Zealand.

Changes to the Incorporated Societies Act require us to slightly change the way we communicate about membership to Whānau Manaaki. If you already have children enrolled at one of our services, then you are already a member.

Types of Whānau Manaaki Membership

- **Ordinary Members:**
 - Parents, guardians, or caregivers of children enrolled in our services.
 - Individuals or organisations supporting our mission.
- **Life Members:**
 - Special members who have made significant contributions to our organisation.

Membership Benefits

- **Eligibility:** Your membership makes you eligible to stand for the association's Governance Board, or any associated Kaitiaki Groups and committees.
- **Voting rights:** When a decision needs to be made that impacts the Association (e.g. at Annual or Special General Meetings), you can participate in decision-making processes.
- **Support our vision:** Contribute to our goals and objectives.

Membership Responsibilities

The only obligations you have as a member are to inform us of any changes to your contact details and to recognise that the Association has rules that govern our operations, including how you become a member, and how you can engage with us if you have concerns.

What if I Don't Want to Be a Member?

You can cease your membership voluntarily at any time by:

- Indicating on your enrolment form that you don't consent to being a member or;
- Writing to the Association, advising you do not wish to continue being a member.

In addition, your membership ceases automatically when you no longer have a tamaiti | child enrolled at one of our services.

What Changes for Me if I'm Not a Member?

If you have a tamaiti | child enrolled at a Whānau Manaaki service, but you don't want to be a member, the only thing that will change is your eligibility to participate on the board, Kaitiaki Groups, or in elections and association decision-making processes.

Consent to Being a Member

You will be asked on the enrolment form if you consent to being a member. If you are happy that you understand the information provided in this infosheet, and you want to be a member, then you can tick the box giving your consent.

If you do not wish to be a member and participate in the governance or decision-making processes of the organisation, then you can indicate on the enrolment form that you do not give consent.

Joining our organisation is a simple and rewarding process. We welcome your involvement and look forward to having you as a valued member.

