

# **JEMMA'S FAMILY DAY CARE LTD**

Policy: **14: ENROLMENT PROCESS**  
Prepared by:  
Approved: **5.10.00**  
Reviewed Date: **18/06/2010**

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## **ENROLMENT PROCESS POLICY**

1. The Co-ordinator will visit or post out to the parent the Application Form, Information Pamphlet, Enrolment Process and Child Care Subsidy Information forms (if applicable).
2. The Parent will choose to be either enrolled (weekly attendance) or casual (hours unknown day to day e.g. relief teacher). Educarer availability depends on the 1 to 4 child ratio(no more than two children can be under the age of 2 years) and therefore places cannot be assured for casual care. Casual fees are 50 cents per hour more.
3. The parent will return the completed Application Form and Child Care Subsidy Form (if eligible obtained from WINZ) to the Co-ordinator who will then provide them with the names and contact details of recommended Educarers.
4. Parent will ring the Educarers and make a suitable time to visit with their child.
5. We suggest that the parent does not decide in front of the Educarer, but reflects overnight. The parent should ring the Co-ordinator with the name of their preferred Educarer. The Educarer will also phone JeMMA's Co-ordinator and indicate if she/he will accept the child for care.
6. If neither Educarer is suitable, the Co-ordinator will endeavour to locate another Educarer. All Educarers and their family members over 18 years must undergo Police checks and pass Ministry of Education requirements. Educarers must be prepared to undergo training.
7. When a choice of Educarer is made, details will be arranged with the Co-ordinator and parent. All care arrangements must be authorised by JeMMA's Co-ordinators.
8. A starting date for care can now be made. Parents should be encouraged to find an emergency Educarer to be available if the regular Educarer is sick etc. Co-ordinators may be able to assist with suitable names. Such arrangements need to be in place BEFORE they are needed.
9. All food is to be provided by the parent unless other arrangements are made with the Educarer and Co-ordinator
10. JeMMA's staff will maintain regular contact by phone, visiting each child in care at least once a month, reporting back to the parents by means of a Co-ordinator Visit Form or notation in the child's diary left with the Educarer after each visit.

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11. The Educarers are required to keep a child's profile of each child's events and milestones. Educarers must complete a weekly summary and a learning story. Parents are also encouraged to read and sign the child's portfolio.
12. Attendance records must be initialed and signed by both the parent and the Educarer each week and sent to the office weekly by the fastest possible means. The Parent is responsible for checking that the hours they will be billed are correct when they sign.
13. Fees are payable at the end of each week to JeMMA's Homebased Childcare. Parents are responsible for working out the amount owing from the Educarers signed timesheets. If you require assistance please phone Jemmas Head Office. Accounts Department .

### **Payment Options;**

Cheque payments: These can be posted to P O Box 300-084, Albany, 0752  
or P O Box 15-489, Tauranga, 3144

Cheques handed to Educarers are sent to the Jemmas office in Albany for depositing. That is, we consider the date we deposit the cheque to be the payment date.

Direct Deposits: Our bank details are: 06-0489-0116665-00.

If you are unable to use your child's name on the bank deposit slip as your reference please use \_\_\_\_\_ . Please do not use your child's date of birth as a reference.

Cash Payments: These can be made at the Jemmas offices in Albany or Tauranga.

14. Enrolled parents are asked to notify Educarers about absences at least one week in advance, e.g. shift changes, Holidays. Up to three weeks Holding Fee will be charged at \$2.50 per hour if a child is on holiday. Jemmas will subsidise the account if it is up to date. **Full Fees** will be charged if *less than seven days notice* is given. This is because we are still required to pay Educarers for these booked hours.
15. Optional charge for the 20 ECE Ministry of Education hours claimed is \$15.00 per week per child.
16. WINZ clients must pay full fees until the WINZ childcare subsidy has been approved and Jemma's office notified. Should the WINZ subsidy be suspended for any reason, parents must pay full fees until the subsidy is reinstated.

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17. Childcare will be suspended without notice if parents have received an account with an outstanding balance of more than two weeks. Jemma's Accounts Team will endeavour to make contact with the parent or whanau to discuss the outstanding account, however it is your responsibility to ensure that your account is up to date.
18. Educarers can claim, and the parent must pay a Holding Fee for three weeks or until the account is paid. After this time, if the account has not been resolved, care will be terminated and the Educarer will be free to take another child.
19. An Annual Administration Fee of \$25 is to be paid upon the child starting care and then yearly on 1<sup>st</sup> April.
20. Educarer's travel will be charged to parents at 62c per km (for transport to and from kindergarten etc) plus travel time at the Educarers usual rate. Payment is made directly to the Educarer.