



# Enrolment and transition

## PREPARATION

x & u]o Ç n tiž given, therespective Units “Information Pack” which consists:

- 9 Information sheet for ECLC Under/Over 2s.
- 9 z œ } .Z µ œ
- 9 Waitlist form
- 9 Administrator/Team Leader contact cards
- 9 z & • ^ š œ µ š µ œ

## PROCESS

- x Parent œ š µ œ Completed waitlist form to the Team Leader or Administrator.
- x Administrator processes the form.
- x Administrator contacts Á Z to confirm place
- x u]v]•š œ š}œ P]À • Á Z v µ š Z œ •% š]À h v]š[• consists:

- 9 EYCE Enrolment Form.
- 9 WINZ Information / Form.
- 9 EYCE Enrolment and Financial Policy.

## Enrolment

- x Oncethe offeredplace has been %o š Ç, tÁeZAdmipistrator gets Á Z v š} }u%o o š v •µ u]š vœ}ou v š &}œ u Á]š Z confirm the place(if child is starting immediately, no deposit is collected, and an invoice will be generated at next invoice date).
- x The Administrator will advise Á Z on fees and method of payment.
- x The completed original Enrolment Form is filed by the Administrator a copy for the respective Unit’s Enrolment folder. The Team Leader organises transition and start dates.
- x The Team Leader assigns a key teacher / primary care teacher, and advises the teacher
- x dZ d u > œ u l • }vš š Á]š Z Á Z v µ š} ]všœ} µ ]v(}œ u š]]v }µš šœ v•]š]]v v •š œ š š •X

x The Team Leader informs all staff of new child, key / primary care teacher, transition and start dates

Transition

x At first transition visit U š Z I Ç I %o OE ]u OE Ç OE š Z OE u š ]• μ•• Z]o [• Z}u Á Z v μ u Ç Z Á U v Æ %o ]v š Z š OE v•]š <μ •š}}v• Á Z v μ u Ç Z Á U v Æ %o ]v š Z š OE v•]š

x Key / primary care teacher ]v š OE} μ • Z]o v Á Z v μ š} š Z team.

x / ( OE <μ]OE U • š š Z v Æ š š OE v•]š}}v š Á]š Z Á Z v

Date of last review: Nov 2024

To be reviewed: Nov 2026