

Policy title	Kids/Youth Class Enrolment Procedure
Policy area	Kids/Youth Programmes
Policy available for Students – yes/no	YES
Policy detail	Enrolment procedures All families must complete a registration form and enrolment agreement via Enrolmy before the child can participate in the programme. It is the parent's/caregiver's responsibility to inform the Tutor/Kids Art Programme Coordinator of the child's medical history, requirements and changes to enrolment. Enrolment forms must include the following information: • Child's name, address and home phone number • Parent/caregiver's names and work phone numbers • A minimum of two emergency contacts • Names of adults authorised to pick up child • Special instructions regarding access • Consent for children to be transported, in the event of an emergency • Health problems, allergies, medical conditions • Any other information necessary to provide proper care • Permission to photograph child or child's artwork • Agreement to participate in services; consent to obtain and release information; consent to obtain medical assistance, if required • Information for parents regarding what happens to the information they provide us (how will it be used and who will have access to it) • Terms and conditions All of the above information will be input to Enrolmy and an automatic confirmation email will be sent to the parent/caregiver who registers the child confirming placement in the programme. Based on the enrolment information provided, the Tutor/Kids Art Programme Coordinator will determine whether or not a meeting with the parent/caregiver is needed to establish an Individual Plan (for medical and/or behavioural needs). The Tutor/Kids Art Programme Coordinator will also follow up with the parent/caregiver if additional forms need to be completed for medication consent, or drop off/pick up consent.
Related Procedures	
Date Created	March 2017
Review Dates	June 2020, August 2021, Jan 2023, Jan 2024, Sept 2025
Next review date	Sept 2026
Links	