

<b>Policy title</b>	<b>Kids/Youth Class Enrolment Procedure</b>
<b>Policy area</b>	Kids/Youth Programmes
<b>Policy available for Students – yes/no</b>	YES
<b>Policy detail</b>	<p><b>Enrolment procedures</b></p> <p>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 or Kids Art Programme Coordinator of the child’s medical history, requirements and changes to enrolment.</p> <p>Enrolment forms must include the following information:</p> <ul style="list-style-type: none"> <li>- Child’s name, address and home phone number</li> <li>- Parent/caregiver’s names and work phone numbers</li> <li>- A minimum of two emergency contacts</li> <li>- Names of adults authorised to pick up child</li> <li>- Special instructions regarding access</li> <li>- Consent for children to be transported, in the event of an emergency</li> <li>- Health problems, allergies, medical conditions</li> <li>- Any other information necessary to provide proper care</li> <li>- Permission to photograph child or child’s artwork</li> <li>- Agreement to participate in services; consent to obtain and release information; consent to obtain medical assistance, if required</li> <li>- Information for parents regarding what happens to the information they provide us (how will it be used and who will have access to it)</li> <li>- Terms and conditions</li> </ul> <p>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.</p> <p>Based on the enrolment information provided, the 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 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.</p>
<b>Related Procedures</b>	
<b>Date Created</b>	March 2017
<b>Review Dates</b>	June 2020, August 2021, Jan 2023, Jan 2024
<b>Next review date</b>	Jan 2025

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## Links

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