

COROMANDEL AREA SCHOOL PRE-ENROLMENT BOOKLET



Room: One
Teacher: Whaea Samara
Teacher: Claire Swindlehurst
Assistant Principal: Jamie Brown
Principal: Tracey Adams

Student Details:

First Name(s):

Surname:

Address:

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Parent / Caregiver No. 1:

Name: Relationship:

Address:
.....

Contact Telephone No's:

Email Address:
.....

Parent / Caregiver No. 2:

Name: Relationship:

Address:
.....

Contact Telephone No's:

Email Address:
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Emergency Caregiver:

Name: Relationship:

Contact Telephone No's:

Email Address:
.....

Medical Information:

Doctor:

Telephone No.:

Any Medical Issues & Allergies:
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Does your child have any additional learning needs:

Auditory Processing ☐ Dyslexia ☐

Numeracy Support ☐ Reading Support ☐

Writing Support ☐ Speech / Language ☐

Does your child have any additional behaviour needs:

ADD	☐	Anger Issues	☐
Autism	☐	Emotional Issues	☐

Does your child have any additional social needs?

Extreme shyness	☐	Issues with Peers	☐
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Is there anything else you would like to share about your child?

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Would you like to organise pre-school visits? Yes ☐ No ☐

Please feel free to organise by contacting:

Jamie Brown on j_brown@coroarea.school.nz

A full enrolment pack can be obtained by calling in to see our office staff, Karen and Shannon. Our office hours are 8.00 a.m. to 3.30 p.m.

We are also available by telephone on (07) 866 8893

or email office@coroarea.school.nz

Please remember when enrolling your child at Coromandel Area School, we require:

- A copy of your child's birth certificate or a copy of their passport
- A copy of your child's immunisation certificate
- Any legal documents, e.g. custody or access agreements the school should be aware of



Enrolling and Starting your Child at Coromandel Area School

Your child can start school or kura in New Zealand between age five and six. All children must be enrolled by their sixth birthday.

Enrolling early helps Coromandel Area School with their planning. Arrange a time with the Assistant Principal to start and arrange some pre-school visits to get your child used to school.

Documents Needed to Enrol Your Child

- A copy of your child's birth certificate or passport as proof of age.
- A copy of their immunisation certificate which can be found in the back of your Well Child book or ask your family doctor for a copy.
- Medical information including your doctor's name and contact details.
- Any legal documents, e.g. custody or access agreements the school should know about.
- If your child has been enrolled in early childhood education, their National Student Number (NSN).
- Contact details – family phone numbers and address and someone the school or kura can contact in an emergency if you cannot be contacted.

Getting Your Child Used to Coromandel Area School

- Visit Coromandel Area School with your child.
- Get the Principal, Assistant Principal and Room One Teacher to meet your child.
- Arrange some pre-school visits with the Assistant Principal before their first day.

Talk to the Teacher about your Child

When teachers know children, they are better able to support their learning. Talk to the Room One teachers and let them know things like:

- If your child has any special health needs, and what to do.

- What your child likes to do, or what they are good at and what makes them happy.
- After-school plans and who picks up your child when you are unable to.
- Anything that might affect how your child is feeling.

The teachers may also appreciate you sharing your child's portfolio or profile book from their pre-school centre. This will give the teacher valuable information about your child's learning and can also link up to your child's early childhood, home and school experience.

When you get to School

- Go into the classroom and say hello or kia ora to the Room One teacher with your child.
- Tell the teacher after school arrangements if you won't be the person picking your child up – although it can help them settle in quicker if you are able to pick them up for the first few days.
- Show or remind your child where the toilets are.
- Make goodbyes short. Teachers have a lot of experience helping children to settle in and manage an upset child.

Picking your Child up after School

- Expect your child to be very tired for the first few weeks. They might need to run around outside after school, relax on a bean bag with some picture books, or just collapse in front of the television.
- Don't schedule lots of attention activities to begin with – just let them get used to their new routine.
- Offer them a nutritious afternoon tea. They will probably be very hungry!!
- Let them adjust to being at home before asking too much about their day.
- Have a place to save newspapers, permission slips, parent help requests, etc.
- Make a time to read together.

