



Enrolment Agreement Form

Office use:			
<input type="checkbox"/> Enrolment form completed and signed	<input type="checkbox"/> Birth certificate / passport		
<input type="checkbox"/> Parents drivers' licence or passport	<input type="checkbox"/> Proof of address		
<input type="checkbox"/> Start date	<input type="checkbox"/> NSN		
<input type="checkbox"/> Infocare entry	<input type="checkbox"/> Immunisation certificate		
<input type="checkbox"/> Enrolment fee \$	<input type="checkbox"/> Allergies / medical / health plan		
<input type="checkbox"/> WINZ forms completed	<input type="checkbox"/> 'All About Me' form completed		
<input type="checkbox"/> Promotion Form completed	<input type="checkbox"/>		
<input type="checkbox"/> Settling visits	Visit 1:	Visit 2:	Visit 3:
<input type="checkbox"/> ENTERED BY			<input type="checkbox"/> AUDITED BY

Centre:

◆ Childs Details

Child's **official surname** or **family name**:

Child's **official given name**:

Child's **official other names / middle names**:
(please separate names with a comma):

Name your child is known by / preferred name:
Surname / family name: _____ Given name: _____

Copy of official identity verification document* collected by staff:

New Zealand birth certificate Foreign birth certificate
 New Zealand passport Foreign passport
 Other _____ **Staff initials:** _____

Child's date of birth: / / Male Female

Child's primary residential address:

Post Code:

Child's ethnic origin/s: _____ _____ _____	Iwi your child belongs to: _____ _____ _____	Language/s spoken at home: _____ _____ _____
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* Information about acceptable identity verification documents is available online at eli.education.govt.nz

Any changes to this form **must** be signed and dated by the parent/guardian.

◆ Privacy Statement:

All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see Principle 3 - Collection of information from subject).

Additionally, all Privacy statements must include the exact wording below: Personal information about your child collected on this enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry:

- for funding allocation purposes
- for monitoring purposes
- to allow the assignment of a National Student Number* to your child, and
- to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under the Education and Training Act 2020, and as permitted by Privacy Principles 10 and 11.

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.

* A National Student Number is a unique identifier for your child within the education system. You can find more information about National Student Numbers and what they are used for at National Student Number (NSN) » NZQA

Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: National Student Numbers (NSN) – Education in New Zealand

The Ministry recommends keeping a record of identity verification documents that have been sighted, but not retaining copies of identity verification documents, which if received, should be securely destroyed once verified

Parents / Guardians:

1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:
3. Given names:	4. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

Any changes to this form **must** be signed and dated by the parent/guardian.

Additional Emergency Contacts (also able to pick up your child)

Given names:	Given names:
Surname / family name:	Surname / family name:
Address: Post Code:	Address: Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:
Given names:	Given names:
Surname / family name:	Surname / family name:
Address: Post Code:	Address: Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:

Custodial Statement

Are there any custodial arrangements concerning your child?

If **YES**, please give details of any custodial arrangements or court orders (a copy of any court order is required)

Person/s who cannot pick up your child:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

How did you hear about us?

- | | |
|---|--|
| <input type="checkbox"/> Advert/flyer | <input type="checkbox"/> Staff member |
| <input type="checkbox"/> Another parent | <input type="checkbox"/> Website |
| <input type="checkbox"/> Internal Transfer | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Signage/driving past | <input type="checkbox"/> Other: _____ |

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Category (ii) Medicines	
<p>Category (ii) medicines are prescription medicines (such as antibiotics, eye/ear drops etc.) or non-prescription medicines (such as paracetamol liquid, cough syrup etc) that is used for a specific period of time to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service. Paracetamol will not be given by the centre to treat temperatures. Children will need to be away 24 hours if paracetamol has been given to treat temperatures.</p>	
<p>I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.</p>	
<p>Parent/Guardian Signature: _____ Date: ___/___/___</p>	
Category (iii) Medicines	
<p>To be filled in if your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma or eczema etc. and is for the use of that child only. There is a separate form that needs to be completed.</p>	
Parent provided Individual Health Plan from Doctor	<p>Tick One: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
For staff: Category (iii) form filled out by parent	<p>Tick One: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Name of medicine:	
Method and dose of medicine:	
When does the medicine need to be taken: (state time or specific symptoms)	
<p>Parent/Guardian Signature: _____ Date: ___/___/___</p>	

◆ Optional Charges:
<p>We don't have any optional charges</p>
<p>Parent/Guardian Signature: _____ Date: ___/___/___</p>

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◆ Enrolment Details:

Date of Enrolment: ___/___/___ Date of Entry: ___/___/___ Date of Exit: ___/___/___

Please Note: 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there **must be no** compulsory fees when a child is receiving 20 Hours ECE funding.

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours:
Times Enrolled:						

For 20 Hours ECE fill out boxes below with the hours attested e.g., 6 hours

20 Hours ECE at this service						Total hours:
<i>20 Hours ECE at another service</i>						Total hours:

Parent/Guardian Signature: _____ **Date:** ___/___/___

◆ 20 Hours ECE Attestation:

1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?

Tick One Yes No

2. Is your child receiving 20 Hours ECE at any other services?

Tick One Yes No

If yes to either or both of the above, please sign to confirm that:

- Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.
- You authorise the Ministry of Education to make enquiries regarding the information provided in the Enrolment Agreement Form, if deemed necessary and to the extent necessary to make decisions about your child’s eligibility for 20 Hours ECE.
- You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained in this box

Parent/Guardian Signature: _____ **Date:** ___/___/___

◆ Dual Enrolment Declaration:

I hereby declare that my child **is / is not** enrolled at another early childhood institution at the same times that he/she is enrolled at the Centre. *(Please circle or delete option)*

Parent/Guardian Signature: _____ **Date:** ___/___/___

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Permissions

Internet and Electronic Data

It is important that the centre is able to communicate with all families electronically so we can ensure that vital and important information is reported to you. Please sign below to confirm your consent to:

- Emailed newsletters / notices / reminders.
- Emailed invoices / statements.
- Txt messages (non-urgent communication)
- Storypark (a secure online interactive portal allowing you to view your child's development)

Parent/Guardian Signature: _____ Date: ____/____/____

Photo/Video

I give permission for my child to be photographed or videoed for the purpose of assessment, planning & evaluation, to use in developmental profiles, displays in the centre and in-house staff training.

Parent/Guardian Signature: _____ Date: ____/____/____

Advertising/Internet

We require your approval to place photos of exciting activities that your child has been engaged in, onto the internet (public viewing). We stand by our internet safety policy and ensure that the photos will only be used for these purposes. We respect your right of privacy, so please indicate below if you give permission to use images of your child for:

Promotional Material Centre / Company Website Centre / Company social media

Parent/Guardian Signature: _____ Date: ____/____/____

Surveillance Cameras

Surveillance cameras may be installed at the centre and used for the purpose of security, safety, and assessment of children.

Parent/Guardian Signature: _____ Date: ____/____/____

Excursion Permission

I give permission for my child to take part in regular excursions (under the conditions stated in the service's excursions policy). This includes short walks in and around the block. All early childhood regulations will be adhered to.

The risk assessment for short walks is on the next page, please read and sign.

Parent/Guardian Signature: _____ Date: ____/____/____

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Risk Assessments for short walks

Ratios will not exceed 1:3 for 0–2 year-olds, 1:5 for 2-6 year olds.
The Person Responsible will ensure these ratios are met.

Identified Hazard Potential Risk to children:

Road	Road works	Stranger Danger	Lost Child	Crowds	Cars
Dogs	Weather	Parked Cars	Driveways	Traffic	Potholes

Strategies needed to manage hazards:

Talk to children about the dangers	Consistently count the children	Extra parent help
Have children wear bright clothes	Encourage holding hands	Ensure teachers are spread amongst children

You will be informed of any extra potential hazards at the time of the short walk or excursion.

Parent/Guardian Signature: _____ Date: ____/____/____

Where to find our operational documents

- You will find information regarding the Centre’s Education review office report, the licensing criteria, early childhood regulations, the Centre’s emergency plans and the ECE curriculum in the brochure holder on the wall in reception.
- Information on staff and qualifications, the complaints policy and procedure, Centre philosophy, daily schedule, child health information and financial statements with details of the expenditure of any Ministry of Education funding will be located on the wall in reception on the notice board.
- Information on fees and accounts along with the Centre’s policies will be available at reception.
- Planned reviews and any consultation that will be undertaken will be displayed in reception for your input and feedback.

◆ Statutory Holidays / Term Breaks

This enrolment agreement is **inclusive** of statutory holidays and school term breaks

We are **not open** on the following public holidays if they fall on a weekday. **Fees are still payable during this time.**

New Year’s Day	Closed	Easter Monday	Closed	Christmas Day	Closed
Day after New Year’s Day	Closed	ANZAC Day	Closed	Boxing Day	Closed
Waitangi Day	Closed	King’s Birthday	Closed	Local Anniversary Day	Closed
Good Friday	Closed	Labour Day	Closed	Matariki	Closed

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Important Information

- **Enrolment procedure:** If you choose to book a space for your child with us the space will be secured upon receipt of your completed enrolment form, our enrolment fee and one week of advanced fees.
- **Parent information book:** Please ensure you have read the information in the parent handbook as it contains important information about the centre.
- **Policies:** We have a number of policies that set out the procedures that are in place for the care and education of the children who attend our centre. Our policy documents are located in the foyer and we urge you to read them. The signing of this enrolment agreement form indicates that you understand and will support our policies.
- **Policy Review:** We encourage you to support our policy review process which we post onto Storypark for your contribution. This allows you to have input into our operational practices.
- **Settling visits:** To ensure a smooth transition for you and your child into the centre, we require at least 2 settling visits during the week prior to starting. These are visits where you stay in the centre with your child and help to get them used to the centre, routines and the staff. There will be no charge for these visits.
- **Enrolment fee:** A one off enrolment fee of \$50.00 is required upon enrolment to secure your place at the centre. This needs to be paid when handing the completed forms back to the centre.
- **Fee payment and invoices:** You agree to pay the fees as per the fee schedule. All accounts are required to be paid in full on a weekly basis. Invoices will be emailed to all parents on Friday for the coming week. If your child is absent or on holiday, you will be required to pay the regular fees as per our fee schedule. Our fees are reviewed on an annual basis. If your child is absent for three or more weeks without an explanation, you agree to pay any lost Ministry of Education funding
- **Late payment of fees:** Any overdue fees may incur a penalty of 5%. After a period of three weeks with no payment your child may have their enrolment cancelled. A debt collection agency may be engaged to recover debts. By signing these terms and conditions you are agreeing to all costs incurred in the collection of debt, such as legal costs, court fees and debt collection fees.
- **WINZ Subsidies:** It is the parent's responsibility to check with WINZ to see if they are entitled to a childcare subsidy.
- **Statutory holidays and term breaks:** This enrolment agreement is inclusive of school term breaks. We are not open on any statutory holidays. Full fees are applicable for any statutory holiday that falls on a day when your child would normally attend. The centre may close for two weeks over the Christmas/New Year period, exact dates will be advised prior to this period every year.
- **Holiday discount:** You may be entitled to 2 weeks holiday leave at a discount of 100% of the net amount payable by the parent/guardian, this ensures your child's space will be held for you on your return from holiday. If a childcare subsidy is applicable the fees will not be discounted below the level of the childcare subsidy. The 2 week holiday entitlement to leave is calculated on the anniversary of the start date of the enrolment; entitlements do not roll over to the next year. A week of holiday leave entitlement refers to a normal weeks booking. A maximum of 3 weeks can be taken consecutively. Ministry of Education Funding, 20 Hours ECE and Work and Income subsidies will cease after 3 weeks of continuous absence. If a holiday period includes a statutory holiday, and it is a normal booked day, the holiday discount may be applied to the fee. For periods of extended leave, please discuss with the Centre Manager and agree on terms.
- **Attendance:** Our licensing regulations require us to account for your child's attendance. We have a two-day minimum booking per week and ask that you sign in and out each time your child attends. If your child is absent, please make sure you advise us. The time of your arrival and departure is required to be written in the daily sign in and sign out sheets. In an emergency, this sign in sheet is used to ensure all children are accounted for.
- **Pick-ups and drop-offs:** You are required to keep to your booked times. If you are going to be delayed, please phone to advise staff. Late fees may be applied at a charge of \$20.00 per 15 minutes. Staff will only release children into the care of adults documented on this enrolment form. Any other adults collecting the child will require permission by a parent/guardian prior to the child being released.
- **Sibling discount:** We offer a 10% discount for each child in your immediate family, on the condition that both children are booked for a minimum of 30 hours a week (any variation of this requires approval from the Area Manager). Discount entitlement will be applied after any WINZ subsidy or ECE hours and cannot be used with any other offer.
- **'20 Hours ECE'** is available at this centre (from age 3). Please notify staff two weeks in advance if you wish to change your booking to include this (ECE attestation form will need to be signed). Your child must not be absent for more than 15 consecutive days from last attendance to continue receiving this service and full fee will be charged for anything over.

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- **Sick children:** Please do not send your sick child to the centre (refer to Child Health Policy). **Any infectious illness** requires that the child remains away from the centre for a minimum of 48 hours.
- **Health:** Verification of immunisations is required, and a copy will be taken and included with your child's enrolment file. If your child is unwell, they may be at risk of infecting other children, teachers and adults (including expectant mothers). Therefore, we ask that you keep your child home until they are well again and advise us of your child's illness. Any child who has experienced vomiting or diarrhoea will be excluded for 48 hours from the last episode. If you are contacted to collect your child who has become unwell we ask that this be done as quickly as possible. Any medication for your child is to be handed to the head teacher, this is to be documented and signed consent by you is required. In the event of an accident or emergency you authorise application of basic first aid and for the Centre to seek medical or other advice as deemed necessary and accept any expense incurred in obtaining this for your child. You understand if your child becomes ill whilst at our centre you will immediately pick them up or arrange a pickup. You understand it is your responsibility to report any health and safety concerns to the Centre Manager
- **Medical assistance:** You give permission for a teacher to seek medical help should your child need urgent medical attention and you are unable to be contacted. While all care is taken for the wellbeing of each child, you accept that we cannot be held responsible for unforeseen accidents or circumstances beyond our control.
- **Emergency closures:** Should the centre be closed at the request of the Ministry of Education (emergency closure), you will be required to collect your child from the centre.
- **Updating information:** Ensure all information on your child's enrolment form is kept up to date, especially contact phone numbers, and update immunisation information regularly. Be aware of centre policies. A 'Complaints Policy' is available and if you require a copy, please ask a staff member. All centre policies are in a folder in the Information area of the centre.
- **Discounts and Special Promotions:** Centres may offer discounts and special promotions from time to time, however these are not ongoing and will be reviewed every 3 months. The centre reserves the right to remove any discount or promotion by giving 2 weeks' notice (reasons may include overdue accounts and expired promotions). Only one deal / discount / promotion can be given at a time.
- **Food:** We have a strict NO NUT policy. We support and encourage the guidelines of the Ministry of Health around preparation and provision of food for children. You understand that if you are wanting to bring food into the centre for a special occasion you will speak with a team member to gain an understanding of what is allowed and complete the appropriate documentation.
- **Clothing & personal items:** Children are required to bring a named change of clothes in their bags daily. Sunhats are compulsory over the summer months. Sunscreen should be applied by parents before attending. Our team will also apply sunscreen throughout the day. All your child's belongings (including items of clothing and footwear etc) are to be named. We ask that you please keep children's toys at home.
- **Toileting:** You give permission for staff and teachers to change your child's soiled or wet clothing when necessary.
- **Child's strengths, interests and preferences:** Please tell us about your child's strengths, interests and preferences on the 'All About Me Sheet' which is available in your induction pack
- **Children with Additional Specific Needs:** We are dedicated to providing an inclusive, safe and happy learning environment for all children, families & staff who attend our centre. When an individual child has extra, specific care & learning needs, a meeting will be organised between parents and staff to determine how we can best support the child and family through these specific needs. When an action plan has been agreed upon with both parties, outside agencies may be consulted to support the child, their family and staff. Once this plan has been actioned, other additional meetings may be held. If the centre determines that we are not able to provide a safe learning environment for the child, this will be discussed with the parents & alternative care arrangements may need to be made.
- **Transitional School Visits:** We encourage and support our families to make these arrangements but do keep information about our local schools in the centre.
- **Storypark:** We utilise Storypark for collecting your aspiration for your child and sharing your child's learning. Please feel free to comment at any time of add stories or photo's as you wish.
- **Withdrawal notice:** 2 weeks written notice is required when you withdraw your child from our service. You will be responsible to pay all fees during this period.

Parent/Guardian Signature: _____ **Date:** ____/____/____

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Payment Agreement

- All fees are required to be paid by **Automatic Payment or Direct Debit – one week in advance**, paid into the **centre bank account** using your **child's reference number** (found on your invoice/statement). You will be charged the full fee per week for your child whether they attend or not. The centre operates throughout the year, but closes for statutory holidays. The weekly fee remains the same regardless of statutory holidays, child illness, family illness or holidays (unless you have applied for the 100% holiday discount for 2 weeks per year).
- Before your child starts at the centre an administration fee of \$50 is required.
- If Direct Debit is the agreed form of payment, fees will be debited out of your account weekly **on Thursdays**. A separate Direct Debit form will be required to be completed. Direct Debits will be adjusted to suit any increase or decrease in fees or WINZ subsidy changes.
- If a **WINZ subsidy** has been applied for, you are still required to ensure your account is paid one week in advance, and the full fee is to be paid whilst waiting for any WINZ subsidy to commence. Application forms are available at the centre.
- If you feel you may have financial difficulties in meeting your fee requirements, it is important that you discuss this with the Centre Manager urgently. A payment plan may be an option.
- If your account continues to be in arrears, or if a payment plan is not followed, then your account will be passed on to Support Office for further action and your child may be withdrawn from the centre. Your account will be referred to our debt collection agency within 14 days of leaving the centre. In the event that your account is handed over to a debt recovery agent, you will incur all debt recovery costs on top of your outstanding debt

I agree to pay my child's weekly account fees of \$ _____

Parent/Guardian Signature: _____

Date: ____/____/____

◆ Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____

Date: ____/____/____

◆ Service Declaration (*office use only*)

I _____ declare that this form has been checked and all relevant sections have been completed. I have received copies of child's birth certificate, parents ID, proof of address, child's immunisation and enrolment fee, and have discussed all parts of this enrolment form with the parent.

Service Provider Signature: _____

Date: ____/____/____

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