



Enrolment Agreement

Enrolment Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Official Identity Document Supplied | <input type="checkbox"/> Enrolment Fee Paid |
| <input type="checkbox"/> Immunisation Document Supplied | <input type="checkbox"/> Bond Paid (Amount Due \$ _____) |
| <input type="checkbox"/> Other _____ | Staff initials: _____ |

Child's 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:

Copy of official identity verification document collected by staff:

- | | |
|--|--|
| <input type="checkbox"/> New Zealand birth certificate | <input type="checkbox"/> Foreign birth certificate |
| <input type="checkbox"/> New Zealand passport | <input type="checkbox"/> Foreign passport |
| <input type="checkbox"/> Other _____ | Staff initials: _____ |

Child's date of birth: d d / m m / y y y y

Male Female

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 1993. Under that Act you have the right to access and request correction of any personal information we hold about you or your child.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: www.minedu.govt.nz/parents

Child's doctor:

Name:

Phone:

Name of medical centre:

Health

Illness/allergies: (Please include food, medications, face paint, sunblock, plasters, etc...) _____

Is your child immunised?

Tick One

Yes

No

Is your child up-to-date with immunisations? (Verification of all immunisations required)

Tick One

Yes

No

For staff: Immunisation records sighted and details recorded:

Tick One

Yes

No

Medicine**Category (i) Medicines**

A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.

Do you approve category (i) medicines to be used on your child?

Tick One

Yes

No

Name/s of specific category (i) medicines that can be used on my child:

▪ Arnica Cream

▪ Paw-Paw Ointment

▪ Antiseptic Cream

▪ Sudo Cream

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

Category (ii) Medicines

Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine 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.

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.

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

Category (iii) Medicines

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.

For staff: Individual health plan sighted and a copy taken:

Tick One:

Yes

No

Name of medicine:

Method and dose of medicine:

When does the medicine need to be taken:

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

Enrolment Details:

Date of Application: ___ / ___ / ___ 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**.

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

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

20 Hours ECE at this service						Total hours:
20 Hours ECE at another service						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 DeclarationI hereby declare that my child **is/is not** enrolled at another early childhood institution at the same times that he/she is enrolled at Kiwi Kids Early Learning Centre.

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

◆ Statutory Holidays / Term BreaksThis enrolment agreement is **inclusive** of school term breaks.

Kiwi Kids Early Learning Centre is closed on the following public holidays if they fall on a weekday.

New Year's Day, Day after New Year's Day, Northland/Auckland Anniversary, Waitangi Day, Good Friday, Easter Monday, ANZAC DAY, Queen's Birthday, Labour Day, Christmas Day, and Boxing Day.

Optional Charges:

1. The optional charge is for: (give details of specific activities or items, and their costs)

- Morning or Afternoon teas (if doing a session using 20 Hours ECE) \$5 per session
- Sunscreen charged on the first Monday of December each year. \$10. (If your child has allergies to sunscreen, you are required to supply your own labelled sunscreen.
- Teacher/Child Ratio's above the required Ministry of Education ratios.
- Profile books of your child's learning journey while at the centre.

2. I understand that if I agree to pay for the optional charge, Kiwi Kids Early Learning Centre may enforce payment.

3. The agreement to pay the optional charge will last for the duration of your child's enrolment.

4. Changes made to this agreement need two weeks' notice to the centre manager in writing.

5. I understand that that optional charge is not compulsory and if I choose not to pay there will be no penalty.

6. I **agree/do not agree** (*select one*) to pay the optional charge for the activities/items specified in this enrolment agreement form.

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

Parent / Guardian:

1. First name:

Surname name:

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

Email: _____

Invoicing is completed weekly; Statements with current balances can either be emailed to you or printed and placed in your child's information pocket in the front foyer. Accounts are to be paid weekly.

Please email my account to the email address supplied. *Tick One* Yes No

Please print my account and place in my child's information pocket. *Tick One* Yes No

Primary Caregiver

Allowed to collect

Emergency Contact

Forbidden/Conditional

Parent / Guardian:

1. First name:

Surname name:

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

Primary Caregiver

Allowed to collect

Emergency Contact

Forbidden/Conditional

Additional Contact:**1. First name:****Surname name:**

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

 Primary Caregiver Allowed to collect Emergency Contact Forbidden/Conditional**Additional Contact:****1. First name:****Surname name:**

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

 Primary Caregiver Allowed to collect Emergency Contact Forbidden/Conditional**Additional Contact:****1. First name:****Surname name:**

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

 Primary Caregiver Allowed to collect Emergency Contact Forbidden/Conditional**Additional Contact:****1. First name:****Surname name:**

Address: _____ Post Code: _____

Phone (Home):

Phone (Work):

Phone (Mobile):

Relationship to Child:

Occupation:

Place of Work:

 Primary Caregiver Allowed to collect Emergency Contact Forbidden/Conditional

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:

Name:

Name:

Name:

I understand, agree and will abide by ...

- **Excursions:** I give my permission for Kiwi Kids Early Learning Centre to take my child on regular and spontaneous excursions around the community, as stated in the Excursions Policy. Excursions that require transport will require additional written permission prior to the excursion as stated in the Excursion Policy.
- **Photo/video:** I give permission for my child to be photographed for the purposes of assessment, planning, evaluation and displays within the centre.
- **Policy Statement:** I understand that Kiwi Kids Early Learning Centre has a number of policies that set out the procedures that are in place for the care and education of the children who attend. Kiwi Kids Early Learning Centre has strongly urged me to read these. The signing of this enrolment agreement form indicates that I will abide by the policies of this service, and understand how I can have input to policy review.
- **Parent Information Book:** I have read and understood the information in the parent handbook as it covers such things as fee details, subsidies that are available to me and ways in which they can help me and my child settle into the service.
- **Child's strengths, interests and preferences:** I will inform the teachers about my child's strengths, interests and preferences, in order to help my child settle in.
- **Transitional School Visits:** I understand Kiwi Kids Early Learning Centre when appropriate will assist with transition to school. My child's teacher is welcome to visit prior to my child starting school, to gain an understanding of my child's life at the centre. Kiwi Kids Early Learning Centre will also endeavour to visit the local schools new entrance classes a minimum of once a year.
- **Use of Park (Private land beside Kiwi Kids Early Learning Centre):** I understand Kiwi Kids Early Learning Centre has the exclusive use of 'the park' that is situated on the property to the right of the centre. I give permission for my child to regularly and spontaneously visit this park and take advantage of the area for physical activities, picnics and other uses that teachers see as beneficial to my child's learning journey.
- **Privacy Statement:** I understand that all personal information kept on my child will be kept securely and remain confidential. Information will only be shared with people who require it to effectively carry out their duties relating to my child and the Ministry of Education as stated on the first page of this agreement. If any person/agency requests information about my child, Kiwi Kids Early Learning Centre will contact me.
- **Illness:** I understand that if my child has any contagious infections, illnesses, high temps, rash, vomiting, diarrhoea, conjunctivitis or other illness stated in the illness policy, I will need to keep them home. My child may return on consultation with the Centre Manager/Head Teacher and when symptoms have gone as stated in the illness policy.
- **Personal Property:** I understand that Kiwi Kids Early Learning Centre will take no responsibility for the loss, damage or breakage of my child's personal property. I will ensure that my child leaves toys and good clothes at home.

Parent/Guardian Signature:

Date: ____ / ____ / ____

Terms of Trade:

- **Fees:** Fees are as stated in the Fee Schedule
- **Bond:** Two Week's bond is to be paid on enrolment of your child.
- **Enrolment Fee:** An enrolment fee of \$20 is payable at the time of enrolment. The enrolment fee is a one off non-refundable fee and does not apply towards the child's fees.
- **Payment:** All accounts must be paid a week in advance, unless authorised by the Administrator/Centre Manager. Fees can be paid via Internet banking, Eftpos or cash. Fees are charged based on your children's enrolled hours, plus any extra hours they have attended.
- **Fee Changes:** Any Fee changes will be entirely at the discretion of centre management. At least two months' notice will be given when such a raise occurs.
- **Late Payment and Failure to Pay:** Late payment of fees may incur a 10% penalty fee of the current balance if fees are overdue or unpaid at the last business Friday of the month. This penalty will be added to the overdue amount. Failure to pay fees will result in cancellation of your child's enrolment at the centre. If any account balances remain unpaid, then all costs of debt collection (legal, filing and court fees and all debt collection commissions, etc), incurred will be payable by you, the parent/guardian/caregiver. In terms of the Privacy Act 1993, you the parent/guardian/caregiver irrevocably authorise Kiwi Kids Early Learning Centre to seek and exchange information with any person, company or agency etc, in regard to your credit rating and debt recovery procedures.
- **20 Hours ECE:** All children aged 3-5 years are entitled to 20 Hours ECE per Week. An attestation form must be filled out for each child receiving the 20 Hours ECE. You must inform Kiwi Kids Early Learning Centre if your child is attending another service and using any of the 20 Hours ECE at that service.
- **Absent Fee:** An absent fee will be charged when your child is absent due to illness or holiday. The absent fee is charged at 50% of your child's normal fee for that day. To qualify for this absent fee, Kiwi Kids Early Learning Centre must be contacted at least one hour before your child's start time or at 7am if your child is booked in between 7am and 8am and informed of the absence. If your child's absence is due to holidays, Kiwi Kids Early Learning Centre will require one weeks' notice, if one weeks' notice is not given; fees will be charged at the full rate for that week's fees. If your child is to be absent for longer than three weeks, you must inform the Kiwi Kids Early Learning Centre straight away as this will affect your child's enrolment agreement.
- Fees are to be paid for each week the centre is operational throughout the year, regardless of illness or family vacation.
- **All absences for children receiving Work and Income subsidies are charged at the full day rate regardless.**
- **Late Pick Up Fee:** Kiwi Kids Early Learning Centre is licensed from 7:00am to 5:30pm Monday thru to Friday. A charge of \$10 will be added to your child's account over and above their normal fee, for every 10 minutes the child is at the centre after 5:30pm.
- **Sunblock Charge:** A charge of \$10 for sunblock is charged once each summer on the first Monday in December. Sunblock is applied to your child every two hours throughout the summer months. IF you do not wish to pay this charge, you must have stated this in the Optional charges section of the enrolment agreement and supply enough sunblock for your child to have it applied every two hours that they are attending the centre each day for the summer months.
- **Catering Charge:** Nutritious meals, nappies, high teacher to children ratios and extra activity supplies are included as part of the package of your fees. However, if your child is attending morning or afternoon sessions using 20 Hours ECE these items become an optional charge of \$5 per session. This charge will be added to your child's account as agreed to in the optional charges section of this enrolment agreement.
- Our vision at Kiwi Kids Early Learning Centre is that children share in a communal experience at meal times, and that parents have the ease and convenience of having nutritious meals, nappies, higher ratios, and extra stationary supplied. If your child is using 20 Hours ECE and you do not wish to pay this optional charge, you will need to provide your child with enough healthy and nutritious food for the meal time that they are at the centre, supply enough nappies/pull ups required for at least one charge every two hours and extra activity supplies as needed for your child's daily activities.
- **Hours of Operation:** Kiwi Kids Early Learning Centre is licensed to operate between the hours of 7:00am and 5:30pm Monday to Friday. The centre closes for all public holidays stated in the enrolment agreement. The centre does not charge for these days, unless the your child is receiving a Work and Income Subsidy, which will continue to charge at the child's normal daily rate. Kiwi Kids Early Learning Centre intends to close for a two week break during the Christmas/New year period. Parents/Caregivers will be notified of these closing dates in advance. There are no fees charged to any child during the two week period the centre is closed.

- **Attendance:** Parents/Caregivers and whanau agree their child will attend the hours that they have agreed to in this enrolment agreement and any future hour changes they have signed and agreed too. Failure to do this could jeopardise your child's space at Kiwi Kids Early Learning Centre.
- Parents/Caregivers and whanau agree their child is not enrolled at any other service at the same times they are enrolled at Kiwi Kids Early Learning Centre.
- **Work and Income New Zealand Subsidy:** Work and Income New Zealand subsidies are available. Please see the Centre Manager or Head Teacher for more information.
- **Withdrawing from the service:** Kiwi Kids Early Learning Centre requires a minimum of two weeks' written notice, if a parent choses to withdraw their child from the service. If the parent/caregiver choses for their child not to attend the centre for their final two weeks, two weeks fees will be charged to the child's account in lieu of these two weeks. Parents/Caregivers are to settle accounts before leaving the centre.
- **Ministry of Education:** Kiwi Kids Early Learning Centre is a centre licensed by the Ministry of Education. This means that we adhere to strict child:teacher ratios, and a percentage of these teachers are required to be qualified. Please make sure you adhere to your child's contracted hours and times as these times determine the times teachers start and finish. If you wish to book your child in for an extra day, bring them early or pick them up late please ring the centre and check with the Centre Manager/Head Teacher to pre-arrange this and ensure there is space for your child and child:teachers ratios are met.
- **Collecting Children:** If someone different is to be picking up your child, you are to inform the teacher's in your child's room as well as the Centre Manager/Head Teacher. We require a description of the person and/or their vehicle and their name.
- **Policies:** Kiwi Kids Early Learning Centre has a number of polices which guide our operation. We ask that you read these polices and follow them as required.

◆ Parent Declaration

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

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Photographs

I _____ do/do not give permission for Kiwi Kids Early Learning Centre to use images for the Kiwi Kids Early Learning Centre Facebook page, advertising purposes and the Kiwi Kids Early Learning Centre Website.

Please state if any objections (i.e. only on Facebook, no photos of the face) _____

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Service Declaration

On behalf of [insert name of service], I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: _____

Date: ____ / ____ / ____

Statistical Information:

How did you hear about us? _____