

Enrolment Agreement Form for

Kinderen Daycare Centres Ltd T/A **Kinderen Early Childhood Education**

Toddlers and Young Children 31 Buller Street

This form contains 20 hours ECE enrolment information hours and attestation information and regular enrolment information for early childhood education services
** regular enrolment means all enrolment hours not covered by 20 Hours ECE*

Any changes to the original enrolment agreement form **must** be signed and dated by the parent/guardian. Please fill out all sections of this form as required for funding and licensing requirements. This is a legal and binding agreement. If you have any questions please ask the Administration Manager or Chief Executive Officer.

Please note that acceptance of enrolment of your child at this service is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary the conditions.

◆ Child's details:

Child's official given name:

Child's official surname:

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: NSN _____

New Zealand birth certificate

Foreign birth certificate

New Zealand passport

Foreign passport

Other _____

Staff initials: _____

Child's date of birth: dd / mm / yyyy

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

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

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Parents / Guardians: please list in order of preferred contact for emergencies	
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:
Emergency Contacts: (in addition to those listed above)	
Given names:	Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Relationship to child:	Relationship to child:
Additional person/s who can pick up your child:	
Given names:	Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

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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 <u>cannot</u> pick up your child:	
Name:	Name:
Name:	Name:

Health	
Illness/allergies:	
Is your child up-to-date with immunisations?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please provide verification of all immunisations) To what age? _____	
For staff: Immunisation records sighted and details recorded:	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
In the event of an accident or emergency involving my child, I/we authorize the Centre to seek such advice or treatment as it deems necessary in the best interests of my/our child, while making all efforts to contact a parent/guardian <input type="checkbox"/> Yes <input type="checkbox"/> 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.	
Note: The service must provide specific information about the category (i) preparations that will be used.	
Do you approve category (i) medicines to be used on your child?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
<ul style="list-style-type: none"> ▪ Arnica Cream (topically for small bumps and bruises) <input type="checkbox"/> Yes <input type="checkbox"/> No 	<ul style="list-style-type: none"> ▪ Petroleum Jelly / Vaseline (Used for emergency nappy rash and sticky noses) <input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Insect repellent (to prevent insect bites) <input type="checkbox"/> Yes <input type="checkbox"/> No 	<ul style="list-style-type: none"> ▪ Vicks Vapo Rub (applied to body to help with blocked noses) <input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Sunscreen (used for sunburn protection (Please supply your own if your child has sensitive skin) <input type="checkbox"/> Yes <input type="checkbox"/> No 	<ul style="list-style-type: none"> ▪ Any medications you may want us to use regularly that you have supplied add here please _____
<ul style="list-style-type: none"> ▪ Swedish Bitters cream, for itchy bites and hives <input type="checkbox"/> Yes <input type="checkbox"/> No 	<ul style="list-style-type: none"> ▪
Parent/Guardian Signature: _____ Date: ____/____/____	

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Category (ii) Medicines	
<p>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.</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>	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

Category (iii) Medicines Health / Allergy Plans:	
<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.</p>	
For staff: Individual health plan sighted and a copy taken:	<i>Tick One:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of medicine: _____	
Method and dose of medicine: _____	
When does the medicine need to be taken: (State time or specific symptoms) _____	
Staff: Allergy plan completed and sign:	Yes/No
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

Doctor:	
Name: _____	Phone: _____
Name of medical centre: _____	Address: _____

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Disaster Response/ Civil Defence Information:

As part of our disaster response planning it is vital that we know if you will be available/contactable in an emergency or if you are likely to be part of the response team working on that emergency (e.g. earthquake, volcanic eruption, flooding)

Are any of your listed parents/guardians likely to be part of an emergency response team? Yes No

If yes, who of the already listed contacts would you nominate as the best contact person for your child for immediate action? (Please state the number next to their name) _____

If we are unable to contact you or you are unavailable because you are part of an emergency response team, do we have permission to:

- Keep your child with us in the centre if that is possible? Yes No
- Remove your child to a designated place of safety if we are asked to evacuate New Plymouth? (At this time this would be Inglewood Childcare Centre on Rata St, Inglewood) Yes No

Is there anything else we should know about in relation to this issue? _____

◆ Statutory Holidays / Term Breaks

- This enrolment agreement is **inclusive** of school term breaks.
- Kinderen is closed on all public holidays normal fees apply.
- Kinderen has annual shut down over the Christmas period for which you are not charged any fees. The Administration Manager can provide you with dates.

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◆ Enrolment Details:						WINZ Subsidy? <input type="checkbox"/> Yes <input type="checkbox"/> No
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. <i>Kinderen supplies a number of non-government funded extras that need to be recovered through optional charges. Please read information over the page before signing below.</i>						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled: ie: 9am – 1pm						Total hours:
For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hrs. To be filled out before age three.						
20 Hours ECE at this service						Total hours:
20 Hours ECE at another service						Total hours:
Parent/Guardian Signature: _____ Date: ___ / ___ / ___						
Optional Charge hourly rate \$2.80 per hour						

◆ 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?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is your child receiving 20 Hours ECE at any other services?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to either or both of the above, please sign to confirm that:	
<ul style="list-style-type: none"> ▪ 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 Kinderen Daycare Centre Ltd.
Parent/Guardian Signature: _____ Date: ___ / ___ / ___

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◆ Optional Charges :

1. The optional charge directly funds a number of very important items that are not required by government regulation and therefore not government funded under 20 hours ECE. These are:

- High Quality projects with children interest and environment projects (ie: *Extra Teacher for Forest Trips*)
- The cost of the additional staff member preparing breakfast, am tea, lunch, pm tea, late snack
- Additional staff beyond the minimum regulated adult: child ratios (1-6/7 instead of 1-10)
- A higher proportion of ECE qualified and registered teacher than is funded for by the Ministry of Education (more than 80% registered teachers)
- Special whānau events.

- Sunscreen lotion / Summer Hats / Winter Hats / Wet weather clothing
- Specialist resource teachers
- Unlimited excursions within city limits at no extra costs unless these require an admittance fee
- Transport for excursions in the Kinderen Van outside city limits may require an extra fee for petrol.

The amount currently required to cover these items is \$2.80 per "20 Hours ECE" enrolled hour.

Note: please consider whether any of these above items have in any way influenced your decision to choose Kinderen as your preferred childcare provider. If they are not important to you and you wish not to pay optional charges then we will happily discuss with you an alternative place that may be more appropriate to your needs.

1. I understand that if I agree to pay for the optional charge, Kinderen Daycare Centre Ltd may enforce payment. The optional charge will be payable for all hours booked regardless of attendance.

The agreement to pay the optional charge will last for: will start when the child turns 3, and will last until the child leaves, or the family opts out of the optional charge for any reason.

2. The rules about making changes to the agreement are:

- Parents/caregiver of Kinderen Daycare Centre Ltd must give two weeks' notice in writing of their desire to change this optional charges agreement
- Kinderen will consider and respond to any request to change this agreement within one week.
- One alternative to part of the optional changes may be to supply your child's own meals, sunscreen and hats and to pay actual costs as they arise for participation in excursions and specialist resource teaching sessions and to take an active leadership role in fundraising activities.

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

4. 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: ____ / ____ / ____

Required Information for Licensing Purposes and Curriculum activities

<ul style="list-style-type: none"> ▪ Excursions: permission for staff to take your child on visits out of the centre. The staff/child ratio will be the same as for their time in the centre unless by the water at which time it will be 1 to 4. Children are sometime taken for walks in the local community. (Permission for outings in van will be required before the excursion takes place) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Photo/video: permission for the child to be photographed for the purposes of assessment, planning and evaluation in accordance with Kinderen's privacy policy. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Social Media: Kinderen has both private and a public profiles on facebook. We use this to keep you posted on upcoming events and show snippets from our days /trips. Do you give permission for photo's that may contain your child to be used on Kinderen's facebook pages? 	Public <input type="checkbox"/> Yes <input type="checkbox"/> No Private <input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Online Portfolios: Teachers use Storypark to create and regularly update individual portfolios online for your child. These belong to you and show an in-depth record of your child's learning here at Kinderen. Costs for producing the documentation in these portfolios is \$ 5.00 per term. Alternatively you could inquire about a paper portfolio for the same cost if you have no online access 	Online Portfolios <input type="checkbox"/> Yes Paper <input type="checkbox"/> Yes

Written Permissions for advertising materials

<p>We would love to use a selection of photographs of Kinderen children in our advertising either in newspapers or Newsletters and calendars. We need your permission to do this and would appreciate it if you could fill out the boxes below to confirm this. If you would prefer not to have your child's photo used this is not a problem, just cross out the No option below</p>	
<ul style="list-style-type: none"> ▪ Newspapers and websites 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Client handbook and brochures 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> ▪ Calendars 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other information possible to include on this Enrolment Agreement Form

<ul style="list-style-type: none"> ▪ Policy Statement: Kinderen Daycare Centre Ltd has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review.
<ul style="list-style-type: none"> ▪ Privacy Statement: All personal information on your child will be kept securely and remain confidential.
<ul style="list-style-type: none"> ▪ Parent/caregiver Information Book: Please ensure you have read the information in the parent/caregiver handbook as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into Kinderen.
<ul style="list-style-type: none"> ▪ Child's strengths, interests and preferences: Please continue to tell us about your child's strengths, interests and preferences during the period of your child's enrolment. A form will be included with this enrolment pack that needs to be returned along with this agreement.
<ul style="list-style-type: none"> ▪ Transitional to School Program: Kinderen runs an optional program for all four years to help ease the transition to school. It focuses on numeracy, literacy, self-help skills, social skills, following multiple instructions, risk assessment etc. <i>For more information please ask for a 'Transition to School' information package.</i>

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Term of this agreement

Unless otherwise specified elsewhere in this document this agreement applies for the period from which it is first signed and will last until the child leaves the centre.

◆ Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge. I understand that this is a legal and binding contract

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

◆ Service Declaration

On behalf of Kinderen Daycare Centre Ltd I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: _____ Date: ____/____/____

***A copy of this agreement will be supplied for you
on acceptance of your child's place.***



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