



Enrolment Agreement Form

◆ 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:

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: 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 purpose 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

* Information about acceptable identity verification documents is available online at

www.lead.ece.govt.nz and 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.

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

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:

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):

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:

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

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

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:
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:

Child's doctor:	
Name:	Phone:
Name of medical centre:	

Health	
Illness/allergies:	
Is your child up-to-date with immunisations?	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please provide verification of all immunisations)	
For staff: Immunisation records sighted and details recorded:	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>

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

◆ 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.						
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?	<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 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 give 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 not enrolled at another early childhood institution at the same times that he/she is enrolled at Kinderland Educare.	
Parent/Guardian Signature: _____ Date: ___ / ___ / ___	

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

Fees & Enrolments

Kinderland Educare is committed to maintaining a fee structure that is competitive and encourages participation for all. This section outlines our policy on Enrolments, Fees, Absences and Termination.

Fees Structure for long and short days.

Short Days 9.00am to 3.00pm

Long Days 7.00am to 6.00pm

Over 3 year old children, morning or afternoon sessions available for free.

Under 2 year old children					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Short	\$35	\$65	\$95	\$125	\$145
Long	\$55	\$105	\$150	\$185	\$215

Over 2 year old children					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Short	\$35	\$65	\$95	\$125	\$140
Long	\$55	\$105	\$150	\$185	\$205

Over 3 year old children — who have completed the 20 Hours ECE Attestation section on the enrolment form.					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Sessions	FREE	FREE	FREE	FREE	FREE
Long	\$45	\$75	\$100	\$115	\$125

Kinderland Educare is open from 7.00am to 6.00pm Monday to Friday.

Standard Terms;

The following Fees Policy will form part of your Enrolment and Agreement Form.

- All Fees are GST inclusive.
- Full fees are payable for all holidays, statutory holidays, sickness and absences.
- We offer families with 2 or more children a 5% discount if they are both enrolled fulltime.
- Automatic payment and internet banking are our preferred methods of payment as this minimises the amount of staff time required to process the payments.
- All fees are to be paid one week in advance. This is necessary for us to maintain a high standard of care for your child.
- Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed onto a debt collection agency, for which the parent will be responsible for any associated costs incurred.
- You are entitled to 2 weeks holiday during the year once you have been enrolled for a minimum of six months. In such a case you are to pay only 50% of the normal weekly fee.

What your Fees include;

- Snacks and drinks for all children- morning tea, afternoon tea and complimentary late snack. Hot lunch for short and long day students. (Does not include formula, you will need to provide child's formula).
- Sleeping linen for under 2's and all separate named beddings for all sleeping children and laundry services.
- Nappy cream and SPF 30+ sunscreen. (Please notify our team on enrolment of any allergies to sunscreen or nappy cream).
- Quality care for your child.

Enrolments

Booking Fee

- A non-refundable booking fee of \$40.00 is payable when enrolling your child to secure the position. This fee covers administration set up costs including your child's portfolio folder and stationery costs.
- Terminating your child's enrolment requires two weeks notice in writing.

Late Pickup Charges;

- Parents who are late in picking up their children will incur a late pick up fee of \$2.00 per minute. This will be incurred 15mins after the end of the daily session. This must be paid at the end of the day.

Enrolment Application Terms & Conditions & Required Declaration

PLEASE READ AND AGREE TO THE FOLLOWING BEFORE SIGNING THE APPLICATION

Outside visits authority

In signing this enrolment form, I authorise Kinderland Educare staff to take my child on short outside walks and visits to the park etc in groups. In addition, all excursions in a vehicle will require separate approval. A form will be sent home prior to each excursion.

No sick children

In signing this enrolment form, I agree to the Kinderland Educare policy, which states that I will not bring my child to Kinderland Educare when he/she is ill or suffering from any condition that is able to be passed on to other children. I will notify the centre if my child is not attending and inform the nature of the illness immediately.

Treatment and testing consent

In signing this enrolment form, I authorise the management of Kinderland Educare to administer medication authorised in writing by me for my child from time to time and in the event of any illness, medical condition and/or accident or where the child's health could be at risk, I authorise the management of Kinderland Educare to seek such professional or medical advice or treatment as they deem necessary for the best interests of my child. I agree that the cost of any such services will be my responsibility. I consent to vision, hearing and language tests and consent to the results of these tests being discussed with my child's teacher and management, if necessary.

Attendance

I will sign the daily attendance record and advise a staff member of my child's arrival before leaving my child. I agree that I will advise a staff member before taking my child from Kinderland Educare.

No duplicate enrolment

I confirm that the child referred to on the reverse of this form is not enrolled at another early childhood service for the same days and hours as they are enrolled in Kinderland Educare. (It is required by the Ministry of Education).

Fees agreement

In signing this enrolment form, I agree to pay fees on the basis of the fee schedule that is current at the time and I will pay, in advance, in accordance with the Fee Policy of Kinderland Educare. I acknowledge and agree to pay the appropriate fees for an enrolled day even if unable to attend due to sickness, holidays or statutory holidays. I understand and accept that irrespective of any arrangement with any other party (e.g. other adult, Income Support Services, ACC, Trusts or budget service, etc.) to pay the fees, the full responsibility to pay remains with me.

I understand and accept that if any fee or charge remains unpaid beyond the time specified in the fee policy, my child's enrolment may be forfeited and the debt passed on to a Debt Collection Agency for collection. I accept responsibility for any costs incurred in this process.

Children may only leave the Centre with:

1. Adults listed on the enrolment form, or;
2. With an adult whose name and relationship to the child has been made known to the Centre by parents, prior to picking up the child.

Emergency Closure of Centre

We are required by the Ministry of Education to close the Centre in certain circumstances, such as the loss of power to the Centre, and must evacuate the premises within two hours of such an event. In the event of an emergency closure of the Centre you will be required to collect your child from the Centre. Full fees are to be paid for up to 5 days if there is an emergency closure of the Centre.

Privacy act

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.

In accordance with the consent required in the Enrolment Form, we may at times observe and photograph children for the purposes of preparation of individual portfolios for children and/or communication with parents about children.

Terminating your child's enrolment

Kinderland Educare requires two weeks' written notice prior to a child leaving a full or part time position. If notice is not given, then you are still liable to pay fees for these two weeks from last day of attendance.

- I give permission as a parent/guardian; for my child to be photographed for documentation in the classroom, advertising and for newsletters.
- I agree to notify Kinderland Educare promptly regarding any absence and the reasons for the absence.
- I have completed the Kinderland Educare enrolment form for my child and agree that all the information contained in it is correct as at the date of signing.
- I give permission for my child to participate in grace/dua before lunch.

Centre rules and policies

I understand that the terms and conditions noted on this form are not exhaustive and that others are contained in published Kinderland Educare policy documents, rules, procedures, notices, parent handbook etc. I accept that the Kinderland Educare reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices or by putting notification on the parents' notice boards.

◆ 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

On behalf of Kinderland Educare, I declare that this form has been checked and all relevant sections have been completed.

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

◆ Account Details

BNZ Bank
Account number: 02-0191- 0352446-01

Change of Days/Times of Enrolment:						
Effective Date of Change: ____ / ____ / ____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Parent/Guardian Signature: _____ Date: ____ / ____ / ____						

Change of Days/Times of Enrolment:						
Effective Date of Change: ____ / ____ / ____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Parent/Guardian Signature: _____ Date: ____ / ____ / ____						

Change of Days/Times of Enrolment:						
Effective Date of Change: ____ / ____ / ____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Parent/Guardian Signature: _____ Date: ____ / ____ / ____						