



Enrolment Agreement Form

Confidential Administration Records

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

Child's official given name:.....

Child's official other/middle names:.....

(please separate names with a comma)

Name your child is known by/preferred name:

Surname/family name:..... Given name:.....

Date of Birth..... Male / Female

Copy of official identity verification document collected by staff:

- ☐ New Zealand birth certificate
- ☐ New Zealand passport
- ☐ Foreign birth certificate
- ☐ Foreign passport
- ☐ Other

Staff Initials:.....

Ethnic Origin

Iwi affiliation

Languages 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

Parents/Guardian Name..... Phone No.....
Address..... Mobile No.....
Email..... Work No

(If different from above)

Parent/Guardian Name..... Phone No.....
Address..... Mobile No.....
Email..... Work No

Emergency Contacts: (other than parents/caregivers)

Name..... Relationship to child.....

Phone No's.....

Name..... Relationship to child.....

Phone No's.....

Out of the Region emergency contact

Name..... Phone No.....

Address.....

Relationship to Child.....

I/We give permission for the following to pick up my child from kindergarten, all of the above names and.....
.....

Is there anyone who by law is not allowed to pick up your child? If so legal documentation of custody needs to be sighted by the Supervisor.....

Doctor's Name..... Name of Medical Centre.....

Phone No.....

Medical Information: does your child have any allergies, diet, special health needs, medication required (an additional form needs to be filled in if your child has preventative medication)

.....
.....

Does your child require any toilet support eg nappies, toilet training support?

.....

Is your child receiving or requiring Educational Support Services e.g. for speech, hearing etc
Yes/No.

Services you are receiving or required

.....

Is your child immunised? Yes/No

I will not bring my child to Pukeko Corner on days where they sick or have any infectious disease such as the flu, chicken pox, conjunctivitis, measles, head lice, or any vomiting or diarrhoea. Refer to Nga Kupu Oranga for infectious diseases.

Signature.....

We/I give permission to the staff at Pukeko Corner to act in the event of an accident or medical emergency as they see fit. This may require calling an ambulance or driving my child to the Katikati Medical Centre. Refer to Health and Safety Policy.

Signature.....

Does your child have a profile on Storypark? Yes/No

ACKNOWLEDGE AND AGREE THAT:

Please Circle

- My child can be taken on walks in the community with the ratio of 1:6 ratio staff: children.
Other trips involving transport will have individual permission slips. Yes/No
- My child will attend Kindergarten over the school term break holidays. Yes/No
- My child can be photographed or videoed in play as part of displaying children's learning in our programme. Yes/No
- My child's photo's can be displayed on the (1) Pukeko Corner website Yes/No
(2) Newspaper Yes/No
(3) Face book Yes/No
- I will abide by the Pukeko Corner Kindergarten Cyber Safety Policy (attached form) Yes/No
- I consent to having my child's progress of development and learning recorded Yes/No
- Kindergarten staff will be advised if any person other than myself is to collect my child Yes/No
- I give permission for Pukeko Corner staff to give child's name and birth date to the school they will attend Yes/No
- I give permission for my child to be taken outside the kindergarten grounds in the case of emergencies for example the evacuation assembly point. Yes/No
- I give permission for students in training for Diploma in Teaching in ECE to observe my child and take photos as part of their programme. Yes/No
- I give permission for sunblock (N.O.M SPF 30, 100% Natural) to be applied to my child. Yes/No
- I have read Pukeko Corner Kindergarten's Policies/Proceedures. Yes/No
- I have read and agree to Pukeko Corner Kindergarten's Positive Behaviour Policy. Yes/No

Enrolment Details

Date of Enrolment Start date Finish date

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Times Enrolled						
20 Hours ECE at this service						
20 Hours ECE at another service						

Our kindergarten session finishes at 2.45pm.

Do you require additional hours within the hours 8am to 5pm?

I hereby declare that my child is/is not enrolled in another Early Childhood Centre at the same times he/she is enrolled at Pukeko Corner Kindergarten.

Signature..... Date.....

20 Hours ECE Attestation:

Is your child receiving 20 Hours Early Childhood Education up to 6 hours a day,
20 hours per week at Pukeko Corner Kindergarten? Yes/No

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

I agree to pay the following fees:

AGE	8.30AM-2.45PM	2.45 – 3.30pm
2 ½ - 3 year olds Or if not claiming 20 hours ECE	\$25.00 per day	\$1.50 for every 15 minutes or part thereof
3-5 year olds Children claiming 20 hours ECE	1 – 3 days – free 4 days - \$18 5 days - \$36	\$1.50 for every 15 minutes or part thereof

NB: Fees are subject to review once a year and possible increases.

Fees terms and conditions.

- A non-refundable deposit of \$16 is payable upon- enrolment before your child begins. This is an administration fee and includes the cost of a wet bag.
- Kindergarten fees are payable as soon as your child starts, including when children are absent from Kindergarten either sick or on holiday. Fees are not payable when the Kindergarten is closed, however are payable when a parent stays at the Kindergarten for parent help or settling.
- **Late pick up charges- If your child is not picked up by you will be charged a late fee of \$5 for the first 15 minutes (as well as fees) and \$1 per minute thereafter.**

Signed.....

- Invoices for two weeks in advance will be emailed to you or if preferred put into your named pockets. You can choose to pay per term, month or fortnight as long as the fees are paid at least a fortnight in advance. A fee schedule is displayed on the notice board. We prefer payment by AP, online banking or cheque and would rather not have cash for safety reasons. Receipts will be placed in the name pockets if required. If you have problems paying fees please talk to Cathy, we will try our best to meet your needs.
- Management has the right to ask that the child does not attend if overdue fees have not been paid. We also reserve the right to use debt collection agencies to recover unpaid fees and to pass any costs of collection on to the child's parent.
- If overdue fees are not paid by the date agreed to or specified in a written letter to the parent then the Kindergarten will hand the debt over to a debt-collecting agency.
- Two weeks' notice is required if you intend to withdraw your child from Kindergarten. If no notice is given we must charge you for the session your child would have attended for the two weeks following your child's last day. Your child is deemed to still be enrolled for that two weeks' notice period. The Management however, may in special circumstances have the right to waive some, or all of this notice required.
- When leaving Kindergarten all fees due must be paid in full two weeks before your child leaves.

For more information refer to the Fees Policy.

I have read and understood and agree to comply with Pukeko Corners fee schedule, terms and conditions.

Name..... Signature.....Date.....

Office Use

Immunisation check	Data apt	Allergies	Signatures

Changes in enrolment for

Changed date.....Signature.....

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled						Total
20 Hours ECE at this service						
20 Hours ECE at another service						

Changed date.....Signature.....

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled						Total
20 Hours ECE at this service						
20 Hours ECE at another service						

Changed date.....Signature.....

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled						Total
20 Hours ECE at this service						
20 Hours ECE at another service						

Changed date.....Signature.....

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
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20 Hours ECE at this service						
20 Hours ECE at another service						
