

# Enrolment Agreement Form

## Administration Records

Enrolment Information, **20 Hours ECE** Enrolment hours and Attestation Information for



NOTE: Any changes to the original enrolment agreement form **must** be signed and dated by the parent/guardian.

### 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: \_\_\_ / \_\_\_ / \_\_\_\_\_

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](http://www.minedu.govt.nz/parents)

\* Information about acceptable identity verification documents is available online at [www.lead.ece.govt.nz](http://www.lead.ece.govt.nz) and [www.minedu.govt.nz/parents](http://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.**

Parents / Guardians:	
First Point of Contact for LIFE Childcare	Second Point of Contact for LIFE Childcare
Given names:	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:
Occupation:	Occupation:

Doctor:	
Name:	Phone:
Address:	

Emergency Contacts: <i>In the instance that Life Childcare cannot contact either parents or guardians</i>	
First Names:	First Names:
Surname:	Surname:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
First Names:	First Names:
Surname:	Surname:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

Custodial Statement
Are there any custodial arrangements concerning your child?
If <b>YES</b> , please give details of any custodial arrangements or court orders (a copy of any court order is required)
<input type="checkbox"/> Copies of court documents received and on file

<b>Person/s who cannot pick up your child: LIFE Childcare staff will be alerted about who is authorised to collect your child</b>	
Name:	Name:
Relationship to child:	Relationship to child:
Name:	Name:
Relationship to child:	Relationship to child:

<b>Person/s who can pick up your child:</b>	
Name:	Name:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Name:	Name:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Name:	Name:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Name:	Name:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Name:	Name:
Relationship to child:	Relationship to child:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

### ◆ 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	
Times Enrolled:						Total number of hours:

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

20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of hours:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### ◆ Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of school term breaks. However LIFE Childcare Centre closes for 2 weeks in December to January of each year.

Please be advised that LIFE Childcare Centre is not open on Statutory Holidays i.e. on any of the following public holidays that may fall on a weekday:

New Years Day	<input checked="" type="checkbox"/>	Easter Monday	<input checked="" type="checkbox"/>	Christmas Day	<input checked="" type="checkbox"/>
Day after New Years Day	<input checked="" type="checkbox"/>	ANZAC Day	<input checked="" type="checkbox"/>	Boxing Day	<input checked="" type="checkbox"/>
Waitangi Day	<input checked="" type="checkbox"/>	Queen's Birthday	<input checked="" type="checkbox"/>	Local Anniversary Day	<input checked="" type="checkbox"/>
Good Friday	<input checked="" type="checkbox"/>	Labour Day	<input checked="" type="checkbox"/>		

### ◆ Fees

LIFE Childcare Centre is open from Monday to Friday each week from 7:30am – 6:00pm  
Please refer to the fees policy for all information regarding our costs

### ◆ 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 LIFE Childcare Centre.

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**◆ Optional Charge introduced February 2013:**

1. The optional charge is for:

- Providing all 3-6 year olds with a comprehensive "Getting Ready for School" program which includes: Folders/workbooks to take home; Readers; Teaching resources for "Getting Ready for School" i.e. stationery and photocopying.
- Sunscreen and provision of sun hats when necessary.
- Subsidising all extracurricular activities including annual "out of centre" trips and "centre family events"
- Exceeding the staff/children ratio requirements by employing extra staff members usually a 1:7 ratio.
- Employing more than 80% registered teachers (included as an optional charge since 1 Feb 2011).

2. I understand that if I agree to pay for the optional charge, LIFE Childcare Centre may enforce payment.

3. The agreement to pay the optional charge will last for the duration your child qualifies for ECE hours

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

- Any change to this agreement must be notified to the Administration Manager of LIFE Childcare Centre in writing.
- You are required to provide LIFE Childcare Centre with at least two weeks written notification of any change to this agreement i.e. any change to this agreement will become effective two weeks after LIFE Childcare Centre has been informed in writing of the change.

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Medicine	
<b>Category (i) Medicines</b>	
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?	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, <b>provided by service:</b>	
▪ Arnica Cream	▪ Savlon Cream
▪ Insect Bite Treatment	▪ Nappy Rash 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	
Individual health plan completed and signed:	Tick One 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)	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

Health	
Illness/allergies:	
Is your child up-to-date with immunisations? (Please provide verifications of all immunisations)	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
Immunisations record sighted and details recorded:	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorisation for staff to apply sunscreen	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorisation for medical attention in case of emergency	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
We reserve the right to ask parents/guardians for a doctor's clearance before their child is able to return to the centre after suffering an infections illness.	

Other Permissions					
▪ Excursions: Staff children ratios Over 2yrs – 1:4 Under 2yrs - 1:2					
▪ Permission to go on walks within 1km of the centre with appropriate staff/child ratios	Tick One	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
▪ Permission to carry out written observations and use digital images of your child for the purposes of programme planning, recording, assessment, planning and evaluation	Tick One	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
▪ Permission for my child to be photographed for the purposes of displays, promotional use; including media and Facebook	Tick One	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Other information	
▪ <b>Policy Statement:</b> LIFE Childcare 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. 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.	
▪ <b>The Enrolment and Information Pack:</b> Please ensure you have read the information in the enrolment and information pack 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 the service.	
▪ <b>Privacy Statement:</b> All personal information on your child will be kept securely in locked files and secured computer database. The information contained in the files is available to staff only for the intended purpose of child reference details. The exception is emergency contact details which are available to staff in the classroom.	
▪ <b>Child's strengths, interests and preferences:</b> Please tell us about your child's strengths, interests and preferences	

◆ Parent Declaration	
I declare that all the above information is true and correct to the best of my knowledge. I also undertake to adhere to the requirements and regulations of LIFE Childcare Centre and also undertake responsibility for the payment of fees on time. I understand that failure to comply with these requirements and regulations could lead to my child's exclusion from the centre.	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

OFFICE USE:

◆ 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: ____ / ____ / ____

## FEES AGREEMENT:

In signing this form, I agree to and understand the following:

- The Fee schedule is available to parents at all times and is also enclosed in the enrolment pack.
- To pay fees in advance on a weekly basis i.e. Friday payments should be covering fees for the coming week.
- Fee payments may be made by AP (Automatic payment), EFTPOS, Visa, Mastercard, Cheque or Cash. WINZ subsidies are also accepted.
- If fees are not paid, the Administration Manager or representative will make contact with the parent / caregiver, either person to person or by phone, to discuss the situation and negotiate when and how the outstanding fee payment will be made. If payment is still not forthcoming after 14 days, a letter will be written detailing the amount of payment due and relevant dates of childcare service. If payment is still not made, debt recovery services will be contacted to pursue payment on behalf of LIFE Childcare Centre.
- Effective from 1 July 2007, Free ECE for 20 Hours is available to three and four year old children who are enrolled and attending LIFE Childcare Centre. However a Quality Care Levy will apply for every ECE hour your child attends this Centre. In order for your child to receive up to 20 hours of funded early childhood education, an attestation form must be filled out at time of enrolment.
- In terms of the current Debt policy, when fees are the equivalent of 2 weeks in arrears, my child's place in the Centre will no longer be available, and the debt will be referred to a debt collection agency, unless prior arrangement is made with management. Anytime a child is taken off the roll, the place may be filled by someone on the waiting list. The centre does not extend credit to customers.
- A late charge of \$10 per every 15 minutes will be payable if my child is consistently dropped off or picked up outside of their booked hours.
- Fees are reviewed periodically and parents are notified of adjustments one month in advance of changes being implemented.
- Fees must be paid for every day that your child is enrolled, including any day your child is enrolled to attend but is absent whether due to illness, family holiday or statutory holidays that fall on a day when your child would normally attend the centre and any teachers only day. No "catch up" days will be given to replace non-attendance as "enrolled days" are set.
- The centre will be closed for 2 weeks over the Christmas / New Year period. No fee payment is made during this holiday period. Refunds will not be given for AP's that are not held, it is up to parents to adjust their AP's accordingly or go into credit with us where the credit will be taken into account once the child is due to leave.
- To notify the centre if your child is absent and unable to attend their enrolled days due to illness or holiday. When this absence is related to a holiday, the notification must be in writing and handed to the administrator. (email is acceptable). One week of un-notified absence may terminate enrolment.
- Full fees are required initially while waiting for WINZ subsidy approval. Any payment made in excess of the WINZ subsidy will be credited to your account. You are required to manage the relationship with WINZ and to advise WINZ of any change in hours of enrollment and cancellation of the subsidy.
- If there is a change to my child's enrolled attendance, I will fill out the appropriate "change of enrollment" form and this request will be actioned at the start of the following month depending on availability.
- Should you need to un-enroll your child we will require **2 weeks written notice**, otherwise full fees will apply.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_