EDMONTON COMMUNITY Kindergarten
nurture grow learn

247 Edmonton Road, Te Atatu South, Waitakere City, 09 8363566

Enrolment Agreement Form

Childs details:	**National student Number (NSW):**
Child's official surname or family name:	
Child's official given name	
Child's official other names / middle names:	
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 ☐ New Zealand Passport ☐ Other _____	**Staff initials:** _____ ☐ Foreign birth certificate ☐ Foreign passport
Child's date of birth:	Male ☐ Female ☐
Ethnic origin:	
Iwi your child belongs to:	
Home Language:	
Child's home address or addresses:	

Parents / Guardians:

First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

Privacy Statement:

All Early Childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (Principle 3).
Personal information about your child collected on his enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry- For funding allocation purposes, for monitoring purposes, to allow the assignment of a National Student Number* , to allow the Minister of Education to exercise any of their other powers or responsibilities under the Education and training Act 2020, and as permitted by Privacy Principles 10 and 11.Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing. A National Student Number is a unique identifier for your child within the education system. You can find more information about National Student Numbers and what they are used for at: National Student Number (NSN) » NZQA

The Ministry recommends keeping a record of identity verification documents that have been sighted, but not retaining copies of identity verification documents, which if received, should be securely destroyed once verified.

♦ 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. Our all day sessions are seven hours.

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Days preferred						
Times Enrolled: *Head supervisor to fill out*						Total number of hours:
For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours (Kindergarten to fill out)						
20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of 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.
- Your 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: ____ /____ / ____

♦ Fee Charge:

I agree to pay $4.00 for a full day care of 7 hours. (6 hours free + $4.00 for the remaining 1 hour)

I agree to pay $4.00 per hour any hours over 20 hours not covered by ECE 20 hours.

I understand that excursions may occur an additional charge.

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

♦ Declaration:

I understand the kindergarten staff are only responsible for my child during the hours of the kindergarten session that the child attends and only within the kindergarten grounds and buildings, unless on an organised outing.

I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at Edmonton Community kindergarten.

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

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:

Person/s who can pick up your child:	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

Emergency Contacts:

First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

Health

Illness:
Allergies:
Food child cannot eat:

Doctor:	
Name:	Phone:
Address:	

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: Yes ☐ No ☐

Tick one:

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:

Parental Conditions/Permission:

- **I acknowledge that my child's booking can be cancelled if fees remain outstanding after 4 weeks.**
- **I understand that after 3 consecutive weeks of an absence, I am to be charged the full fee and will not be entitled to any ECE funding or Winz subsidy until the child returns to the centre.**
- **For fee paying children I understand that I still must pay fees even when my child is sick or absent for holidays.**
- **Policy Statement:** Edmonton Community Kindergarten 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.
- **Parent Information Book**: Please ensure you have read the information in the parent 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 the service.
- **Privacy Statement:** All personal information on your child will be kept securely and remain confidential. Any changes to this form must be signed and dated by the parent/guardian.
- **I have read and understood the Privacy Statement on Page 1** ☐
- **Take appropriate emergency action if staff I unable to contact parent or emergency contacts Yes/No**
- **Share relevant information with selected school: Yes/No**

Required Information for Licensing Purposes

- **Excursions: Take your child on a short walk with staff as part of the kindergarten programme.** ☐
- **Permission for the child to take part in regular excursions (under the conditions stated in the excursions policy)** ☐
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- **Photo/video: permission for the child to be photographed for the purposes of assessment, planning and evaluation for child's portfolio, planning folder and wall displays.** ☐
- **Permission for your child to be added to Storypark e-portfolio** ☐
- **Permission for your child to be added to Storypark Community daily posts. (This means group photos) Yes/No** ☐

♦ 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 Edmonton Community Kindergarten], I declare that this form has been checked and all relevant sections have been completed.	
Head Teacher Signature: _____	Date: ____ /____ / ____