

Enrolment Agreement Form

Office Use only (Sign to attest)

Enrolment form completed and signed	Start date entered
WINZ	Infocare/discover entry
NSN number applied for	Immunisation certificate sighted
Allergies/medical/health plan completed (as required)	

Children's identification – Children may be enrolled into a service even if a parent/caregiver cannot provide identity documentation. It is important to ask for identity documentation and if the parents / caregiver can provide it – please then state which document(s) you sighted.

NZ Birth Certificate
 NZ Passport
 Foreign Passport
 (Tick which ID has been sighted)

Staff Initials: _____

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 documents	NZ Birth Certificate NZ Passport Other _____		Foreign Birth Certificate Foreign Passport Staff Initials _____
Child's date of birth:	Male		Female Other

Child's ethnic origin(s)	Iwi your child belongs to	Language(s) spoken at home
Child's primary residential address:		Post Code:

<p>Privacy Statement:</p> <p>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 (see Principle 3 - Collection of information from subject).</p> <p>Additionally, all Privacy statements must include the exact wording below: Personal information about your child collected on this 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:</p> <ul style="list-style-type: none"> • for funding allocation purposes • for monitoring purposes • to allow the assignment of a National Student Number* to your child, and • to allow the Minister or Secretary 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. <p>Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.</p> <p>* 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</p> <p>Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: National Student Numbers (NSN) – Education in New Zealand</p> <p>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.</p>

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:

Parents/Guardians	
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 Persons who can pick up your child	
Given names:	Given names:
Surname/Family Name:	Surname/Family Name:
Address:	Address:
Post Code:	Post Code:
Phone Numbers:	Phone Numbers:

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:

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:
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:

Child's Doctor	
Name:	Phone:
Name of Medical Center:	

Health			
Illnesses/Allergies:			
Is your child up to date with immunisations? (Tick one)	Yes	No	
Please provide verification of immunisations	Staff only: Sighted and details recorded	Yes	• 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?	Yes	No
Name(s) of specific category (i) medicines that can be used on my child, provided by		
Anthisan	Yes	No
Arnica - Brand	Yes	No
Sunblock 360 50+ Brand	Yes	No
Parent/Guardian Signature:	Date:	
Category (ii) medicines Category (ii) medicines are prescription medicines (such as antibiotics, eye/ear drops etc) or non-prescription medicines (such as paracetamol liquid, cough syrup etc) that are used for a specific period of time to treat a specific condition or symptom. They are 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:	

Medicine	
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, and is for the use of that child only.	

For staff: Individual health plan sighted and a copy taken: (Tick one)	Yes	No
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:	

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	Mon	Tues	Wed	Thur	Fri	
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? (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:		
<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 Sunnyside Early Learning Centre 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 Sunnyside Early Learning Centre

Parent/Guardian Signature:

Date:

Optional Charges

At Sunnyside Early Learning Centre we don't have any optional charges.

Parent/Guardian Signature:

Date:

Statutory Holidays/Term Breaks

At Sunnyside Early Learning Centre we are open for all school holidays.
We are closed on the following public holidays if they are observed on a weekday:

- New year's day
- Day after new year's day
- Waitangi day
- Good Friday

- Easter Monday
- ANZAC day
- King's Birthday
- Matariki

- Labour day
- Christmas day
- Boxing day
- Anniversary Day

Required information for licensing purposes

Local Excursions: At Sunnyside Early Learning Centre we will not be venturing out into the community until (as a new service we are settled and aware of our community surroundings once we have established this we will consult and provide Risk Assessments for any local excursions we feel appropriate and will add learning opportunities for our children

Yes

No

Parent/Guardian Signature:

Date:

Photo/video: At Sunnyside Early Learning Centre we utilise photos and videos for the purpose of Learning Stories, Facebook posting, our website and Storypark. Please sign your permission for the child to be photographed for these purposes.

Face Book (public)
Yes
Website (public)
Yes
Kebudel/Storypark
Yes

No

No

No

I understand that any photographs or video images I as a parent or legal guardian might take at centre events will not be used inappropriately. I will not post images on social media without parental approval from the parents of any children who appear in the image.

Parent/Guardian Signature:

Date:

Additional agreed information

- **Policy Statement:** we have a number of policies that set out the procedures that are in place for the care and education of the children who attend our centre. 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. Our policy manual is kept in the front entrance way.
- **Policy Review:** we encourage you to support our policy review process which we post onto Storypark for your contribution. This allows you to have input into our operational practices.
- **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.
- **Child's strengths, interests, and preferences:** Please tell us about your child's strengths, interests, and preferences – an "All About Me Sheet" is available in your induction pack.
- **Transitional School Visits:** we encourage and support our families to make these arrangements but do keep information about our local schools in the centre.
- **Storypark:** we utilise Storypark for collecting your aspirations for your child and sharing your child's learning at Sunnyside Early Learning Centre. Please feel free to comment at any time or add stories or photos as you wish.

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 Sunnyside Early Learning Centre I declare that this form has been checked and all relevant sections have been completed.

Manager Signature:

Date:

Terms, Conditions, Authorisations, and Permissions

Enrolment procedure: If you choose to book a space for your child at with us the place will be secured for you upon receipt of your completed enrolment form, our enrolment fee, and one week of advance tuition. We encourage you to send in your completed form as soon as you have made a decision regarding your child's educational journey to avoid disappointment and to enable us to plan our staffing requirements.

Fee payment and invoices: Sunnyside Early Learning Centre and the Ministry of Education's licensing regulations require us to account for your child's attendance. We have a two-day minimum booking per week and ask that you sign in and out each time your child attends. You agree to pay the fees as per the fee schedule. All accounts are required to be paid in full on a fortnightly basis. Invoices will be emailed to all parents on a Monday for one weeks' advance fees. If your child is absent or on holiday, you will be required to pay the regular fees as per our fee schedule. Our fees are reviewed on an annual basis. If your child is absent for three or more weeks, you agree to pay any lost Ministry of Education funding.

Late payment of fees: Any overdue fees may incur a penalty 5%. After a period of three weeks non-payment your child may have their enrolment cancelled. A debt collection agency may be engaged to recover debts or proceedings through the courts may commence. By signing these terms and conditions you are agreeing to all costs incurred in the collection of debt, such as legal costs, court fees, and debt collection fees.

Holiday discounts: Each child is entitled to three weeks of holidays each calendar year where 50% of fees will be charged, calculated on a pro-rata basis depending upon the number of days the child normally attends. In the child's first year of attendance at Sunnyside Early Learning Centre the entitlement will also be pro-rated depending upon the month in which the child starts.

Statutory holidays and term breaks: This enrolment agreement is inclusive of school term breaks. We are not open on any statutory holidays. Full fees are applicable for any statutory holiday that falls on a day when your child would normally attend. The Centre will close for two weeks over the Christmas / New Year period. Exact dates will be advised prior to this period each year.

Leaving the centre: We require two weeks' notice in writing if you are planning to remove your child from Sunnyside Early Learning Centre . Fees may be charged up to and including the final day.

Attendance: If a child is absent due to illness or holidays, please make sure you advise us. The time of your arrival and departure is required to be written in the daily sign in and sign out sheet (located outside each room). In an emergency, this sign in sheet is used to ensure all the children are accounted for.

WINZ subsidies: It is the parent's responsibility to check with WINZ to see if they are entitled to a childcare subsidy.

Hours: Sunnyside Early Learning Centre is licensed to have children attend Monday to Friday. Our opening hours are 7.30am to 5.30 pm.

Settling in and visits: All children are required to visit the Centre at least twice for short periods prior to starting. There will be no charge for the visits. One of our staff will call you on your child's first full day to update you on your child's progress.

Pick up and drop offs: You are required to drop your child off or pick up at your scheduled times. If you are going to be delayed at any of these times, please phone to advise staff. Late fees may be applied at a charge of \$20.00 per 15 minutes. Staff will only release children into the care of adults documented on this enrolment form. Any other adults collecting will require permission by a parent/guardian prior to the child being released.

Health: Verification of immunisations is required and a copy will be taken and included with your child's enrolment file. If your child is unwell they may be at risk of infecting other children, teachers, and adults (including expectant mothers). Therefore, we ask that you keep your child home until they are well again and advise us of your child's illness. Any child who has experienced vomiting or diarrhoea will be excluded for 48 hours from the last episode. If you are contacted to collect your child who has become unwell we ask that this be done as quickly as possible. Any medication for your child is to be handed to the head teacher, this is to be documented and signed consent by you is required. In the event of an accident or emergency you authorise application of basic first aid and for the Centre to seek medical or other advice as deemed necessary and accept any expense incurred in obtaining this for your child. You understand if your child becomes ill whilst at Sunnyside Early Learning Centre you will immediately pick them up or arrange a pickup. You understand it is your responsibility to report any health and safety concerns to our Centre Manager

Food: WE have a strict NO NUT Policy. We support and encourage the guidelines of the Ministry of Health around preparation and provision of food for children. You understand that if you are wanting to bring food into the Centre for a special occasion you will first speak with a team member to gain an understanding of what is allowed.

Clothing and personal items: Children are required to bring a named change of clothes in their bags on a daily basis. Sunhats are compulsory in the summer months. Sunscreen should be applied by parents before attending. Our team will also apply sunscreen throughout the day. All your child's belongings, including items of clothing and footwear etc, are to be named. Please do not feel obliged to purchase labels, as a permanent marker is ample. We ask that you please keep children's toys at home.

Toileting: You give permission for staff and teachers to change your child's soiled or wet clothing when necessary.

Emergency closures: Should Sunnyside Early Learning Centre be subject to an Emergency closure you will be required to collect your child from the Centre.

Policies: We have a number of policies that set out the procedures that are in place for the care and education of the children who attend Sunnyside Early Learning Centre Our policy documents are located in the foyer and we urge you to read them. The signing of this enrolment agreement form indicates that you understand and will support our policies.

Children with additional specific needs: Sunnyside Early Learning Centre is dedicated to providing an inclusive, safe and happy learning environment for all children, families and staff who attend our centre. When an individual child has extra, specific care and learning needs, a meeting will be organised between parents and staff to determine how we can best support the child and family through these specific needs. When an action plan has been agreed upon with both parties, outside agencies may be consulted to support the child, their family and staff.

Once this plan has been actioned, other additional meetings may be held. If Sunnyside Early Learning Centre , in its sole and absolute discretion, determines that we are not able to provide a safe learning environment for the child, other children and staff, this will be discussed with the parents and alternative care arrangements may need to be made. We will give 2 weeks written notice to cease a child's enrolment. (if using this clause you must also have this in your positive guidance.

Parent/Guardian Signature: (I agree to the above terms and conditions of enrolment)	Date:
Manager Signature:	Date:

Fee Schedule

Under 3	6 Hour Session (9am-3pm) 2 Day Minimum	Full Day 2 Day Minimum
2 Days	80	130
3 Days	115.00	195
4 Days	160	250
5 Days	195	295
3- 6 Years	Part time with 20 Hours ECE (6 hours Max per day)	Full Days with 20 hours ECE
2 days	Free	60
3 days	Free	90
4 days	30	135.00
5 days	60	170 .00