

# Enrolment Form

Application Date.....

Start Date .....

Leave Date .....



Our 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. Please read these, together with the parent handbook as both documents contain important information for parents.

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:	
Child's Primary Residential Address:	Date of Birth:
Ethnic Origin/s:	Iwi Affiliation: <input type="checkbox"/> Male <input type="checkbox"/> Female
Languages spoken at home:	
Parent / Guardian (1)	Parent / Guardian (2)
Name:	Name:
Address:	Address:
Phone Home:	Phone Home:
Phone Work:	Phone Work:
Phone Mobile:	Phone Mobile:
Email:	Email:
Relationship to child:	Relationship to child:
If this child has more than two legal parents or guardians, please attach additional details	
Emergency Contacts (in case we cannot get hold of you)	
Name:	Relationship to child:
	Phone: <span style="float: right;">Mobile:</span>
Name:	Relationship to child:
	Phone: <span style="float: right;">Mobile:</span>
Other adults authorised to pick up your child in addition to those listed above (if any)	
Name:	Relationship to child:
	Phone: <span style="float: right;">Mobile:</span>
Name:	Relationship to child:
	Phone: <span style="float: right;">Mobile:</span>
Custodial Statement	
Are there any custodial arrangements concerning your child? <span style="float: right;">Yes / No <i>circle one</i></span>	
<i>If YES, please provide details of any custodial arrangements and attach copies of any relevant court orders.</i>	
Person/s who <u>cannot</u> pick up your child (if any)	
Name:	Relationship to child:

**Child's Doctor**

Doctors Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Name of Medical Centre/Practice: \_\_\_\_\_

**Health**

Please list details of any ongoing illnesses/allergies:  
 \_\_\_\_\_

Is your child up-to-date with immunisations? \_\_\_\_\_ Yes / No

**Please provide a copy of your child's latest immunisation certificate.**  
 Your child is not required to be immunised but we are required to hold details of each child's immunisation status.

**Medicine**

Category (i) Medicines are a non-prescription preparation 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. Category (i) medicines that might be used on my child (provided by Kumeu Montessori Preschool) are arnica Cream, antiseptic liquid/ointment, insect bite treatment.  
 I **approve / do not approve** (delete one) the use of category (i) medicines on my child  
 \_\_\_\_\_  
 Parent/Guardian signature .....

Category (ii) Medicines are prescription medicine (such as antibiotics, eye/ear drops etc) or non-prescription medicine (such as paracetamol, cough syrup etc) 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. 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 .....

Category (iii) Medicines 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, please provide a copy of your child's individual health plan and provide details of the medication and its application. Leave this section blank if it is not relevant to your child.  
 \_\_\_\_\_  
 Parent/Guardian Signature .....

**Enrolment Details**

Preferred Start Date:						
Days Enrolled (circle)	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled						Total hours:

**Please complete if your child is 3 years of age or older and qualifies for 20 Hours ECE funding.** 20 Hours ECE is for up to six hours per day, up to 20 hours per week with no compulsory fees when a child is receiving 20 Hours ECE funding

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

**This enrolment agreement is inclusive of school term breaks. Kumeu Montessori Preschool is not open on statutory holidays.**

**20 Hours ECE Attestation**

Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service? **Yes / No**  
 Is your child receiving 20 Hours ECE at any other service? **Yes / No**  
 If you answered 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 section.

\_\_\_\_\_ Parent/Guardian Signature .....

**Dual Enrolment Declaration**

I hereby declare that my child **is/is not** (please delete one) enrolled at another early childhood institution at the same times that he/she is enrolled at Kumeu Montessori Preschool

Parent/Guardian Signature .....

**Optional Charges**

I understand that pursuant to Ministry of Education requirements, an optional charge is not compulsory and if I choose not to pay there will be no penalty. However, I have agreed to pay daily charges as provided on the Fee Schedule in the Information Pack and as advertised at the Centre. This daily charge is made to cover additional costs incurred by the centre in the provision of a standard of care above the minimum required, including the following

- A higher than required adult/child ratio
- A teaching staff of whom more than 80% are registered and qualified teachers, rather than unqualified staff (exceeding minimum requirements that 50% of staff be registered and qualified teachers)
- The time spent by my child at the centre above the Government funded 6 hours each day and 20 hours ECE
- Provision of miscellaneous items including sunscreen, food etc

I understand that if I agree to pay for these optional charges, Kumeu Montessori Preschool may enforce payment. The agreement to pay the optional charge will last for the period of my child's enrolment at Kumeu Montessori Preschool. Changes to these charges will be notified in writing, with one months notice provided.

I **agree** to pay the optional charge for the activities/items specified in this enrolment agreement form.

Parent/Guardian Signature .....

**Authorisations**

In the event of accident or emergency, I authorise Kumeu Montessori Preschool to provide first aid assistance to my child and to seek emergency medical or other advice as it deems necessary in the best interests of my child.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I accept responsibility for any expenses incurred in obtaining treatment for my child in an emergency situation	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission for my child to go on walks in the vicinity of the preschool (with appropriate adult supervision)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that I will be required to provide written consent for any excursion requiring transport	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give permission for my child to be photographed while at the Preschool for the purposes of planning, assessment and evaluation and for these photos to be displayed within the centre and used in children's portfolios	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that full fees are payable for each day my child is enrolled, even if my child is unable to attend through illness or if I choose for my child not to attend for any other reason.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand and accept full responsibility for payment of fees charged to my account in accordance with the published fee rates and policies. The Centre reserves the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date. I understand and accept that these fees are to be paid in full, in advance, within 3 days of the beginning of each billing period.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that a late fee of \$25 per week may be charged if my account has been outstanding for more than three weeks	Yes <input type="checkbox"/> No <input type="checkbox"/>
I will give at least four weeks' notice in writing or pay four weeks fees before reducing the number of days enrolled or my child leaving Kumeu Montessori Preschool.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand and accept that if any fee or charge remains unpaid for more than one month, my child's enrolment may be forfeited and the debt passed to a Debt Collection Agency for collection. I accept responsibility for any and all legal administrative costs and legal fees incurred in this process.	Yes <input type="checkbox"/> No <input type="checkbox"/>
This enrolment agreement is inclusive of school term breaks, during which the Centre remains open. Kumeu Montessori Preschool is <b>not</b> open on public holidays and no charge will be made for those days.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Parent/Guardian Signature .....

**Other Information?**

Is there any other information you would like to advise us of in relation to your child?

**Please attach the following documents required to complete enrolment**

**National Student Identification**

- Please provide a copy of an acceptable identity verification document to enable enrolment and the allocation of a National Student Number. 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). This could be one of the following:
  - New Zealand birth certificate
  - Foreign birth certificate
  - New Zealand passport
  - Foreign passport
  - Other \_\_\_\_\_

**Immunisations**

- Please attach a copy of your child's immunisation certificate (from the back of the Well Child book, or as provided by your doctor).

**Category (iii) medicines**

- If your child requires Category (iii) medicines, please attach a copy of their individual health plan and full details of the medication required, and how it should be administered.

**Parent Declaration**

I acknowledge that I have read and understood the terms and conditions of my child's enrolment at Kumeu Montessori Preschool. I declare that all the above information is true and correct to the best of my knowledge and I accept the terms and conditions noted above.

I have attached the documents listed above to enable enrolment to be completed.

Parent/Guardian Signature ..... Date .....

**How did you hear about Kumeu Montessori Preschool ?**

- Building Signage
- Internet
- Friend/Family recommendation
- Yellow Pages
- Word of Mouth
- Other.....

**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).

**For Kumeu Montessori Preschool Use Only**

**Service Declaration**

On behalf of Kumeu Montessori Preschool, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature .....