



ENROLMENT FORM

Start Date _____ Finish Date _____
Childs surname _____ Childs name _____
Date of Birth _____ Male / Female _____
Ethnic Group _____ If Maori please specify Iwi _____

Parent / Guardian information

Name _____ email _____
Address _____
Phone numbers: home _____ work _____
Mobile _____

Name _____ email _____
Address _____
Phone numbers: home _____ work _____
Mobile _____

Emergency Contact

Name _____
Address _____
Phone numbers: home _____ work _____
Mobile _____

Special custody or access conditions:

Any person not allowed to collect your child:

Health information

Doctors name _____ Phone _____
Chronic illnesses or allergies _____
Immunisation Yes / No _____ Certificate shown _____

On recommendation from the Ministry of Health, any child who has an infectious illness which requires antibiotics may not attend the Centre until 24 hours after the treatment has started. Also, any child with vomiting and/or diarrhoea must not attend the centre for a 48 hour period.

Enrolment Days and Times

Optional Charge: Please read carefully.

I agree to pay \$2.00 per hour for my child from his/her 3rd birthday for the 20 ECE hours that he/she is enrolled at Tree Town.

1. This hourly charge will be used to continue to provide a higher proportion of ECE qualified and registered teachers than is funded by the Ministry, excursions, sunscreen lotion, spare clothing items, morning and afternoon tea.
2. This will be reviewed annually with our fee's policy.
3. The Centre will give two months notice if any change is to be made to this agreed charge. I will give two months notice if any change is to be made to this agreed charge.
4. I understand that this charge is not compulsory and if I choose not to pay there will be no penalty.
- 4a. If Tree Town ECC does not have agreement from all of the parents to pay the optional charge, Tree Town will be forced to withdraw from the 20 hours ECE scheme, as it would be unaffordable to run the Centre.

Signed _____ Dated _____

Observations will be done on my child for their portfolios. Photographs of my child, sometimes with others, may be taken for observation, and Centre displays, yes/no _____ and Tree Town's website. yes/no _____

In the event of an emergency, the Centre has permission to take actions necessary to safeguard and treat my child, on the understanding that any costs incurred will be the parents responsibility.

Yes / No Signed _____

Permission to take my child on short excursions outside the Centre. The Adult :child ratio is 1:4

Yes / No Signed _____

Permission to apply Savlon, Arnica or Pamol if needed (as decided by the Head Teacher)

Yes / No Signed _____

Holiday Policy

With one weeks notice your child is entitled to 4 weeks pro-rata holidays per year at 50% of the normal fee. Public holidays will be 50% of the normal fee.

Retaining Fee

When at least seven (7) days notice of intended absence is given to the Office, a retaining fee of 50% will be charged for the absence. If less than seven (7) days notice is given the full fee will be charged.

Child's Illness

After six months enrolment you will receive four (4) free half-days per year. Please notify the Centre as soon as possible.

WINZ subsidies

Full payment of fees must be made until notice of subsidy is received in writing by Tree Town Early Childhood Centre or Tree Town Preschool from WINZ. The subsidy will then be credited to your account.

Withdrawing your child from the Centre

Two weeks notice is required or, payment of two weeks normal attendance fees will be charged.

Fees

I agree to pay the current fees for my child as in the Fee Policy.

Fees are due by the due date given on the invoice, any unpaid fees after that date will incur a 10% late payment fee. If fees remain unpaid after six weeks, your child will be removed from the Centre roll unless a written arrangement to pay the fees has been reached with management. *If fees remain unpaid after three months, the debt will be put in the debt collectors hands and all collection agency fees will be added to the debt.*

If your child is absent for longer than 21 days their enrolment is automatically ceased unless a prior agreement has been reached with Management.

My child is not enrolled at another Early Childhood service for the same hours.

ECE hours at this Centre are: _____

Parents Signature _____ Date _____