



Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Child's Official Surname \_\_\_\_\_ Child's Official Given Name \_\_\_\_\_

Child's official other names / middle names: \_\_\_\_\_

Child's primary residential address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male / Female \_\_\_\_\_

Ethnic Group \_\_\_\_\_ If Maori please specify Iwi \_\_\_\_\_

Language/s spoken at home. \_\_\_\_\_

**Copy of official identity verification document:**

NZ birth cert.

  

NZ passport

  

Foreign birth

Foreign passport

**Other:** \_\_\_\_\_

***Parent / Guardian information***

Name \_\_\_\_\_ email \_\_\_\_\_

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:*** \_\_\_\_\_

**Doctors Name/Medical Centre** \_\_\_\_\_

Chronic illnesses or allergies \_\_\_\_\_

Immunisation Yes / No \_\_\_\_\_ Certificate shown \_\_\_\_\_

***Enrolment Days and Times:***

**Mon:** \_\_\_\_\_ **Tues:** \_\_\_\_\_ **Wed:** \_\_\_\_\_ **Thurs:** \_\_\_\_\_ **Fri:** \_\_\_\_\_

**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)

**Optional Charge: Please read carefully.**

I agree to pay \$3.00 per hour for my child from his/her 3<sup>rd</sup> 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 one month's notice if any change is to be made to this agreed charge. I will give one month's 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 \_\_\_\_\_

I give consent for:

- Vision and Hearing examinations. Yes/No sign \_\_\_\_\_
- Photos, videos. Yes/No sign \_\_\_\_\_
- Website. Yes/No sign \_\_\_\_\_
- My child to participate in Storypark Yes/No sign \_\_\_\_\_
- Email for Storypark \_\_\_\_\_

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 apply Dettol Antiseptic Cream, Arnica, or Cornflour if needed (as decided by the Teacher)

Yes / No Signed \_\_\_\_\_

**Excursions**

Spontaneous excursions will include local parks, libraries, fire stations and neighbouring schools within a comfortable walking distance from the centre. A first aid kit, cell phone and all other necessary supplies are taken on all excursions. Appropriate ratios will be maintained with the children's age and abilities in mind and will not exceed government regulation ratios of 1 teacher to 4 children. If buggies are used we will follow the "Buggy Safety Policy".

- I give consent for short excursions outside the center. Yes/No sign \_\_\_\_\_

**Holiday Policy**

With one week's notice your child is entitled to 4 weeks pro-rata holidays per year at 50% of the normal fee. The centre is closed on all statutory holidays. Public holidays will be 50% of the normal fee.

**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, the debt will be put in the debt collectors hands and will incur an administration charge of \$25 + 1.5% interest per week*

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

**PARENT DECLARATION** - I/We declare that all the above information is true and correct to the best of my knowledge and my child is not enrolled at another Early Childhood Centre for the same days and hours as they are enrolled at Tree Town.

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

**\*Market Research\* Where did you hear about Tree Town Early Childhood Centre & Preschool.**