



ENROLMENT FORM

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 _____ Postcode _____

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

Optional Charge: Please read carefully.

I agree to pay \$3.00 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, Storypark, 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 3 weeks pro-rata holidays per year at 50% of the normal fee. The centre is closed on all statutory holidays. Public holidays will be charged at full fee.

Child's Illness

After two months enrolment you will receive five free full 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?