

Enrolment Agreement Form



Child's details:

Child's **official given name**: FIRST NAME

Name your child is known by / preferred name (if different)
Given name: _____ Family name /surname _____

Child's **official other names / middle names** (please separate names with a comma): MIDDLE NAME

Child's **official surname or family name**: LAST NAME

Child's date of birth: dd / mm / yyyy

Male ☐ Female ☐

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary **residential address**:

(Optional) Church family attends – if any:

How did you hear about Kids Forever Christian Preschool?

For staff: Copy of official identity verification document collected by staff

Staff initials: _____

☐ New Zealand birth certificate

☐ Foreign birth certificate

☐ New Zealand passport

☐ Foreign passport

☐ Other _____

Parents / Guardians:

1. Given names:

Surname / family name:

Address (if different from above) :

Post Code:

Phone (Home):

Phone (Work):

Phone (Mobile):

Email:

Relationship to child:

Occupation/Previous Occupation:

2. Given names:

Surname / family name:

Address if different:

Post Code:

Phone (Home):

Phone (Work):

Phone (Mobile):

Email:

Relationship to child:

Occupation/Previous Occupation:

(Children love to chat and ask us about what their parents do while they are at kindy, so it is lovely for us to have a quick check of this form and have something to tell them☺)

Custodial Statement:

Are there any custodial arrangements concerning your child?

If **YES**, please attach the details of any custodial arrangements or court orders (a copy of any court order is required)

List of all person/s who **CAN** pick up your child:

Name:

Name:

Name:

Name:

Name:

Name:

Person/s who **CANNOT** pick up your child:

Name:

Name:

Name:

Name:

EMERGENCY Contacts other than parents/guardians (Able to pick up child): *(Must have two)*

1. Given names:

Surname / family name:

Address:

Post Code:

Phone (Home):

Phone (Work):

Phone (Mobile):

Email:

2. Given names:

Surname / family name:

Address:

Post Code:

Phone (Home):

Phone (Work):

Phone (Mobile):

Email:

Child's Doctor:

Name:

Phone:

Name of medical centre:

Health:

Illness/allergies:

Is your child up-to-date with immunisations?

Tick One

Yes ☐

No ☐

(Please provide verification of all immunisations)

For staff: Immunisation records sighted and details Photocopied/recorded:

Yes ☐

No ☐

Staff initials: _____

Medicine Declaration:

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 or allergies etc and is for the use of that child only.

Name of medicine:

Method and dose of medicine:

When does the medicine need to be taken: (State time or specific symptoms)

For staff: Individual health plan sighted and a copy taken:

Yes ☐

No ☐

Staff initials: _____

Policies:

The signing of this enrolment form indicates that you will abide by the policies of this centre and the clauses outlined below:
This centre has a number of policies and procedures that are in place for the care, education and safety of the children who attend.
We strongly urge you to read these.

Statutory Holidays / Term Breaks: This enrolment agreement is **exclusive** of school term breaks. We are closed on all statutory holidays and observe primary school holidays.

Parent information handout: Please ensure that you read the information in the parent information handout as it covers such things as fee details, our education programme and ways in which we can help you and your child settle into the center.



Fees: As outlined below, by enrolling your child at Kids Forever you are agreeing to pay any compulsory or agreed to costs. Please ensure that the bill payer is aware of the costs involved.

Failure in paying any of the compulsory fees or agreed to optional fees may lead to your child's exclusion from the centre.

We reserve the right to request 4 weeks' notice irrespective of holidays (holidays cannot be used as a part of the notice period) before a child is withdrawn from the centre and 4 weeks' notice when dropping sessions. If+ the centre is not notified 4 weeks prior, a cancellation fee of 4 weeks of session costs (**NO SUBSIDIES INCLUDED**) will apply - no exceptions. In a notice period case - portfolios and personal items will be sent out once full payment of invoice has been received. (Notice period must be paid within 2 months of leaving)
Late fee of \$1 per minute will apply after the 2nd time a child is picked up late and will be added to invoice automatically.

New Enrolment Fee: We have a one off enrolment fee of \$30 which will be added to your invoice. The \$30.00 enrolment fee covers administration, children's portfolios and additional leaflets, stationery and photocopying etc

Signing in: I agree that I will sign the daily attendance sheet on my child's arrival and departure, and regular confirmation of enrolment forms, Children driven to and from Kids Forever must travel in a car seat or restraint in accordance with Traffic Regulations

Medical: I will allow the manager to seek medical help if necessary. * also see medicine declaration

Health: I will not bring my child to the centre in the event of sickness or infectious illness. I will notify the centre if my child is not attending and inform the nature of the illness. I am aware I need to sunscreen my own child.

Child Access: I will notify the centre if anyone other than those listed on enrolment form is to pick up my child, and I understand that my child will be kept in the centre until permission (verbal or written) has been given. (see pick up and drop off policy)

Excursions: as per Kids Forever's Excursion policy for all excursions from the preschool individual parental permission will be required and correct ratios will be strictly adhered to always.

Portfolios: I am aware that my child will receive a portfolio when they attend 3 sessions or more per week. NB: Your child's photo may appear on the learning story wall and in other children's portfolios too if they feature in the same story.

Photo/video: I give permission for my child to be photographed for the purposes of assessment, planning and evaluation, (Photo's/videos will only be used for individual portfolio's, student assignments and professional portfolio's, wall displays, newsletters, centre information booklets, end-of-year concerts, preschool events and excursions, promotional use on the Kids Forever website and Kids Forever Facebook page and the private Kids Forever Facebook groups page. and when required for promotional advert posters) If Photos/videos need to be used for any other reason than stated, individual parent/whanau consent will be requested.

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

* Information about acceptable identity verification documents is available online at www.lead.ece.govt.nz and www.minedu.govt.nz/parents.
The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Parent Declaration:

I declare that all the information I have filled out on this enrolment form is true and correct to the best of my knowledge and I have read and will adhere to the above policies.

→ Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Dual Enrolment Declaration:

I hereby declare that my child **is not** enrolled at another early childhood institution at the **same times** that he/she is enrolled at Kids Forever

→ Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Preferred sessions

Circle the preferred sessions you would like to enroll your child for. One option per day

MINIMUM OF 3 SESSIONS PER WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	8:30 – 1:30	8:30 – 1:30	8:30 – 1:30	11 – 4*	8:30 – 1:30
Option 2	1:30 - 4	1:30 - 4	1:30 - 4		1:30 - 4
Option 3	8:30 – 3:30	8:30 – 3:30	8:30 – 3:30		8:30 – 3:30
Option 4	8:30 - 4	8:30 - 4	8:30 - 4		8:30 - 4

*4 year old preparation for school class - limited numbers. However we sometimes allow well settled under 4's to attend this session also if a parent requests it – see Sarah for info.

Preferred Start Date:

Enrolment Notes: (e.g. how much flexibility you have)

PLEASE NOTE: It is important to note that Kids Forever is the equivalent of a Public Kindy, but with more of a focus on preparation for school. We are not here for the purpose of interim childcare until your child can enter public kindy. We will always give preference of enrolment to families, who chose to remain at our center until their child goes to school. However, you are more than welcome to attend another centre in addition to Kids Forever.

****Will your child be leaving Kids Forever Christian Preschool to attend another centre before they are 5?***
Yes/No

Estimated date your child will leave Kids Forever Christian Preschool:
or The name of the center your child is also attending in conjunction with Kids Forever:

*In order for enrolment form to be accepted this section needs to also be completed please

Tell us about your Child:

In order to plan appropriate programmes for your children it is essential we know as much about your lovelies as we can.

(Continue on additional pages if need be)

I see my child's strengths and interests/hobbies being.....

I see my child's needs as being...

What are the names of the important people in your child's life?

What things are important for your child to learn and experience at preschool?

On your child's first day please bring along a family photo for our family wall x

Please complete the following sections when your child's session times have been confirmed

Enrolment Details:

Date of Enrolment: ____ / ____ / ____ Date of Entry: ____ / ____ / ____ Date of Exit: ____ / ____ / ____

Please Note: 20 Hours ECE is for 3 – 5 year olds for up to **six hours per day**, up to **20 hours per week** and there is no **compulsory** fees when a child is receiving 20 Hours ECE funding.

Confirmed Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	8:30 – 1:30	8:30 – 1:30	8:30 – 1:30	11 – 4	8:30 – 1:30
Option 2	1.30 - 4	1.30 - 4	1.30 - 4		1.30 - 4
Option 3	8:30 – 3:30	8:30 – 3:30	8:30 – 3:30		8:30 – 3:30
Option 4	8:30 - 4	8:30 - 4	8:30 - 4		8:30 - 4
Option 5	8:10 - 4	8:10 - 4	8:10 - 4		8:10 - 4
Hours per day					
Costs per day					
NB: Only one option per day can be selected.					Total Hours:
					Total Costs

→ Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Managers Signature: _____

Date: ____ / ____ / ____

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	
20 Hours ECE at this service	Up to 6 hours per day					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? Yes ☐ No ☐
2. Is your child receiving 20 Hours ECE at any other services? Yes ☐ No ☐

If 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 box.

➡ Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Optional Charges for 3-5 year olds receiving 20 hours 'free' ECE subsidy

1. The optional charge is for:
 - Higher ratio's and 100% qualified teachers.
 - High quality preschool education
 - Well-resourced and highly maintained environment
 - If and when a child attends the Thursday afternoon 4 yr old session, work books will be provided. (When no optional fee is paid – we will invoice you \$5 for the workbook and 50 cents per session for photocopying)
 - If and when a child attends the Thursday afternoon 4 yr old session your child can help make the second afternoon tea with us as a part of our curriculum (when no optional fee is paid – you will need to supply enough food for your child to have during the 5 hour Thursday session – as sadly they will not be able to participate in the cooking programme)
2. I understand that if I agree to pay the optional charge, Kids Forever Christian Preschool may enforce payment.
3. The agreement to pay the optional charge will last until child's last day enrolled at Kids Forever.
4. The rules about making changes to the agreement are:
 - Cancellations or reductions in optional charges can be made yearly at parents request
 - Optional charge section must be re filled out at this point and re-signed.
5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.
6. Optional charge recommended is \$5 for mornings (and Thursdays) and \$2.50 for afternoons and \$8 for all day.
7. I **agree/do not agree** (select one) to pay an optional charge of _____ per week for the things specified in this enrolment agreement form.

➡ Parent/Guardian Signature: _____

Date: ____ / ____ / ____

For staff: Service Declaration:

On behalf of Kids Forever I declare that this enrolment agreement form has been checked and all relevant sections have been completed.

Staff Member's Name _____ Signature: _____ Date: _____