



Enrolment Agreement Form

CHILDS DETAILS

Child's official given name (FIRST NAME):

Child's official other names / middle names (MIDDLE NAME):

Child's official surname or family name (LAST NAME):

Child's date of birth:

Male: Female:

Child's primary residential address:

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

(Optional) Church family attends (If Applicable):

How did you hear about Kids Forever Christian Preschool?

FOR STAFF

Copy of official identity verification document collected by staff

Staff Name and initials:

New Zealand birth certificate

New Zealand passport

Foreign birth certificate

Foreign passport

Other: please state:

PARENTS/GUARDIANS DETAILS ONE.

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:

(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)

PARENTS/GUARDIANS DETAILS TWO.

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)

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)

EMERGENCY CONTACT ONE (If parents are not contactable who can we contact?) (able to pick up)

Given names:

Surname / family name:

Address:

Post Code:

Phone (Mobile):

Phone (Work):

Email:

Relationship to child:

EMERGENCY CONTACT TWO (If parents are not contactable who can we contact?) (able to pick up)

Given names:

Surname / family name:

Address:

Post Code:

Phone (Mobile):

Phone (Work):

Email:

Relationship to child:

WHO CAN PICK UP YOUR CHILD?

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

WHO CANNOT PICK UP YOUR CHILD?

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

Full Name: Relationship to child:

CHILDS DOCTOR?

Full Name:

Phone:

Name of Medical Centre:

HEALTH?

Does your child have any Illnesses/Allergies?

Is your child up to date with all Immunisations?

(Please provide immunisation verification, either bring it in for us to photocopy or email us)

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

Immunisation records sighted and details Photocopied

Yes No

Staff initials:

Individual health plan sighted, and a copy taken:

Yes No

Staff initials:

KIDS FOREVER 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. The signing of this form makes both parents/guardians liable for all childcare costs. Failure in paying any of the compulsory fees or agreed upon optional fees may lead to your child's exclusion from the centre and the use of debt collectors, you will both be liable for the costs of all recovery of unpaid invoices.
- 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 - NOT WINZ OR 20 HOURS CHILDCARE SUBSIDY OR DISCOUNTS) 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.
- 20 free hours can only be claimed when 20 hours application forms is signed! Everytime a session change is made by you a new change in hours form needs to be signed to claim 20 free hours. The days you receive 20 free hours can not be changed on weeks where there are a public holidays or if your child is absent due to sickness.

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 1st portfolio and additional leaflets, stationery, and B & W 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 the Kids Forever Instagram 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. (PLEASE NOTE – EVERY SECTION MUST BE COMPLETED)

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

DUAL ENROLMENT DECLARATION:

I hereby declare that my child is not enrolled at another early childhood institution at the exact same times that he/she is enrolled at Kids Forever (this is to ensure there is no double funding issues)

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: _____

PREFERRED SESSIONS?

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

Minimum of 2 sessions per week for 2-year olds

Minimum of 3 sessions per week for 3+ year olds

Preferred Start Date: _____

	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 – 3:30	8:10 – 3:30	8:10 – 3:30		8:10 – 3:30
Option 6	8:10 – 4	8:10 – 4	8:10 – 4		8:10 – 4
Option 7	8:10 – 4:20	8:10 – 4:20	8:10 – 4:20		8:10 – 4:20

*Thursdays are our 4-year-old preparation for school class - we do allow well settled under 4's to attend this session also if a parent especially requests it.

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

Will your child be leaving Kids Forever to attend another centre before they are 5?

Estimated date your child will leave Kids Forever:

CURRENT COSTS: subject to change with at least 4 weeks' notice

	Monday Session Options	Tuesday Session Options	Wednesday Session Options	Thursday Session Options	Friday Session Options	3 – 5-Year-Olds		2-Year-Olds	
						COSTS WHEN COVERED BY 20 FREE HOURS SUBSIDY <small>(max 6 hours can be claimed per day, up to 20 hours per week)</small>		UNSUBSIDIZED COSTS WITHOUT 20 FREE HOURS SUBSIDY	
Option 1	8:30 - 1:30	8:30 - 1:30	8:30 - 1:30	N/A	8:30 - 1:30	Option 1	\$0	\$25	\$5 per hour
Option 2	1:30 - 4	1:30 - 4	1:30 - 4		1:30 - 4	Option 2	\$0	\$12.50	
Option 3	1:30 - 4:20	1:30 - 4:20	1:30 - 4:20		1:30 - 4:20	Option 3	\$0	\$14.17	
Option 4	8:30 - 3:30	8:30 - 3:30	8:30 - 3:30		8:30 - 3:30	Option 4	\$16	\$42	
Option 5	8:30 - 4	8:30 - 4	8:30 - 4		8:30 - 4	Option 5	\$16	\$42	
Option 6	8:10 - 3:30/4 OR 8:30 - 4:20	8:10 - 3:30/4 OR 8:30 - 4:20	8:10 - 3:30/4 OR 8:30 - 4:20		8:10 - 3:30/4 OR 8:30 - 4:20	Option 6	\$21	\$43	N/A
Option 7	8:10 - 4:20	8:10 - 4:20	8:10 - 4:20		8:10 - 4:20	Option 7	\$22	\$46	
Option 8					11 - 4	Option 8	\$0	\$25	
Option 9		N/A			11 - 4:20	Option 9	\$0	\$26.70	

Other Costs

Nappies if not provided	\$2
Trips	Depends on where we are going – usually around \$15 per child and \$20 per adult
Late Charge	\$1 per min (no exceptions – except for dire emergencies – at managers discretion – text us 02102212525 if you will be late)
Dropping sessions	4 weeks' notice required - cost is 4 weeks of the child's sessions costs when notice is not given (does not include any subsidies if no notice is given)
Leaving Preschool	4 weeks' notice required – cost is 4 weeks of fees when notice is not given (does not include any subsidies if no notice is given)

ALL ABOUT MY AMAZING CHILD

Name:

Start Date Age:

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

Has your child ever been to another early childhood centre before? If yesDid they have a good experience there? Any settling in issues? If no... Have they ever been cared for by anyone else other than family members? How was settling in and separation from you? Do you envisage any settling in difficulties?

Who are the important people in your child's life (add names if possible)?

I see my child's strengths being.....

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

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

What are Your child's specific interests, hobbies, favourite toys, tv shows, foods etc?

Anything else you would like us to know?