

# Enrolment Agreement Form

4 Taniwha Street, Glen Innes, Auckland • Ph: 09 972-9406



As at January 2023

## Privacy Statement

Personal information about your child collected on this enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry:

- for funding allocation purposes
- for monitoring purposes
- to allow the assignment of a National Student Number\* to your child, and to allow
- the Minister or Secretary of Education to exercise any of their other powers or responsibilities under the Education and Training Act 2020, and as permitted by Privacy Principles 10 and 11.

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.

\* A National Student Number is a unique identifier for your child within the education system. You can find more information about National Student Numbers and what they are used for at <https://www.nzqa.govt.nz/login/national-student-number-nsn/>

## CHILD

Child's official surname or family name:

Child's official given name:

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

Name your child is known by / preferred name:

Surname / family name:

Given name:

Official identity verification document sighted by centre management:

- New Zealand birth certificate     New Zealand passport     Foreign birth certificate     Foreign passport  
 Other \_\_\_\_\_

Management initials: \_\_\_\_\_

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

Male

Female

Child's ethnic origin/s:

Iwi your child belongs to:

Languages spoken at home:

Child's primary residential address:

Post Code:

## PARENTS / GUARDIANS

First Names:

First Names:

Surname:

Surname:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

Phone (Mobile):

Phone (Mobile):

Email:

Email:

Relationship to Child:

Relationship to Child:

Occupation:

Occupation:

Parent / Guardian identity verification sighted by staff (only if child birth certificate not provided):

- NZ birth certificate     Foreign birth certificate     New Zealand passport     Foreign passport  
 NZ drivers licence     Other \_\_\_\_\_

**EMERGENCY CONTACTS (ALSO ABLE TO PICK UP YOUR CHILD)**

<b>First Names:</b>	<b>First Names:</b>
<b>Surname:</b>	<b>Surname:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to Child:	Relationship to Child:

**CUSTODIAL STATEMENT**

Are there any custodial arrangements concerning your child?

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

**PERSON/S WHO CANNOT PICK UP YOUR CHILD**

Name:	Name:
Name:	Name:

**ADDITIONAL PERSON/S WHO CAN PICK UP YOUR CHILD**

<b>1. First Names:</b>	<b>2. First Names:</b>
<b>Surname:</b>	<b>Surname:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Mobile):	Phone (Mobile):
Relationship to Child:	Relationship to Child:
<b>3. First Names:</b>	<b>4. First Names:</b>
<b>Surname:</b>	<b>Surname:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Mobile):	Phone (Mobile):
Relationship to Child:	Relationship to Child:

**DOCTOR**

Name:	Phone:
Medical Centre:	Address:

**HEALTH**

Illness/allergies:

Is your child up-to-date with immunisations?	<i>Tick One</i>	Yes	No	
--	-----------------	-----	----	--

*(Please provide verification of all immunisations)*

Immunisations record provided and details recorded by staff:	<i>Tick One</i>	Yes	No	
--	-----------------	-----	----	--

**MEDICINE**

**CATEGORY (I) MEDICINES**

A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.

Do you approve category (i) medicines to be used on your child?	<i>Tick One</i>	Yes	No	
---	-----------------	-----	----	--

Name/s of specific category (i) medicines that can be used on my child, provided by Bumblebees:  
Arnica cream, antiseptic cream, insect bite treatment, Rescue Remedy, Calendula Cream

<b>PARENT / GUARDIAN SIGNATURE:</b>	<b>DATE:</b>
-------------------------------------	--------------

**CATEGORY (II) MEDICINES**

Category (ii) medicines are prescription (such as antibiotics, paracetamol liquid, eye/ear drops etc) or non-prescription (such as cough syrup etc) medicine that is used for a specific period of time to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.

I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

<b>PARENT / GUARDIAN SIGNATURE:</b>	<b>DATE:</b>
-------------------------------------	--------------

**CATEGORY (III) MEDICINES**

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 etc and is for the use of that child only

Individual health plan completed and signed:	<i>Tick One</i>	Yes	No	
--	-----------------	-----	----	--

Name of medicine:

Method and dose of medicine:

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

You are responsible for informing us of any changes to medication for this category at any time after signing this Agreement.

<b>PARENT / GUARDIAN SIGNATURE:</b>	<b>DATE:</b>
-------------------------------------	--------------

### ENROLMENT DETAILS

Date of Enrolment:	Start Date:	Date of Exit:
--------------------	-------------	---------------

Please note: All enrolments must be a minimum of 7 hours per day. 20 hours ECE is for 6 hours per day, up to 20 hours per week.

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
School Day (8.30am-3.30pm):						

Or

Full Day (please state Times):						
--------------------------------	--	--	--	--	--	--

FOR 20 HOURS ECE FILL OUT THE BOXES BELOW WITH THE HOURS ATTESTED E.G. 6 HOURS PER DAY

20 Hours ECE at this centre						
20 Hours ECE at another centre						

**PARENT / GUARDIAN SIGNATURE:**

**DATE:**

### 20 HOURS ECE ATTESTATION

Please Note: 20 Hours ECE is for up to six hours per day, up to 20 hours per week and there must be no compulsory fees when a child is receiving 20 Hours ECE funding.

1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?

*Tick One*    Yes    No

2. Is your child receiving 20 Hours ECE at any other services?

*Tick One*    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.
- If your child attends more than one service, then the maximum 20 Hours ECE is to be attested at Bumblebees
- You consent to Bumblebees 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:**

### DUAL ENROLMENT DECLARATION

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

**PARENT / GUARDIAN SIGNATURE:**

**DATE:**

### STATUTORY HOLIDAYS, BREAKS & CLOSURES

This enrolment agreement is inclusive of school term breaks. Hours of Operation are from 7.00am – 6.00pm weekdays.

Fees are payable for all holidays, sickness, absences and Statutory Holidays. The Centre offers a 50% Holiday Discount for notified holidays, for up to 3 weeks per year.

Bumblebees is not open on the following public holidays if they fall on a weekday.

New Years Day	✓	Easter Monday	✓	Christmas Day	✓
Day after New Years Day	✓	ANZAC Day	✓	Boxing Day	✓
Waitangi Day	✓	Queen's Birthday	✓	Auckland Anniversary Day	✓
Good Friday	✓	Labour Day	✓	Matariki	✓

## CONSENTS & DECLARATIONS

### RELEASE OF INFORMATION

SIGNED:

DATE:

The information requested in this Agreement is required by the Centre in order to comply with statutory requirements, to enable our staff to contact you, and to ensure the appropriate education and care of your child. We are obliged by Government regulations to keep these records for at least seven years. All information contained in this Agreement will be kept securely and remain confidential, and will not be disclosed to any other party without your written permission.

Notwithstanding this, the Centre is legally obliged to provide this and any other information concerning your child to the Ministry of Education upon request by any person exercising powers or carrying out functions under Part 26 of the Education Act 1989, the ECE Regulations 2008, and any subsequent amendments.

All information about Government funding received by our Centre can be attained by asking to view a copy of our audited financial accounts.

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy.

### PARENT INFORMATION

SIGNED:

DATE:

Our operational documents (such as our philosophy, policies, procedures and routines) are found in our Policy Manual and can be accessed by speaking with our Centre Manager. A copy of our most recent ERO review may also be attained by asking our Centre Manager.

You as a Parent are encouraged to take part in opportunities to contribute to: The on-going review of our service's operational documents (such as our philosophy, policies, procedures and routines); Parent Teacher interviews and meetings; Excursions and outings; and Other centre events

### POLICY STATEMENT AND PARENTS HANDBOOK

SIGNED:

DATE:

Bumblebees has a number of policies that set out the procedures that are in place for the care and education of the children who attend. Please ensure you have read the information in the Parent Information Books as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

The signing of this Agreement indicates that you will abide by the policies of this centre, and understand how you can have input in the policy review.

### FEES AGREEMENT AND RESPONSIBILITY

SIGNED:

DATE:

In signing this Agreement you acknowledge that you are familiar with our Fees Policy applicable at signing of this Agreement

You agree to pay the fees on the basis of the fee schedule that is current at the time and pay, in advance, in accordance with the Fees Policy of the Centre.

You understand and accept full responsibility for payment of the fees charged to your account in accordance with the published policies and fee rates.

You understand that fees are payable on enrolment, holidays, absences, statutory holidays, and late pick-up in accordance with the current Fees Policy.

You acknowledge and agree to pay the set fee for an enrolled day even if unable to attend.

You agree to give two weeks' notice before withdrawing your child from the Centre and this must be given in writing.

Your child may be provided with a Wet Bag upon enrolment. You agree that this bag will remain property of Bumblebees and is to be returned to the centre prior to your last day. You understand and agree that a fee may be charged if the bag is not returned.

You acknowledge and accept that the centre will charge an Enrolment Guarantee of 1 week's fees to secure a space for your child. This will be charged upon enrolment confirmation and must be paid prior to your child starting. This fee will be put on your child's account to ensure fees are kept 1 week in advance. This fee is non-refundable if the enrolment is cancelled.

Our operating costs for "20 hours" are not fully covered by Government funding. As we cannot charge parents for the 20 hours, we have a chargeable portion of the daily fees and this is reflected in the rate, which is only charged outside of the 20 hours.

You understand and accept that irrespective of any arrangement with any third party (e.g. other adult, Income Support services, Accident Insurance, Trusts or Budget Services, etc.) to pay the fees. The full responsibility to pay any fees owing remains with you.

You understand and accept that if any fee or charge remains unpaid beyond the time specified in the Fee Policy, your child's enrolment may be forfeited, the debt passed to a Debt Collection Agency, and you will be responsible for any costs incurred in this process.

Fees should be paid in advance by Internet Banking into the centres nominated bank account, which will be provided to you prior to your child's first day at the centre.

### CHANGES TO ENROLMENT

SIGNED:

DATE:

If you wish to change your child's enrolled days/times of attendance, you must fill out the appropriate forms and this request will be actioned subject to availability. Two weeks' notice must be given.

### FREQUENT ABSENCES

SIGNED:

DATE:

You understand and accept that if your child has had sporadic attendance and/or partial attendance for more than 3 consecutive months, and they have had to be moved to Casual Funding, then the centre reserves the right to withdraw your enrolment or to charge an additional fee for any loss of funding to the centre.

**EXCURSIONS****SIGNED:****DATE:**

Excursions are an important part of the Centre and ensure that links between the Centre and the wider community are affirmed and extended. From time to time the children will go on excursions out of the Centre. These will include both spontaneous and planned outings. Spontaneous outings will involve utilising our centre carpark and also walking short distances only to Inglewood Street playground and reserve. These spontaneous excursions will be recorded on Story Park. Excursions that involve longer walks or vehicles will require additional written parent permission.

All outings will be in compliance with the Centre's Outings & Excursion Policy. This includes the assessment and management of risks being undertaken; first aid requirements are met; measures to ensure that the minimum Adult:Child ratios are met at all times; and communications systems are in place so that people know where children are at all times. Our Adult:Child ratio for excursions for children under 2 years is 1 Adult per 2 Children. Our Adult:Child ratio for excursions for children over 2 years is 1 Adult per 4 Children.

You give permission for your child to go on spontaneous outings within the local area as per the Excursion Policy.

**OPTIONAL CHARGES – EXCURSIONS-RELATED COSTS****SIGNED:****DATE:**

Optional charges are a request for a payment that parents may choose whether or not to make for a specific purpose, which can be one-off or ongoing. By signing this section, you are agreeing to pay for any extra costs relating to excursions that include entry fees and/or transportation. Parents will be informed of the actual costs when they occur prior to an excursion, and will be provided with an Excursions Permission Form from the Centre.

We will charge optional charges for excursions if:

1. There is a direct cost associated with the excursion (e.g. an entry fee); and/or
2. Travel is required to get to the destination, specifically any distance greater than what could be considered reasonable to reach by walking.

Costs will be itemised prior to each excursion so parents can see how the optional charge is to be spent. Optional charges for excursion-related costs as defined above can be requested at any time after enrolment. Optional charges are not compulsory. If you choose not to pay an optional charge, the planned additional features covered by the optional charge may not be available for your child. By choosing not to pay an optional charge, you are agreeing to not have access to that additional activity or item. Once an agreement to pay has been reached then services may enforce payment.

You give permission to pay optional charges for excursions as defined above.

**SICK CHILDREN****SIGNED:****DATE:**

In signing this enrolment form you agree that you will not to bring your child to the Centre when they are suffering from any condition that is capable of being transmitted to other children and adults.

Under the Childcare Regulations, any child suffering from an infectious disease shall be excluded from attending a childcare Centre.

- Children with severe colds, coughs, diarrhoea, vomiting or infectious diseases listed on the 2<sup>nd</sup> schedule of the Health Regulations, 1996 must not be brought into the Centre. Children must be free of diarrhoea and vomiting for **48 hours** from the last incident. This is a necessary rule, not only to avoid the spread of infection to staff and children but also for the sake of the child.
- If a child is suspected of having an infectious disease a medical certificate may be required before the child is allowed back into the Centre.
- If a child shows signs of an infectious disease over the weekend it is the parent or guardians responsibility to inform the Centre as soon as possible.
- If a child becomes ill during the day, staff will phone the parent immediately and will require the child to be picked up from the Centre as soon as possible (within the hour). This includes children with a temperature over 38 degrees.
- All such illnesses will be recorded in the Illness Register by the supervising staff member.
- All action undertaken in response to any illnesses specified in the ECE Regulations 2008 which identifies specific infectious diseases and recommended actions to be taken for any person (adult or child) suffering from particular infectious diseases.

**ADMINISTERING MEDICINE AND TESTING OF CHILDREN****SIGNED:****DATE:**

In signing this Enrolment Agreement Form you authorise our Teachers with current first aid certificates to administer medication provided or authorised by you for your child from time to time, and in the event of any illness, medical condition or accident, or where the child's health may be at risk. You authorise our Teachers to seek appropriate professional or medical advice or treatment as they consider necessary for the best interests of your child.

You consent to vision and hearing tests or other tests by qualified professionals that are considered in the best interests of the child and consent to the results of these tests being discussed with your child's Teacher and Head Teacher if necessary.

**BEHAVIOUR OF CHILD****SIGNED:****DATE:**

The Centre is committed to providing a high level of education and care for your child. To this end, our Teachers are trained to manage all types of child behaviour, including processes for providing positive guidance to encourage social competence in children. Our Centre is committed to upholding a safe and positive environment for children, staff and parents.

In signing this Agreement you acknowledge that if your child's behaviour puts at risk the physical or emotional safety of other children, staff or parents, we will require a commitment from you to work with the Centre to achieve the best possible outcome for the child. This may include calling in other agencies, informal or formal meetings and also individual plans that allow the Centre, teachers and family to work together towards minimising the behaviours.

**SECURITY****SIGNED:****DATE:**

In order to maintain a high level of security for children and adults within the Centre, we have installed an access-controlled door at our main entry and video surveillance. Parents will be provided with an access pin to enter the building during operating hours. This pin may change from time to time. You must not give this to any other person. Please keep it safe at all times.

Video cameras may be installed for 24 hour surveillance for the purpose of security and child safety. All data collected will only be used for security purposes and may be passed on to the NZ Police at their request.

You agree with this policy and the use of video surveillance in the Centre.

**EMERGENCY & EVACUATION****SIGNED:****DATE:**

The Centre is committed to the safety of children and adults attending the service. To this end we have a comprehensive Emergency & Evacuation Plan that provides direction for everyone to follow in the event of an emergency.

Trial evacuations occur regularly throughout the year, some of which will involve the NZ Fire Department. Parents will be shown a copy of our Emergency & Evacuation Plan upon request. Please read this thoroughly and feel free to ask our Centre Manager should you have any questions.

Our Nursery children will be evacuated with the use of evacuation cots.

You give permission for your child to participate in all Emergency Evacuations.

**PARKING, ESCORTING AND SIGN-IN AND OUT OF CHILD****SIGNED:****DATE:**

Bumblebees has a carpark for parents to use to drop off and pick up your child/ren. There will be times when this space is busy, so we ask parents to use this space with kindness and consideration to others.

Also out of consideration to our community, please do not park on Inglewood Street.

You agree that when dropping off, you will escort your child/ren into the centre and notify a teacher of your arrival before leaving your child/ren in the Centre's custody. You will also advise a Teacher before taking your child/ren from the Centre.

You will sign your child/ren in on arrival and out on departure daily. This is a Ministry of Education requirement.

In accordance with traffic regulations, all children driven to and from the Centre must travel in an approved child car seat or restraint.

**CONSENT TO INFORMATION & COMMUNICATION TECHNOLOGY (ICT)****SIGNED:****DATE:**

You agree to your child using or being involved with the use of ICT as part of the learning environment.

**PARENT PASSWORDS AND ACCESS TO OUR WEBSITE PARENTS PORTAL****SIGNED:****DATE:**

Parents will be provided with a password to access to Story Park and any other parent portal we may decide to use. Story Park contains important information relating to our assessment portfolios, curriculum planning, planned events and meetings, centre policies and reviews, and other important notices. Parents are encouraged to regularly visit this website because it is part of how we communicate with our learning community. Information contained in Story Park will only be restricted to parents and families who use our service.

Parent passwords will remain confidential and must not be disclosed to any other parties. You give permission to Bumblebees to post information about your child onto Story Park/Parents Portal. This information will always be private and confidential and used only for the purposes state above.

**USE OF PHOTOS AND VIDEOS****SIGNED:****DATE:**

You give permission for your child to be photographed for the purposes of assessment, planning and evaluation, and will be used only in relation to your child's development at Bumblebees and informing you of your child's progress (eg postings onto Story Park). Photos and videos of your child will not be used for any other purpose and will not be passed on to any other parties without your written permission.

**SOCIAL MEDIA WEBSITES****SIGNED:****DATE:**

The Centre utilises social media websites and facilities as a means of communicating with parents, whanau and the learning community (e.g. Facebook and Instagram). The Centre takes all precautions to protect confidentiality of children and parents. Any photos used on our Facebook Page or Instagram will not show your child's face or identify them. Photos showing your child's face will only be posted on Facebook and Instagram with your permission.

## YOUR CHILD'S INTERESTS AND PREFERENCES

Please tell us about your child's strengths, interests, preferences, choices in food, disabilities, etc.

## HOW DID YOU HEAR ABOUT US

Website

Referral\*

Signage

Flyer

Advertisement

Other:

\* If referred, please provide us with the details of who referred you:

## PARENT DECLARATION

I have read and agree to each of the sections and terms and conditions of this Agreement.

I consent to each of the provisions in this Agreement that requires my written consent. These include:

Enrolment Details

20 Hours ECE Attestation

Dual Enrolment Declaration

Medicines, Category (i) Medicines

Medicines, Category (iii) Medicines

Consents and Declarations

I have supplied the following documents:

Child's Birth Certificate/Identification

Child's Immunisation Certificate

My Identification

I have been provided with:

Parents Handbook

Fees and Enrolments Policy (applicable as at day of enrolment)

I declare that all the above information is true and correct to the best of my knowledge.

**PARENT / GUARDIAN SIGNATURE:**

**DATE:**

## SERVICE DECLARATION

Signed on behalf of Bumblebees.

I declare that this form has been checked and all relevant sections have been completed.

**CENTRE MANAGER:**

**DATE:**

**OFFICIAL USE**

Week 1 Fee:		Child Reference:		Data Entry Date:		Centre Visits:	
Immunisation Cert:		Birth Cert:		Enrolment Date:		Start Date:	
Exit Date:		2 Week Induction Date:		Feedback Form Rec'd:			