



Enrolment Details

Child's Full Name..... Date of Birth.....
 Preferred names (nicknames).....
 Male/Female..... Ethnicity..... Iwi.....

Primary Caregiver..... Relationship.....
 Address.....
 Ph (Home)..... (Mobile) (Work)
 Email

Secondary Caregiver..... Relationship.....
 Address.....
 Ph (Home)..... (Mobile) (Work)
 Email

Emergency Contact..... Relationship.....
 Address.....
 Ph (Home).....(Mobile).....(Email).....
 (To be used in the event that we cannot contact you first).

Immunisations current? Y/N (please include verification)

Family GP..... Phone.....
 Address.....

Health Problems/Dietary Concerns/Allergies/Medications required:

Medications must be signed for or staff cannot administer. Parents will be asked to provide all foods for children with special dietary requirements or food allergies.

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Special Needs

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Cultural or Religious Considerations (eg: Languages spoken at home?).....

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Permission to use Arnica/Sunscreen/Zinc and Castor Oil Cream/Antiseptic Cream if required Y/N (signature).....

Permission to go on short local walks/outings Y/N (signature).....

Enrolment date:..... Start Date:..... Finish Date:

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday
Time In					
Time Out					

Transition Days (minimum 3)	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					

Childcare Subsidy? Y/N
 Free ECE? (When your child is over three years) Y/N

Persons who may collect your child from Little Einsteins:

Name: Address: Phone:	Name: Address: Phone:
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Persons who may **NOT** collect your child from Little Einsteins:

Name:	Name:
Details:	Details:

Custodial arrangements: (please attach any court orders, protection orders, or advise of any access with conditions in place for this child).....
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.....

I have read the Fees and Policies information and agree to abide by the payment terms referred to in the document.

I hereby declare all the information in this enrolment application is true and correct.

Signed..... Date.....

*** To ensure your child is placed on the waiting list, please ensure that their immunisation information (photocopy of Plunket Book is acceptable) and a \$35 per child deposit is attached to this enrolment form. Please include an email address in the contacts so I can email you confirmation of enrolment. ☺**

Enrolment Information

Booking Fee

A once-only \$35.00 fee will be payable on confirmation of enrolment. This fee is an administration fee and does not go toward attendance fees, it is non-refundable. This fee includes our compulsory summer hat, which your child will be issued with upon starting.

Payment of fees

Payment is due on invoice. Please set up an automatic payment for this. If it becomes necessary to refer your account to debt collection you will be liable for any debt collection costs.

Holiday Policy

The period that we will be closed over Christmas and New Year will not be charged. Statutory holiday dates (outside the closedown period) will be half charge.

Illnesses

Will be charged at your normal day rate.

Permanently leaving Little Einsteins Centre

Two weeks notice is required of intention to withdraw your child from the centre, or normal payment of fees for this time. If your child is absent for three weeks, enrolment is automatically cancelled unless we have been notified and in agreement with the prolonged absence.

WINZ subsidies

In the event of delay in payment of your subsidy, or suspension, you must pay full fees until notification of payment is received by the centre from WINZ. At this time, subsidy will be credited to your account.

ECE Hours

Little Einsteins will be providing the free education hours for children from their third birthday. Please see the Fees and Charges information on the noticeboards or the website to clarify the structure of these hours.

I confirm that my child is not enrolled at any other centre to receive free ECE funding. I agree to advise Little Einsteins of any changes to my enrolment that may affect my eligibility for receiving free ECE.

Signature

Website

Observations will be done on your child to complete their portfolios, and photographs taken. Sometimes these photographs may be used on the Centre’s website, facebook site or newsletters, with your permission. **YES/NO**

Teachers in Training

On occasion your child will be in a class with a training teacher. With your permission, these teachers may wish to include your child’s photograph in their assignments. These assignments are viewed only by their tutors, and your child will not be named. **YES/NO**

Medical Care

In the event of emergency, staff will take all actions necessary to safeguard your child’s wellbeing and administer treatment of any illness/injury through the necessary channels, eg: calling an ambulance if required. I agree that this will be at the parents expense. **YES/NO**

Farm Walks and Excursions

Children will be taken on excursions outside the centre with the appropriate teacher/child ratio (which will be at least the same as the ratio maintained whilst attending the Centre – 1:4 under-twos and 1:8 over twos), and the parents’ permission. **YES/NO**

Extra-Curricular Activities

We offer a variation of extra-curricular activities for you and your child to choose from, so check with the office as to what is going on right now! We have pony-riding lessons, swimming lessons, dance, gymnastics and music. These classes will incur an extra charge if you decide to participate. We try to have a choice of two activities for you to choose from at any one time.

Please share, how did you hear about us?

Friend referral – Newspaper - Community Group – Website - Other

I agree to the terms and conditions of enrolment, and agree to pay the fees as set out in the above policy. I confirm that my child is not enrolled in another centre for the same hours as at Little Einsteins.

Parents Signature.....Date.....