



## Enrolment Details

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

Copy of official identity verification document:

- NZ Birth Certificate       Foreign Birth Certificate  
 NZ Passport               Foreign Passport  
 Other \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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 (e.g. Languages spoken at home).....

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 .....

Permission to use Arnica/Bepanthen/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

Persons who may collect your child from Little Einsteins (anyone other than listed on front page:

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

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

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 \$40 per child deposit is attached to this enrolment form ☺*

**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](http://www.minedu.govt.nz/parents)

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**Enrolment Information**

**Booking Fee**

A once-only \$40.00 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**

Although we do not shut over the Christmas and New Year period, we understand that many families are able to take a break at this time, and offer you two weeks fee-free. Dates are confirmed by October each year. Statutory holiday dates (outside the closedown period) will be half charge. Please see the office for confirmation. All holidays outside of this time will be charged at your normal fee.

**Illnesses**

Will be charged at your normal day rate.

**Permanently leaving Little Einsteins Educare 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. Note: if a child does not attend the centre for 21 consecutive days then all funding from the Ministry of Education ends and full centre fees will be charged for continued 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 provide up to 20 ECE 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 .....*

**Photographs**

Do you give permission for your child’s photo to be taken and displayed in the centre for centre related documentation (e.g. profile books/programme planning/displays). **YES/NO**

**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, e.g.: calling an ambulance if required. I agree that this will be at the parent’s expense. **YES/NO**

**B4 School Hearing and Vision Checks**

Vision and Hearing technicians will visit our centre to check the hearing and vision of four-year-old children who have not been seen for the above checks, or require re-checks from a previous visit. Your child’s name, date of birth and National Health Index (NHI) number will be recorded by the technician and stored in the B4 School Check national information system, along with the results of the check. I consent to my child taking part in the B4 School Hearing and Vision Checks. **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 1:10 over twos), and the parents’ permission. **YES/NO**

**Travel Permission**

In signing this enrolment form, I give permission for my child to travel with the Centre staff or adults authorized by the Supervisor in a motor vehicle while in the care of the Centre. Such travel may be arranged for centre excursions, emergency medical assistance, transport to/from school or home: This written permission from parents, in advance, is required by Regulation 27 (1) of the Education (Early Childhood Centre) Regulations 1998. **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 and swimming lessons. These classes will incur an extra charge if you decide to participate.

**Please share, how did you hear about us?**

Friend referral – Newspaper - Community Group – Website – Facebook - Other

**I agree to the terms and conditions of enrolment, and agree to pay the fees as set out in the above policy. I hereby declare that my child is/is not enrolled at another early childhood institution at the same times that he/she is enrolled at Little Einsteins Educare.**

**Acceptance of enrolment of my child at this service is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary the conditions.**

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