

## Enrolment Agreement Form

Tuakau Learning Centre

### ◆ Child's details:

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:

Child's date of birth:        /        /

Male

Female

Child's ethnic origin/s:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Iwi your child belongs to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Language/s spoken at home:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child's primary residential address:

Post Code:

**Child's Identification:** *Children may be enrolled into a service even if the parent/caregiver cannot provide identity documentation. It is important to ask for identity documentation, and if parent/caregiver can provide it, please state in the enrolment form which documentation you sighted.*

Official Identification document/s sighted by staff:

New Zealand birth certificate

Foreign birth certificate

New Zealand passport

Foreign passport

Other \_\_\_\_\_

**Staff initials:** \_\_\_\_\_

### ◆ Privacy Statement:

*All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see [Principle 3 - Collection of information from subject](#)).*

*Additionally, all Privacy statements must include the exact wording below:*

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

[National Student Number \(NSN\) » NZQA](#)

Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: [National Student Numbers \(NSN\) – Education in New Zealand](#)

**The Ministry recommends keeping a record of identity verification documents that have been sighted, but not retaining copies of identity verification documents, which if received, should be securely destroyed once verified.**

Any changes to this form **must** be signed and dated by the parent/guardian.

| <b>Parents / Guardians:</b>   |                               |
|-------------------------------|-------------------------------|
| <b>1. Given names:</b>        | <b>2. Given names:</b>        |
| <b>Surname / family name:</b> | <b>Surname / family name:</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:        |
| <b>3. Given names:</b>        | <b>4. Given names:</b>        |
| <b>Surname / family name:</b> | <b>Surname / family name:</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:        |

| <b>Additional person/s who can pick up your child:</b> |                               |
|--|-------------------------------|
| <b>Given names:</b>                                    | <b>Given names:</b>           |
| <b>Surname / family name:</b>                          | <b>Surname / family name:</b> |
| Address:   | Address:                      |
| Post Code:   | Post Code:                    |
| Phone (Home/Mobile):                                   | Phone (Home/Mobile):          |
| Phone (Work/Mobile):                                   | Phone (Work/Mobile):          |
| Relationship to child:                                 | Relationship to child:        |

| <b>Custodial Statement</b>  |       |
|---|-------|
| Are there any custodial arrangements concerning your child?   |       |
| If <b>YES</b> , please give details of any custodial arrangements or court orders (a copy of any court order is required) |       |
|   |       |
| <b>Person/s who <u>cannot</u> pick up your child:</b>   |       |
| Name:   | Name: |
| Name:   | Name: |

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| <b>Additional Emergency Contacts (also able to pick up child):</b> |                               |
|--|-------------------------------|
| <b>1. Given names:</b>   | <b>2. Given names:</b>        |
| <b>Surname / family name:</b>                                      | <b>Surname / family name:</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:        |
| <b>3. Given names:</b>   | <b>4. Given names:</b>        |
| <b>Surname / family name:</b>                                      | <b>Surname / family name:</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:        |

| <b>Child's doctor:</b>  |        |
|-------------------------|--------|
| Name:                   | Phone: |
| Name of medical centre: |        |

| <b>Health</b>                               |  |
|---|--|
| Illness/allergies/dietary requirements:     |  |
|   |  |
| Can centre sunscreen be used on your child? | <i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   |  |

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| <b>Medicine</b>  |                     |
|--|---------------------|
| <b>Category (i) Medicines</b>  |                     |
| 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. |                     |
| Note: The service must provide specific information about the category (i) preparations that will be used.   |                     |
| Do you approve category (i) medicines to be used on your child? <i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>   |                     |
| Name/s of specific category (i) medicines that can be used on my child, <b>provided by service:</b>  |                     |
| ▪ Weleda Teething Powder   | ▪ Naturoparm Arnica |
| ▪ Lucas Papaw Ointment   | ▪ Sudocrem'         |
| ▪ Simply Kawakawa Balm   | ▪ Vicks Baby Balsam |
| Parent/Guardian Signature: _____ Date: ____ / ____ / ____  |                     |

| <b>Category (ii) Medicines</b>  |                          |
|---|--------------------------|
| Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, 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.  |                          |
| Parent/Guardian Signature: _____  | Date: ____ / ____ / ____ |

| <b>Category (iii) Medicines</b>   |                          |
|---|--------------------------|
| 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. |                          |
| <b>For staff:</b> Individual health plan sighted and a copy taken: <i>Tick One:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>  |                          |
| Name of medicine:   |                          |
| Method and dose of medicine:  |                          |
| When does the medicine need to be taken: (State time or specific symptoms)  |                          |
| Parent/Guardian Signature: _____  | Date: ____ / ____ / ____ |

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### ◆ Optional Charges: Not Applicable – No Charge at Tuakau Learning Centre

If you request Optional Charges, this agreement must be included as part of your service's Enrolment Agreement Form.

For further information on Optional Charges please refer to Chapter 4 of the Early Childhood Education Funding Handbook.

1. The optional charge is for: (give details of specific activities or items, and their costs)

- 
- 

2. I understand that if I agree to pay for the optional charge, [insert name of service] may enforce payment.

3. The agreement to pay the optional charge will last for: [insert time].

4. The rules about making changes to the agreement are: (you must give the parent reasonable opportunity in which to change their mind):

- (Please insert rules here)
- 

5. I understand that that optional charge is not compulsory and if I choose not to pay there will be no penalty.

6. I **agree/do not agree** (*select one*) to pay the optional charge for the activities/items specified in this enrolment agreement form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ◆ Statutory Holidays / Term Breaks

This enrolment agreement is **inclusive** of school term breaks.

Tuakau Learning Centre is not open on the following public holidays if they fall on a weekday but fees apply. All sick and absent days are charged at the full fees.

|                          |   |                 |   |                       |   |
|--------------------------|---|-----------------|---|-----------------------|---|
| New Year's Day           | x | Easter Monday   | x | Labour Day            | x |
| Day after New Year's Day | x | ANZAC Day       | x | Christmas Day         | x |
| Waitangi Day             | x | King's Birthday | x | Boxing Day            | x |
| Good Friday              | x | Matariki        | x | Local Anniversary Day | x |

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### Required Information for Licensing Purposes

- **Excursions:** Permission for the child to take part in regular excursions (under the conditions stated in the service's excursions policy). The adult child ratio will be a maximum of 1:3 under two's and 1:4 over twos unless near water. When near water the ratios will be a maximum of 1:2 for all ages.

Circle One      Yes      No

- **Photo/video:** permission for the child to be photographed for the purposes of assessment, planning, portfolios and evaluation. This will be given to you and your child when you leave the centre.

Circle One      Yes      No

- **Website/Facebook:** Permission for the child to be photographed and use of their art work to be displayed on our webpage and Facebook page.

Circle One      Yes      No

Parent/Guardian Signature \_\_\_\_\_

### Other information possible to include on this Enrolment Agreement Form

- **Policy Statement:** Tuakau Learning Centre has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies/procedures of this service, and understand how you can have input to policy/procedure review.

- **Debt Collectors:** Any outstanding debts accrued at Tuakau Learning Centre will be sent to a debt collections agency.

- Tuakau Learning Centre ensure that no child leaves the centre with any person unless that person has the role of providing day-to-day care for the child, or is authorised in writing to take the child by a person who has the role of providing day-to-day care for the child.

### ◆ Parent Declaration

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ◆ Service Declaration

On behalf of Tuakau Learning Centre, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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| <b>Change of Days/Times of Enrolment:</b>                 |        |         |           |          |        |       |
|---|--------|---------|-----------|----------|--------|-------|
| <b>Effective Date of Change:</b> ____ / ____ / ____       |        |         |           |          |        |       |
| Days Enrolled:  | Monday | Tuesday | Wednesday | Thursday | Friday |       |
| Times Enrolled:   |        |         |           |          |        | Total |
| <b>For 20 Hours ECE fill out boxes below</b>              |        |         |           |          |        |       |
| 20 Hours ECE at this service                              |        |         |           |          |        |       |
| 20 Hours ECE at another service                           |        |         |           |          |        |       |
| Parent/Guardian Signature: _____ Date: ____ / ____ / ____ |        |         |           |          |        |       |

| <b>Change of Days/Times of Enrolment:</b>                 |        |         |           |          |        |       |
|---|--------|---------|-----------|----------|--------|-------|
| <b>Effective Date of Change:</b> ____ / ____ / ____       |        |         |           |          |        |       |
| Days Enrolled:  | Monday | Tuesday | Wednesday | Thursday | Friday |       |
| Times Enrolled:   |        |         |           |          |        | Total |
| <b>For 20 Hours ECE fill out boxes below</b>              |        |         |           |          |        |       |
| 20 Hours ECE at this service                              |        |         |           |          |        |       |
| 20 Hours ECE at another service                           |        |         |           |          |        |       |
| Parent/Guardian Signature: _____ Date: ____ / ____ / ____ |        |         |           |          |        |       |

| <b>Change of Days/Times of Enrolment:</b>                 |        |         |           |          |        |       |
|---|--------|---------|-----------|----------|--------|-------|
| <b>Effective Date of Change:</b> ____ / ____ / ____       |        |         |           |          |        |       |
| Days Enrolled:  | Monday | Tuesday | Wednesday | Thursday | Friday |       |
| Times Enrolled:   |        |         |           |          |        | Total |
| <b>For 20 Hours ECE fill out boxes below</b>              |        |         |           |          |        |       |
| 20 Hours ECE at this service                              |        |         |           |          |        |       |
| 20 Hours ECE at another service                           |        |         |           |          |        |       |
| Parent/Guardian Signature: _____ Date: ____ / ____ / ____ |        |         |           |          |        |       |

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