



ENROLMENT FORM

PRIVACY STATEMENT

We are collecting personal information on this enrolment form for the purpose 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 the research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: eli.education.govt.nz

Centre I would like to enroll my child in: ☐ Mountain Ash, Frankton ☐ Jacks Point

CHILD'S INFORMATION NSN:

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:
Copy of official identity verification document collected by staff:	
<input type="checkbox"/> New Zealand birth Certificate <input type="checkbox"/> New Zealand Passport <input type="checkbox"/> Other _____	
<input type="checkbox"/> Foreign birth Certificate <input type="checkbox"/> Foreign passport	
Staff initials _____	
Child's date of birth (dd/mm/yyyy):	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's ethnic origin/s:	
Iwi your child belongs to:	
Languages spoken at home:	
Child's primary residential address (Street and Suburb):	
City:	Postcode:

Parent/Guardian 1

Given names:
Surname/family name:
Address-Street:
Suburb/Postcode:
Phone (Home):
Phone (Work):
Phone (Mobile):
Email:
Relationship to child:

Parent/Guardian 2

Given names:
Surname/family name:
Address-Street:
Suburb/Postcode:
Phone (Home):
Phone (Work):
Phone (Mobile):
Email:
Relationship to child:

Parent / Guardian 3

Given names:
Surname/family name:
Address-Street:
Suburb/Postcode:
Phone (Home):
Phone (Work):
Phone (Mobile):
Email:
Relationship to child:

Parent / Guardian 4

Given names:
Surname/family name:
Address-Street:
Suburb/Postcode:
Phone (Home):
Phone (Work):
Phone (Mobile):
Email:
Relationship to child:

Additional person/s who can pick up your child:

Given names:	Given names:
Surname/family name:	Surname/family name:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:

Additional emergency contacts (also able to pick up child)

Given names:	Given names:
Surname/family name:	Surname/family name:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:

Custodial statement

Given names: Are there any custodial arrangements concerning your child: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details of any custodial arrangements or court orders: (a copy of any court orders is required, and a photo of the above person if possible)	
Person/s who cannot pick up your child:	
Name:	Name:
Name:	Name:

Child's Doctor

Name:	Phone:
Medical Centre:	

Health:

Illness/Allergies:
Is your child up to date with immunisations? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide verification of all immunisations)
For staff: Immunisation records sighted, and details recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child any other condition that could require special medical attention?

Please state any additional information regarding health, allergies, or food requirements that may be helpful to staff:

Individual Health Plan completed and signed. ☐ 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. 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? ☐ Yes ☐ No

Name/s of specific category (i) medicines that can be used on my child, provided by service:

☐ Naturo Pharm Arnica ☐ Weleda Calendula Cream

Parent/Guardian signature: _____ Date: _____

Category (ii) Medicines

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 Maori (Maori Plant medicine), 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: _____

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.

For Staff: Individual health plan sighted, and a copy taken: ☐ Yes ☐ No

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: _____

Enrolment details

Date of enrolment:		Date of entry:		Date of exit:		
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.						
Days enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
Times enrolled						Total number of hours:
For 20 Hours ECE fill out boxes below with hours attested e.g. 6 hours						
20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of hours:
Parent/Guardian signature: _____ Date: _____						

20 Hours ECE attestation

Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your child receiving 20 Hours ECE at any other services? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either or both of the above, please sign to confirm that: <ul style="list-style-type: none">• Your child does not receive more than 20 hours of 20hours ECE per week across all services.• You authorize 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.• You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child id enrolled at, about the information contained on this box. Parent/Guardian signature: _____ Date: _____

Dual Enrolment Declaration

I hereby declare that my child is/is not enrolled in another early childhood institution at the same service times that he/she is enrolled at Remarkable Start Parent/Guardian signature: _____ Date: _____
--

Statutory holidays/term breaks

This enrolment agreement is inclusive of school term breaks.
Remarkable Start is not open on any Statutory Holidays.

Authorisation form

I understand that in an emergency, Centre staff will apply immediate first aid as deemed necessary for the protection of my child while he/she is in their care. I understand that this includes calling the doctor named on the enrolment form, implementing the doctor's instructions, calling an ambulance, and/or transporting my child to a hospital or clinic if unable to contact me to obtain my consent.

Parent/Guardian signature: _____ Date: _____

I give permission for my child to go on walks or short outings from the Centre. These walks are recorded for parents stating the number of children participating and who is accompanying them, as per our Excursions Policy. For any field trips or excursions written consent from the parent will be required prior to any trip and the staff: I agree to the following child ratio's: for under 2's - 1:2, for over - 2's - 1:4.

Parent/Guardian signature: _____ Date: _____

I understand that the Centre staff are required to observe my child while attending the Centre, record these observations in writing and use these observations in programme planning to meet the individual needs of my child.

I understand that the Centre staff members, are required to photograph my child while attending the Centre, record these photographs within the Centre and in my child's portfolio.

I understand that Early Childhood Students, on placement at the Centre, may be required to observe and photograph my child while attending the Centre, and record these observations/photographs in their assignments.

I understand that the Centre staff will approach me directly for permission to use photographs of my child on the Remarkable Start Website and Remarkable Start advertising.

I understand that any photographs or video images, I, as a parent or legal guardian, might take it at school events but will not be used inappropriately. I will not post images on social media without parental approval from the parents of any children who appear in the image.

Parent/Guardian signature: _____ Date: _____

Thank you for taking the time to consider these issues. We will happily respect your decisions and you may feel free to change your decisions at any time by updating this form. In signing this document, you agree to the terms and conditions included in the document and on the enrolment form. The terms and conditions contained in this document and on the enrolment form are not necessarily exhaustive, and are subject to amendment from time to time.

Parent declaration

I declare that all the above information is true and correct to the best of my knowledge.
Parent/Guardian name:
Parent/Guardian signature: _____ Date: _____

Service declaration

On behalf of Remarkable Start, I declare that this form has been checked and all relevant sections have been completed.
Service Provider name:
Service provider signature: _____ Date: _____

TERMS AND CONDITIONS

Enrolment Fee

If you choose to book a space for your child, and a spot is available, the place will be secured for you upon receipt of the completed Enrolment Form. If no space is available at the time of enrolment, your child will be put on our waitlist. Being on our waitlist does not guarantee a space in the future.

A \$50.00 Enrolment fee will apply only when your child starts with us and will show on the first invoice.

We encourage you to send in your completed form as soon as you have decided regarding your child's educational journey to avoid disappointment and to enable us to plan our staffing requirements.

Booking

- 1) Minimum booking is 6.5 hours per day and two days a week, between the hours of 8:30am to 3:30pm.
- 2) Option to add extra hours is available between 8am to 5pm.
- 3) Request for extra day/s or extended hours can be accommodated providing space is available and required ratios are met. This is subject to management's discretion. Any request should be communicated via email to the office a week before.
- 4) Early drop off or late pick up outside of your child's booked hours will be charged accordingly.
- 5) Pick up after our licensed hour of 5pm will incur a charge of \$15 per 10 minutes.
- 6) The 20-hour funding for 3-year olds and over has a maximum claim of 6 hours per day for a total of 20 hours per week. This applies to any service in New Zealand.
- 7) We encourage punctual attendance so children can participate in classroom activities and do not disrupt routines. Lateness affects our funding as well.
- 8) Fees include provision for all services provided and include provision for the Centre to meet its employment obligations for staff. This includes non-contact time; teacher relief costs and staff leave when the Centre is closed.

Hours

Remarkable Start is licensed to have children attend Monday to Friday from 8am -5pm.

The Centre will be closed on statutory holidays and weekends. The Centre will close for a time over the Christmas / New Year period.

20 ECE Hours

All children aged 3 to 6 years old are eligible for 20 ECE hours. The Centre is a provider of 20 ECE hours up to maximum of six hours a day and total of 20 hours per week.

- 1) All children are required to attend a minimum booking of two x 6.5-hour days per week.
- 2) All fees are inclusive of morning & afternoon tea, baking and late snacks, sunblock, excursions and Trailblazers.
- 3) Parents must sign the Attestation Form confirming the 20 ECE hours they receive from the Centre and/or other Centre their child is attending at the same time.
- 4) We do not have Optional Fees.

Invoicing & Payment of Fees

Remarkable Start Policy and the Ministry of Education licensing regulations require us to employ staff based upon the number of children enrolled.

Invoices will be emailed to all parents on a Monday for the forecasted week. Any adjustment will show on the invoice the following week. All accounts are required to be paid in full on a weekly basis.

If parents are unable to pay the fees once invoice is received, they must advise the office immediately. Any overdue fees may incur a penalty 5%. Failure to pay may result in the child's enrolment being suspended until accounts is cleared. After a period of three weeks of non-payment, a child's enrolment may be cancelled. A debt collection agency may be engaged to settle debts and any costs associated with debt recovery will be borne by the parents.

By signing these terms and conditions you are agreeing to all costs incurred in the collection of debt, such as legal costs, court or debt collection fees.

Attendance

Please always advise the Centre either by phone or email if your child is sick or will be absent on the day.

The Centre is closed on Statutory Holidays and two weeks over the Christmas and New Year period. No fees charged during this time.

Settling In

All children are required to visit the Centre for at least one short period, prior to starting at Remarkable Start. Several visits may be required before your child is ready to start. There will be no charge for visits. Our staff will call you on your child's first full day to update you on your child's progress.

Pick Up/Drop Off

You are required to drop off or pick up your child at your scheduled booking times. If you are going to drop off early or pick up outside of your child's booked hours, please phone Remarkable Start to advise staff. Please note that the phone call is only for the centre to arrange necessary staff to meet required ratio. Applicable early drop off and late pick up fees will still apply at a charge of \$15:00 for every 10 minutes outside of the child's booked hours. Management's discretion may apply on certain situations.

Remarkable Start will only release children into the care of adults documented on this enrolment form. Any other adults collecting will require permission by parents /guardian prior to the child being released.

A copy of our Child Protection Policy is available at any time.

Food

Morning, afternoon tea and late snacks will be supplied by Remarkable Start, as applicable. These foods could include Apples, Carrots, Crackers. These foods will be prepared in accordance with Ministry of Health guidelines. Children are required to bring their own lunch. We ask that where possible, parents follow the MOH guidelines (Reducing food-related choking for babies and young children at Early Learning services) A copy of these will be available to view when enrolling. The Centre has a strict **NO NUT** Policy. We support and encourage healthy, eating habits at Remarkable Start.

Clothing/Personal Items

Children are required to bring a named change of clothes in their bags daily. Sunhats are compulsory in the summer months. There is a 'no shoes inside classrooms policy' for all children, including teachers, parents, and all visitors. Easy on and off footwear for children is recommended. Parents are to supply nappies for their child where appropriate; these are required to be named. Wipes (non-allergenic) will be supplied by the Centre. Sunscreen will be supplied by Remarkable Start, please advise the teachers if you prefer to supply your own. All children's belongings, including items of clothing, footwear etc. are to be named. Please do not feel obliged to purchase labels, as a permanent marker is ample. Please keep children's toys at home. These can be at risk of being lost or damaged (this excludes toddler's special toys for sleeping, comforters, etc.)

Holidays/Annual Leave

A child's holiday entitlement is 3 x their normal weekly booked days per calendar year.

A 50% fee discount is offered for holidays, provided the Centre is advised in writing two weeks prior. If two weeks' notice is not received, normal fees will apply.

Once holiday allotments for the year are used up, regular full fees will be charged.

Any unused holiday entitlement during the calendar year do not roll over to the following year. A new holiday allocation will be given on the 1st of January every year.

Extended Leave

If the family is going to be away for more than 4 weeks, they will be required to pay fees to secure their spot. Fees will be equivalent to 50% of their regular weekly fee for the first 3 weeks of holidays. This will only be valid if sufficient annual leave is available. Otherwise, fees will apply in part or in full, as applicable, depending on number of annual leave balance.

Parents may opt to un-enrol their child if they choose not to pay the required fees. The child will then go back onto the waitlist with no guarantee of any spot and/or same booking days when they return should a space become available.

Sick Days

Sick leave entitlement is 3 x their normal weekly booked days per calendar year. A 50% fee discount is offered for sick days provided the Centre is advised on the day that the child is unwell. Full fees will apply if no notice via email, phone call or voicemail is received by the Centre.

Any child required to be sent home sick during the day will be charged full fees.

Any unused sick leave during the calendar year do not roll over the following year. Full fees will be charged once this is utilised.

If your child does not have any sick leave left, but has unused annual leave, you may use their holiday allocation to cover sick days and get 50% discount. Parents need to advise the Centre if they choose to use this option.

Extension of sick days and further discounts are solely at the discretion of management.

A new sick leave allocation will be given on the 1st of January every year.

Health

Verification of Immunisations is required; a copy will be taken and included with your child's enrolment file.

If your child is unwell, they may be at risk of infecting other children, teachers, adults, including expectant mothers; we ask that you keep your child home until they are well again, and advise the Centre of your child's illness.

Any child who has experienced diarrhoea and vomiting will be excluded from attending and must be symptom free for 48 hours from the last episode before they can return to the Centre. For vomiting, a child must be able to keep food down for those 48 hours. For diarrhoea, a child must have at least one normal bowel motion before returning to Remarkable Start.

Public Health Service advises that if a child has a fever that is 38 degrees Celsius or over, they should not return to the centre for 24 hours from the last episode.

Children who are on antibiotics will remain away from the Centre until 24 hours after they have started their treatment.

If you are contacted to collect your child who has become unwell, we ask that this be done as quickly as possible. Any medication for your child is to be handed to your child's room leader. This is to be documented, signed and consent by you is required at each drop off until the end of medication prescription or medication is no longer required.

It is the parent's responsibility to advise the Centre if there's any changes in their child's health circumstances.

Work and Income Childcare Subsidy

Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to a child, the parents must advise us immediately. It is the parent's responsibility to check with WINZ to see if they are entitled to a childcare subsidy.

Full fees will be charged and remain the liability of the parent/s until such time that the Childcare Subsidy has been approved and paid by WINZ.

If applicable, the Childcare Subsidy will be paid directly to the Centre.

A parent cannot claim both the 20 ECE Hours subsidy **AND** the Childcare Subsidy for the same hours of attendance, but they can claim both subsidies for different hours of attendance.

Emergency Closure

In case of closure for emergency reasons (power cut, snow days, extreme weather conditions), no fees will be charged for a full day closure. If the Centre will be open for part of the day, applicable pro-rata fees will apply.

Leaving the Centre

We require two weeks' notice in writing if you are planning to remove your child from the Centre. Fees may be charged up to and including the final day.

Change in Fees

Management reserves the right to review and amend the fee rates and policies. Any changes will be applicable to existing as well as new enrolments. Parents will be given adequate notice in writing of proposed changes to the Fees Schedule.

The Centre will keep accurate records relating to enrolments and attendance.

Review

This policy is reviewed annually or when there is a significant change in the area of the policy topic.

I have read and agree to the above Terms and Conditions.

Parent/Guardian Signature

Date

OFFICE USE ONLY:

- ☐ Enrolment form signed and completed
- ☐ Birth Certificate / Passport copy
- ☐ Immunisation Certificate
- ☐ NSN
- ☐ Enrolment Fee
- ☐ WINZ
- ☐ Allergies / Medical / Health Plan
- ☐ MOH food guidelines given to parents
- ☐ Debt Cleared