



Enrolment Agreement Form



Visit Us:

www.allaboutchildren.co.nz
www.lotsofhugschildcare.co.nz
www.adventureland.co.nz

Enrolment Agreement Form

Office use:

<input type="checkbox"/> Enrolment form completed and signed	<input type="checkbox"/> Birth certificate / passport
<input type="checkbox"/> Parents drivers' licence or passport	<input type="checkbox"/> Proof of address
<input type="checkbox"/> Start date	<input type="checkbox"/> NSN
<input type="checkbox"/> Infocare entry	<input type="checkbox"/> Immunisation certificate
<input type="checkbox"/> Enrolment fee \$	<input type="checkbox"/> Allergies / medical / health plan
<input type="checkbox"/> WINZ forms completed	<input type="checkbox"/> 'All About Me' form completed
<input type="checkbox"/> Promotion Form completed	<input type="checkbox"/> MoH Guidelines given
<input type="checkbox"/> Settling visits	Visit 1: Visit 2: Visit 3:
<input type="checkbox"/> ENTERED BY	<input type="checkbox"/> AUDITED BY

Centre:

◆ Childs 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 primary residential address:

Post Code:

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's Identification:

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

Official identity verification document* sighted by staff:

☐ New Zealand birth certificate

☐ New Zealand passport

☐ Other _____

☐ Foreign birth certificate

☐ Foreign passport

Staff initials: _____

* Information about acceptable identity verification documents is available online at eli.education.govt.nz

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

◆ 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.

Please see our website for full Privacy Statement

* 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://www2.nzqa.govt.nz/login/national-student-number-nsn/>

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.

Parents / Guardians:

1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
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:
3. Given names:	4. Given names:
Surname / family name:	Surname / family name:
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:

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

Additional Emergency Contacts (also able to pick up your child)

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

How did you hear about us?

<input type="checkbox"/> Advert/flyer	<input type="checkbox"/> Staff member
<input type="checkbox"/> Another parent	<input type="checkbox"/> Website
<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Signage/driving past	<input type="checkbox"/> Other: _____

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Childs Doctor:	
Name:	Phone:
Name of Medical Centre:	

Health / Immunisations:					
Illness/Allergies/Food Preferences:					
Is your child up to date with immunisations?	<i>Tick One</i>	Yes	<input style="width: 40px; height: 25px;" type="checkbox"/>	No	<input style="width: 40px; height: 25px;" type="checkbox"/>
(Please provide verification of all immunisations)					
For staff: Immunisation records sighted and details recorded:	<i>Tick One</i>	Yes	<input style="width: 40px; height: 25px;" type="checkbox"/>	No	<input style="width: 40px; height: 25px;" type="checkbox"/>

Medicine:					
Category (i) Medicines					
<p>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.</p> <p>Note: The service must provide specific information about the category (i) preparations that will be used.</p>					
Do you approve category (i) medicines to be used on your child?	<i>Tick One</i>	Yes	<input style="width: 40px; height: 25px;" type="checkbox"/>	No	<input style="width: 40px; height: 25px;" type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:					
▪ Natures Kiss Arnica	Y / N	▪	Y / N		
▪ Savlon Antiseptic	Y / N	▪	Y / N		
▪ Sudocream	Y / N	▪	Y / N		
▪ Sunblock	Y / N	▪	Y / N		
Parent/Guardian Signature: _____ Date: ____/____/____					

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Category (ii) Medicines			
<p>Category (ii) medicines are prescription medicines (such as antibiotics, eye/ear drops etc.) or non-prescription medicines (such as paracetamol liquid, cough syrup etc) 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. Paracetamol will not be given by the centre to treat temperatures. Children will need to be away 24 hours if paracetamol has been given to treat temperatures.</p>			
<p>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.</p>			
<p>Parent/Guardian Signature: _____ Date: ____/____/____</p>			
Category (iii) Medicines			
<p>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. There is a separate form that needs to be completed.</p>			
Parent provided Individual Health Plan from Doctor	<i>Tick One:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For staff: Category (iii) form filled out by parent	<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)			
<p>Parent/Guardian Signature: _____ Date: ____/____/____</p>			

◆ Optional Charges:
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, Kids World may enforce payment.
3. The agreement to pay the optional charge will last until my child leaves the centre
4. The rules about making changes to the agreement are:
▪ 2 weeks' Notice
5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.
6. I agree / do not agree (<i>select one</i>) to pay the optional charge for the activities/items specified in this enrolment agreement form.
<p>Parent/Guardian Signature: _____ Date: ____/____/____</p>

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◆ Enrolment Details:						
Date of Enrolment: ____ / ____ / ____ Date of Entry: ____ / ____ / ____ Date of Exit: ____ / ____ / ____						
Room Name: _____						
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	Total hours:
Times Enrolled:						
For 20 Hours ECE fill out boxes below with the hours attested e.g., 6 hours						
20 Hours ECE at this service						Total hours:
20 Hours ECE at another service						Total hours:
Parent/Guardian Signature: _____ Date: ____ / ____ / ____						
◆ 20 Hours ECE Attestation:						
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	<input type="checkbox"/>
					No	<input type="checkbox"/>
2. Is your child receiving 20 Hours ECE at any other services?						
				Tick One	Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>
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 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. ▪ 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 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 times that he/she is enrolled at the Centre. <i>(Please circle or delete option)</i>	
Parent/Guardian Signature: _____ Date: ____ / ____ / ____	

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

Permissions
Internet and Electronic Data
<p>It is important that the centre is able to communicate with all families electronically so we can ensure that vital and important information is reported to you. Please sign below to confirm your consent to:</p> <ul style="list-style-type: none"> ▪ Emailed newsletters / notices / reminders. ▪ Emailed invoices / statements. ▪ Txt messages (non-urgent communication) ▪ Storypark (a secure online interactive portal allowing you to view your child's development) <p>Parent/Guardian Signature: _____ Date: ____/____/____</p>
Photo/Video
<p>I give permission for my child to be photographed or videoed for the purpose of assessment, planning & evaluation, to use in developmental profiles, displays in the centre and in-house staff training.</p> <p>Parent/Guardian Signature: _____ Date: ____/____/____</p>
Advertising/Internet
<p>We require your approval to place photos of exciting activities that your child has been engaged in, onto the internet (public viewing). We stand by our internet safety policy and ensure that the photos will only be used for these purposes. We respect your right of privacy, so please indicate below if you give permission to use images of your child for:</p> <p> <input type="checkbox"/> Promotional Material <input type="checkbox"/> Centre / Company Website <input type="checkbox"/> Centre / Company social media </p> <p>Parent/Guardian Signature: _____ Date: ____/____/____</p>
Surveillance Cameras
<p>Surveillance cameras may be installed at the centre and used for the purpose of security, safety, and assessment of children.</p> <p>Parent/Guardian Signature: _____ Date: ____/____/____</p>
Excursion Permission
<p>I give permission for my child to take part in regular excursions (under the conditions stated in the service's excursions policy). This includes short walks in and around the block. All early childhood regulations will be adhered to.</p> <p>The risk assessment for short walks is on the next page, please read and sign.</p> <p>Parent/Guardian Signature: _____ Date: ____/____/____</p>

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Risk Assessments for short walks

Ratios will not exceed 1:3 for 0–2 year-olds, 1:5 for 2-6 year olds.
The Person Responsible will ensure these ratios are met.

Identified Hazard Potential Risk to children:

Road	Road works	Stranger Danger	Lost Child	Crowds	Cars
Dogs	Weather	Parked Cars	Driveways	Traffic	Potholes

Strategies needed to manage hazards:

Talk to children about the dangers	Consistently count the children	Extra parent help
Have children wear bright clothes	Encourage holding hands	Ensure teachers are spread amongst children

You will be informed of any extra potential hazards at the time of the short walk or excursion.

Parent/Guardian Signature: _____ Date: ____/____/____

Where to find our operational documents

- You will find information regarding the Centre's Education review office report, the licensing criteria, early childhood regulations, the Centre's emergency plans and the ECE curriculum in the brochure holder on the wall in reception.
- Information on staff and qualifications, the complaints policy and procedure, Centre philosophy, daily schedule, child health information and financial statements with details of the expenditure of any Ministry of Education funding will be located on the wall in reception on the notice board.
- Information on fees and accounts along with the Centre's policies will be available at reception.
- Planned reviews and any consultation that will be undertaken will be displayed in reception for your input and feedback.

◆ Statutory Holidays / Term Breaks

This enrolment agreement is **inclusive** of statutory holidays and school term breaks

We are **not open** on the following public holidays if they fall on a weekday. **Fees are still payable during this time.**

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

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Important Information

- **Enrolment procedure:** To secure a space for your child at our centre, please submit a completed enrolment form along with the enrolment fee and one week of advance fees.
- **Parent information book:** Please read the parent handbook thoroughly, as it contains essential information about our centre's operations and expectations.
- **Policies:** Our centre has a range of policies outlining procedures for the care and education of children. These documents are available in the foyer. By signing the enrolment agreement, you acknowledge and agree to support these policies.
- **Policy Review:** We welcome your input in our policy review process, which is shared via Storypark. Your contributions help shape our operational practices.
- **Settling visits:** To support a smooth transition, we require at least two settling visits during the week before your child's start date. These visits are free and allow you to stay with your child to help them adjust to the centre, routines, and staff.
- **Enrolment fee:** A one-off enrolment fee of \$50.00 is required to secure your child's place. This must be paid when submitting the completed enrolment forms.
- **Fee payment and invoices:** **Fees must be paid in full including a week in advance** in accordance with our current fee schedule. Invoices are emailed every Wednesday for the following week. Fees remain payable during absences or holidays. Our fee structure is reviewed annually and may change. If your child is absent for three or more consecutive weeks without prior notice, you agree to cover any loss of Ministry of Education funding.
- **Late payment of fees:** Overdue fees may incur a 5% penalty. If fees remain unpaid for three weeks, enrolment may be cancelled. A debt collection agency may be used to recover outstanding amounts, including legal and administrative costs.
- **WINZ Subsidies:** It is the parent's responsibility to check eligibility and apply for any childcare subsidies through WINZ.
- **Statutory holidays and term breaks:** This enrolment includes school term breaks. The centre is closed on statutory holidays, and full fees apply if your child is booked to attend on those days. We may close for two weeks over Christmas/New Year; dates will be advised annually.
- **Holiday discount:** **You may be eligible for up to two weeks of holiday leave per calendar year at a 100% discount on the net payable amount.** This ensures your child's space is held during your absence. Discounts will not reduce fees below any applicable subsidy level. Entitlements renew on January 1st and do not carry over. A maximum of three consecutive weeks may be taken. Funding and subsidies cease after three weeks of continuous absence. If a statutory holiday falls within a booked holiday period, the discount may still apply. For extended leave, please speak with the Centre Manager.
- **Attendance:** Our licensing regulations require us to account for your child's attendance. We require a minimum booking of two days per week. Please sign your child in and out each day, noting arrival and departure times. This record is essential for emergency procedures and attendance tracking. Notify us promptly if your child will be absent.
- **Pick-ups and drop-offs:** Please adhere to your scheduled drop-off and pick-up times. Notify the centre if you expect to arrive early or be delayed. **A flat fee of \$20.00 may apply for early drop-offs or late pick-ups. If the extended time moves your booking into a higher fee category (e.g., from 6.5 hours to full-day rate), the full-day rate will apply. A charge of \$30.00 per 15 minutes applies for pick-ups outside operating hours.** Children will only be released to authorised adults listed on the enrolment form. Written or verbal permission must be provided if someone else is collecting your child.
- **Sibling discount:** We offer a 10% discount for each child in your immediate family, provided both are booked for at least 30 hours per week. Any variation requires Area Manager approval. Discounts apply after WINZ subsidies or ECE hours and cannot be combined with other offers.
- **20 Hours ECE:** Available for children aged 3 and over. Please notify staff at least two weeks in advance if you wish to include this in your booking. An ECE attestation form must be signed. To maintain eligibility, your child must not be absent for more than 15 consecutive days; otherwise, full fees will apply.
- **Sick children:** Please do not bring your child to the centre if they are unwell (refer to our Child Health Policy). **Children with infectious illnesses must remain at home for at least 48 hours.**

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- **Health:** We require verification of your child's immunisations, which will be kept on file. If your child is unwell, they may pose a risk to others, including staff, children and expectant mothers. Please keep your child at home until they are fully recovered and notify us of any illness. Children who have experienced vomiting or diarrhoea must stay home for 48 hours after the last episode. If your child becomes unwell while at the centre, we will contact you to collect them as soon as possible. All medication must be handed to the Head Teacher and documented with your signed consent. In the event of an accident or emergency, you authorise staff to administer basic first aid and seek medical advice if necessary. You agree to cover any related expenses. It is your responsibility to report any health and safety concerns to the Centre Manager.
- **Medical assistance:** You give permission for staff to seek urgent medical attention for your child if you cannot be reached. While we take every precaution to ensure your child's wellbeing, we cannot be held responsible for unforeseen accidents or circumstances beyond our control.
- **Emergency closures:** If the centre is closed due to an emergency or at the direction of the Ministry of Education, you will be required to collect your child promptly.
- **Updating information:** Please ensure your child's enrolment details, especially contact numbers and immunisation records, are kept up to date. All centre policies are available in the information area. If you would like a copy of our Complaints Policy, please ask a staff member.
- **Discounts & Special Promotions:** From time to time, the centre may offer discounts or special promotions. These are reviewed every three months and are not ongoing. The centre reserves the right to withdraw any discount or promotion with two weeks' notice. Only one discount or promotion can be applied at a time.
- **Food:** We have a strict **NO NUT** policy. We follow Ministry of Health guidelines for food preparation and provision. If you wish to bring food for a special occasion, please speak with a team member and complete the required documentation.
- **Clothing & personal items:** Children must bring a named change of clothes each day. Sunhats are required during summer. Please apply sunscreen before arrival; our team will reapply it throughout the day. All personal items, including clothing and footwear, must be clearly named. Please keep toys at home.
- **Toileting:** You give permission for staff to change your child's soiled or wet clothing as needed.
- **Child's strengths, interests and preferences:** Please share your child's strengths, interests, and preferences using the 'All About Me' sheet provided in your induction pack.
- **Children with Additional Specific Needs:** We are committed to providing an inclusive, safe, and supportive environment for all children and families. If your child has specific care or learning needs, we will arrange a meeting with you to develop a support plan. External agencies may be involved if needed. If we determine that we cannot safely meet your child's needs, we will discuss alternative care options with you.
- **Transitional School Visits:** We encourage families to arrange school visits as part of the transition process. Please note that we do not keep information about local schools on-site.
- **Storypark:** We use Storypark to share your child's learning journey and collect your aspirations for them. You are welcome to comment, share stories, and upload photos at any time.
- **Withdrawal notice:** A minimum of two weeks' written notice is required to withdraw your child from the centre. Fees remain payable during this notice period.
- **Adult Behaviour Policy:** By enrolling your child at a KWEK centre, you agree to maintain respectful and professional behaviour towards staff, children, and other families. Abusive, loud, or inappropriate conduct will not be tolerated and may result in immediate removal from the premises.

Parent/Guardian Signature: _____ Date: ____/____/____

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Payment Agreement

- All fees are required to be paid by **Automatic Payment or Direct Debit (we do not accept cash)** – one week in advance, paid into the **centre bank account** using your **child's reference number** (found on your invoice/statement). You will be charged the full fee per week for your child whether they attend or not. The centre operates throughout the year, but closes for statutory holidays. The weekly fee remains the same regardless of statutory holidays, child illness, family illness or holidays (unless you have applied for the 100% holiday discount for 2 weeks per year).
- Before your child starts at the centre an enrolment fee of \$50 is required.
- If Direct Debit is the agreed form of payment, fees will be debited out of your account weekly **on Thursdays**. A separate Direct Debit form will be required to be completed. Direct Debits will be adjusted to suit any increase or decrease in fees or WINZ subsidy changes.
- If a **WINZ subsidy** has been applied for, you are still required to ensure your account is paid one week in advance, and the full fee is to be paid whilst waiting for any WINZ subsidy to commence. Application forms are available at the centre.
- If you feel you may have financial difficulties in meeting your fee requirements, it is important that you discuss this with the Centre Manager urgently. A payment plan may be an option.
- If your account continues to be in arrears, or if a payment plan is not followed, then your account will be passed on to Support Office for further action and your child may be withdrawn from the centre. Your account will be referred to our debt collection agency within 14 days of leaving the centre. In the event that your account is handed over to a debt recovery agent, you will incur all debt recovery costs on top of your outstanding debt.

I agree to pay my child's weekly account fees of \$_____

Parent/Guardian Signature: _____

Date: ____/____/____

◆ 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 (*office use only*)

I _____ declare that this form has been checked and all relevant sections have been completed. I have received copies of child's birth certificate, parents ID, proof of address, child's immunisation and enrolment fee, and have discussed all parts of this enrolment form with the parent.

Service Provider Signature: _____

Date: ____/____/____

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