



Enrolment Agreement Form



Visit Us:

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

◆ 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.

Kids World Education Group do keep a record of identity verification documents and retain while your child is enrolled at the service, then securely destroy once verified and the enrolment has ended.

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:
<input type="checkbox"/> Email invoices to Parent/Guardian 1	<input type="checkbox"/> Email invoices to Parent/Guardian 2
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: Post Code:	Address: 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: Post Code:	Address: 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:

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:

Illness/Allergies/Food Preferences:

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? *Tick One* Yes No

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: ____/____/____

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

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>		
<p>Parent provided Individual Health Plan from Doctor Tick One: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>		
<p>For staff: Category (iii) form filled out by parent Tick One: Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>		
<p>Name of medicine:</p>		
<p>Method and dose of medicine:</p>		
<p>When does the medicine need to be taken: (state time or specific symptoms)</p>		
<p>Parent/Guardian Signature: _____ Date: ____/____/____</p>		

◆ Optional Charges:		
<p>1. The optional charge is for: (give details of specific activities or items, and their costs)</p> <ul style="list-style-type: none"> ▪ ▪ 		
<p>2. I understand that if I agree to pay for the optional charge, Kids World may enforce payment.</p>		
<p>3. The agreement to pay the optional charge will last until my child leaves the centre</p>		
<p>4. The rules about making changes to the agreement are:</p> <ul style="list-style-type: none"> ▪ 2 weeks' Notice 		
<p>5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.</p>		
<p>6. I agree / do not agree (select one) to pay the optional charge for the activities/items specified in this enrolment agreement form.</p>		
<p>Parent/Guardian Signature: _____ Date: ____/____/____</p>		

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

◆ 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 No

2. Is your child receiving 20 Hours ECE at any other services?
Tick One Yes No

If yes to either or both of the above, please sign to confirm that:

- 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. *(Please circle or delete option)*

Parent/Guardian Signature: _____ Date: ___/___/___

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

Permissions

Internet and Electronic Data

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. We may communicate with you in the below ways:

- 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)

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

Photo/Video

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.

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

Advertising/Internet

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:

- | | |
|-------------------------------|--|
| ▪ Promotional Material | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| ▪ Centre/Company Website | Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| ▪ Centre/Company social media | Yes <input type="checkbox"/> / No <input type="checkbox"/> |

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

Surveillance Cameras

Surveillance cameras may be installed at the centre and used for security and safety purposes only and will not be used in private areas such as toilets and changing areas.

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

Excursion Permission

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.

The risk assessment for short walks is on the next page, please read and sign.

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

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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 and upon enrolment.
- Planned reviews and any consultation that will be undertaken will be shared electronically or in printed form near the sign in area.

◆ 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	<i>Closed</i>	Easter Monday	<i>Closed</i>	Christmas Day	<i>Closed</i>
Day after New Year’s Day	<i>Closed</i>	ANZAC Day	<i>Closed</i>	Boxing Day	<i>Closed</i>
Waitangi Day	<i>Closed</i>	King’s Birthday	<i>Closed</i>	Local Anniversary Day	<i>Closed</i>
Good Friday	<i>Closed</i>	Labour Day	<i>Closed</i>	Matariki	<i>Closed</i>

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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:** An enrolment fee of \$50 is payable upon enrolment. This is non-refundable
- **Deposit:** One week's fees are payable upon enrolment. This is non-refundable if your child does not start with the centre and less than one week's notice is given
- **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. The holiday discount is available for whole week bookings only, not singular days. A maximum of three consecutive weeks may be taken. Funding and subsidies cease after three weeks of continuous absence. 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 ensure that you attend your booked times at all times.** 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:** 20 hours ECE is available at this centre to all children aged 3-5 years old provided the attestation form has been completed in full prior to the date of entitlement. 20 Hours ECE is for a maximum of 6 hours per day and up to 20 hours per week. For the hours of care that are fully attested under 20 Hours ECE only optional charges may be requested. Fees are charged for the bookings/attendance outside of the attested hours. If your child attends multiple services, you can only attest a maximum of 20 Hours ECE across all services. 20 Hours ECE subsidy ceases after 3 weeks of continuous absence and full fees will be payable unless otherwise agreed in writing prior to the event. For further details, please refer to the Ministry of Education www.education.govt.nz
- **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.**

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

- **Health:** 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:** As with other childcare facilities, full fees apply for emergency closures. Emergency closures can be due to civil defence emergencies, extreme weather conditions, non-controllable health & safety issues, interruptions to essential services or similar. 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 details, 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 anything that holds emotional value, is expensive or culturally important (including toys) at home. While all care is taken with any personal belongings brought onto site, we will not be responsible for any lost or stolen property.
- **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.
- **Notice Period & Changes to Enrolment:** A regular schedule of attendance must be established with the Centre Manager. No swapped or substituted enrolment days can be made for absences on normal enrolled days, public holidays, general holidays or sickness. Any extra casual days you wish to attend because you cannot attend your regular booked days will be charged as an extra day adding onto your usual weekly invoice (even if you were absent on one of your usual booked days). Casual days must be applied for in advance and are subject to availability. Changes in a child's regular schedule may be made with two weeks' prior written notice and space permitting. It cannot be guaranteed that you will be able to revert to the original schedule at the end of the change period. If you wish to terminate the permanent booking for your child, please ensure you notify the centre in writing giving no less than two weeks' notice and advise Work and Income accordingly.
- **Adult Behaviour Policy:** By enrolling your child at a Kweg 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: ____/____/____

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

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).
- An enrolment fee of \$50 is payable upon enrolment. This is non-refundable.
- A deposit of one week's fees is payable upon enrolment. This is non-refundable if your child does not start with the centre and less than one weeks' notice is given.
- 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 is in arrears, or 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)

On behalf of the service, I declare that this form has been checked and all relevant sections have been completed

Signed on behalf of Service Provider: _____

Date: ____/____/____

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