Enrolment Agreement Form

Little Citizens Early Learning Centre

158b Oxford Street
Dunedin, 9012
03 466 3223

To enrol your child at Little Citizens Early Learning Centre please provide the information as requested in this enrolment form, sign the declaration/attestation at the end of the agreement (in pen), and provide a signed copy of the agreement to us. Any changes and signatures must be made in pen and initialed.

By doing so, you are entering into an agreement with us that:

- we will enrol your child with us and provide early childhood services to them; and
- you as parents/guardians have certain responsibilities as set out in this agreement and our policies.

If any of the information provided by you in this agreement changes or is going to change, including contact details, information about your child's health, and information about your child's hours of attendance at our service, please advise us as soon as possible of the change.

The terms of this agreement, and your child's enrolment in our service, is from the Date of Enrolment to the Intended Date of Exit set out in this agreement. However, in some limited circumstances as described in this agreement, we may need to end your child's enrolment with us early or change the hours of enrolment.

We may make changes to the terms of this agreement, and to our policies, from time to time. We will give you reasonable notice (to the extent possible, in the circumstances) of any such changes.

♦ Child's Details			
Child's official surname or family name:			
Child's official given name:			
Child's official other names / middle names:			
Name your child is known by / preferred names:			
Surname / family name:		Given name:	
Male	Female	Child's date of birth:	dd / mm / yyyy
Child's primary residential address:			
		Post code:	
Official documentation identification documents **sighted** by staff. Tick one			
New Zealand birth certificate		Foreign birth certificate	Other
New Zealand passport		Foreign passport	
Date sighted	dd / mm / yyyy	Staff member initials	
Child's ethnic origins:	Iwi your child belongs to:	Language(s) spoken at home:	

All fields in grey are for staff use only.

Parent/Guardians					
Parent/Guardian #1 Details					
Given names:		Surname / family name:			
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
			Post code:		
Parent/Guardian #2 Details					
Given names:		Surname / family name:			
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
			Post code:		
Parent/Guardian #3 Details					
Given names:		Surname / family name:			
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
			Post code:		
Parent/Guardian #4 Details					
Given names:		Surname / family name:			
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
			Post code:		

Emergency contacts (also able to pick up child)			
Emergency contact #1		Emergency contact #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Address:		Address:	
Phone (home)	Phone (work)	Phone (home/}	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email
Emergency contact #3		Emergency contact #4	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email

Custodial Statement		
Are there any custodial arrangements concerning your child?	Yes	No
Please advise us immediately if there are any changes to custodial arrangements concerning your child, or to the persons who cannot pick up your child. (including court orders).		
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:	Name:	
Name:	Name:	

Additional person/s who can pick up your child			
Additional person #1		Additional person #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Address:		Address:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile):		Phone (mobile):	

Photos/Videos		
Kaiako are required to document your child's learning while they are at Little Citizens. This includes written observations, goal setting and can involve photographs and/or videos of your child. These observations are included in your child's profile book as well as in education software- Educa. Only the kaiako and parents/guardians can access the hard copy and your child's profile on Educa, although you may choose to share it with family members. At Little Citizens we regularly take photographs and videos of activities in the centre and outings that the children have been involved in. We may publish these photos and videos in our newsletter, flyers, social media pages and on our website as they are a great way of showing what we do at Little Citizens. From time to time, these images and videos may be used across the wider organisation known as the Methodist Mission Southern. These photographs/images/videos will be used during your child's enrolment at Little Citizens and for twelve months after the end of the enrolment.		
I give permission for kaiako to use pictures and videos for observations and documenting my child's learning.	Yes	No
I give permission for Little Citizens to display images and photos of my child in print and online publications.	Yes	No

Excursions		
Spontaneous Walks Spontaneous walks are a valuable part of our learning programme, providing children with opportunities to explore their local environment, follow their interests, and extend their learning through real life experiences. All walks are conducted in accordance with Little Citizens excursion plan and procedure. This includes defined adult to child ratios, clear risk assessments and supervision to always ensure children's safety and well-being. Attached is a map of spontaneous walk destinations, including the South Dunedin Community Library and Navy Park. Adult: Child ratios will be no greater than one adult to five children for over two-year-olds and one adult to two children for under twos. You will be notified by phone/text or email if your child is leaving the premises.		
I give permission for my child to participate on spontaneous walks. Parent/Guardian Signature_____	Yes	No
Special Excursions All other excursions outside of the agreed spontaneous destinations will require notification and signed permission from the child's parent/guardian at the time of the excursion.		

Child's Doctor			
Name:		Phone:	
Name of medical centre:			
Address of medical centre:			
In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by centre staff and if necessary, taken to hospital in an ambulance. Parents or a contact person will be notified immediately.		Yes	No

Medicines
If your child requires medicine/s for an extended period, i.e., asthma, epilepsy, and allergies, we require you to fill out an Individual Health Plan that outlines the illness, treatment and any medicine/s required. Required medicines and the treatment plan will also be loaded on Little Citizens Health and Safety software (SafetyNest). These Individual Plans are available at any time during your child's enrolment.

Child Health		
Does your child have any specific illness, allergies or dietary requirements? If yes, please specify:	Yes	No
Are you aware that Little Citizens have nuts (peanut butter) included in our menu? Has your child been exposed to nuts? (We will not give your child nuts until they have been exposed at home)	Yes Yes	No No
Does your child have Religious/Cultural requirements that staff need to be aware of? If yes, please specify:	Yes	No
I give permission for my child to have Centre Sunscreen applied regularly I will provide my own sunscreen to the centre for my child.	Yes Yes	No No
I give permission for a photo to be used to identify my child on the allergy boards and/or sunscreen list	Yes	No
I give permission for my child to be administered non-prescription treatment (not ingested) used for the treatment of minor first aid and nappy rash (Arnica and Sudo cream)	Yes	No
Headlice I give permission for staff to check my child's hair for headlice if there are signs (scratching, and/or noticeable lice and eggs) I give permission for staff to treat my child's hair with conditioner and a nit comb if eggs and lice are found.	Yes Yes	No No

Additional Permissions		
Occasionally as your child gets closer to starting primary school (4.5 years old)we may share relevant information regarding your child to the school in which they have enrolled. This may include learning plans, assessments and learning narratives and support strategies. Do you give permission for Little Citizens Staff to share information about your child with their enrolled primary school?	Yes	No
Little Citizens often have teachers in training working alongside our certified teachers. For their study, they are often required to undertake planning and assessment and will have access to your child's profile on Educa. Do you give permission for teachers in training to have access to your child's profile and complete written observations of your child while they are at Little Citizens?	Yes	No
Toothbrushing- I am aware of and have read the tooth brushing programme information, and permissions.	Yes	No
Vision and Hearing- I am aware that when my child is 4 years old, they are eligible to take part in a vision and hearing screening as part of the Before School Checks (Undertaken by the Ministry of Health). Permission forms are required to be completed closer to your child's 4th birthday if you choose for them to take part.	Yes	No

Little Citizens	
How did you hear about Little Citizens?	Please circle
Current Whānau at LC Recommendation	Web Search
Former Whānau at Little Citizens	Word of mouth
Social Media	Other

♦ Enrolment details						
Date of enrolment	dd / mm / yyyy	Date of entry	dd / mm / yyyy	Date of exit	dd / mm / yyyy	

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Times enrolled						

♦ 20 Hours ECE

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.

For 20 Hours ECE fill out the boxes below with the hours attended e.g. 6 hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Total no. of hours:
20 Hours ECE at this service						
20 Hours ECE at another service						

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?	Yes / No
2. Is your child receiving 20 Hours ECE at any other service?	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 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 the other early childhood education services your child is enrolled at, about the information contained in this box.

ECC note: For clarification and emphasis it is recommended to add the requests below –

1) **You will need to verify your child's attendance at our service for each day that they are enrolled.**
2) **Please advise us immediately if there are any changes to your child's enrolment details, including their intended hours of attendance, and whether you want your child to receive 20 Hours ECE. Any changes must be made in pen and dated.**

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 time that he/she is enrolled at Little Citizens Early Learning Centre

Parent/guardian signature	Date

♦ Privacy statement

We collect information, including personal information (e.g. enrolment and attendance) about your child, which is shared with the Ministry of Education, who stores it securely and treats it in accordance with the Privacy Act 2020.

The Ministry of Education collects and holds this information for the following purposes:

• for funding allocation

• for monitoring compliance with the Education (Early Childhood Services) Regulations 2008 and related criteria, and the ECE Funding Handbook

• to assign a National Student Number to your child. (National Student Number is a unique identifier for your child within the education system)

• for statistical and resourcing purposes

• to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under Education and Training Act 2020,

• as permitted by the Privacy Act 2020.

Information collected may be shared with other government agencies where required by legislation, or to meet an agreed purpose, and in accordance with the government's direction for greater inter-agency data sharing. You have the right to request access to or correction of personal information that the Ministry of Education holds about you.

Contact information for the Ministry can be found on the following website- National office - Ministry of Education. www.education.govt.nz

Completed enrolment forms and related information may be accessed by authorised Ministry officials on request, for monitoring, licensing, and funding administration purposes.

Absences

You must advise us of any absences, whether planned or unplanned, including because your child is sick or has an injury, or on holiday (outside of any holidays where the centre is closed), or any other reason. [Please refer to our absence policy].

Continuous or frequent absences impact on the funding that we get from the Ministry of Education.

- A continuous absence is when an enrolled child is absent for a period of more than three weeks.
- A frequent absence is when an enrolled child's actual attendance in a month does not match their enrolled hours for at least half of that month.

As set out in this agreement and our enrolment policy, we may review this enrolment agreement with you because of continuous or frequent absences. We may ask you to reconfirm your child's hours or enrolment or change the hours of enrolment. In some cases, we may end your child's enrolment with us early (before the Intended Date of Exit) because of continuous or frequent absences.

We will always make reasonable efforts to work with you to resolve any ongoing absence issues and will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment early.

Person responsible for paying your fees					
First name		Surname			
Relationship to child					
Email					
Phone (h)		Phone (w)		Phone (m)	
Address					
I will make payments:	Weekly	Fortnightly			

Work and Income Childcare Subsidy		
I am applying for a Work and Income Childcare Subsidy prior to my child starting at this Centre	Yes	No
If yes, I understand that even if eligible for a Work and Income Childcare Subsidy I am responsible for paying my fees in full until my subsidy is approved. I understand that I am responsible for any fees not covered by my subsidy. I am responsible for ensuring Work and Income is kept informed of any changes that may affect my subsidy. Any over-payment made by Work and Income will not be offset against any outstanding balance or paid out to the person responsible for payment of fees. I confirm that I have made a full application for a subsidy prior to my child starting at Little Citizens		
Application date:	Parent/guardian Signature	

Method of Fee Payment

Our terms of trade are strictly in accordance with our Collection Policy.

Collection Policy

Fees may be paid by automatic payment, internet banking or cash (by arrangement only).

Your account must never be overdue by more than two weeks. If this happens then a letter will be sent by the Financial Administrator to you requesting, you to:

- Pay the full account balance within 14 days or,
- Contact the Accountant on 466 3025 about putting a repayment plan in place.
- If the full payment is not received, or a payment plan is not in place within 14 days of this letter being sent to you, then your child's enrolment will be cancelled.

If your child's enrolment is cancelled, we will still require payment of the account. This needs to be paid within 14 days from when your child's enrolment was cancelled. If not paid by then, the account will be forwarded to the debt collector (along with this declaration and any required personal information that we have obtained from you) with all collection costs added to the account.

♦ Agreement
• I have been notified that full fees will be charged for sickness and absences. • Two weeks' notice is required when finishing at the Centre; a Notification of Finishing Care form is available from the Centre. • I understand, if my child attends outside my booked hours that I will be charged accordingly. • I agree to keep this document current and to notify staff of any relevant changes so that, should an emergency arise concerning my child, staff will be able to easily contact me. • I authorise staff to seek medical assistance if they think necessary for the well-being of my child. • I agree that my child may be part of staff observations, evaluations and if permitted will be photographed and videoed for the purpose of individual profiles and planning displays within the Centre. • I have read the information booklet given at enrolment and will keep myself properly informed of any changes to Centre policies and practices. I understand that I can have input into these documents if I choose to. • I agree to be responsible for all administration and payment of invoices for this child • I have read and agree to abide by the Centre policy which states that no smoking, drugs or alcohol is permitted on the premises. • I understand and agree that any pets brought to the Centre are to be kept tied away from the main entrance. • I agree that my child will not attend the Centre if she/he is unwell. • I agree that the Centre may cancel my child's enrolment if my child does not attend care for three consecutive weeks without prior arrangement.

Parent/guardian signature	Date:

♦ Permissions and 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 Little Citizens Early Learning Centre I declare that this agreement has been checked and all relevant sections have been completed.	
Service provider signature	Date