



6b Fraser Close, Hanmer Springs
Phone 03 315 7749
Email dandimac@xtra.co.nz
Postal Address Po Box 82, Hanmer Springs
Hours of operation 8:30 – 3:30

Administration Records

Enrolment Agreement Form

◆ Child's details:

Child's **official surname** or **family name**:

Child's **official given name**:

Child's **official other names / middle names**: (please separate names with a comma):

Name your child is known by / preferred name:

Surname / family name:

Given name:

Copy of official identity verification document* collected by teacher:

New Zealand birth certificate

Foreign birth certificate

New Zealand passport

Foreign passport

Other _____

Teacher initials: _____

Child's date of birth: d d / m m / y y y y

Male

Female

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

◆ Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 2020. 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 research, statistics, funding, and the measurement of educational outcomes.

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

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

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Parents / Guardians:

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

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:

Billing Name _____
Billing Email _____

At Least 2 emergency contacts (Not Parents)

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

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

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 <u>cannot</u> pick up your child:

Name:	Name:
Name:	Name:

Additional Contacts (also able to pick up child):
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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):
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):
Relationship to child:	Relationship to child:

Child's doctor:

Name:	Phone:
Name of medical centre:	

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Health	
Illness/allergies: _____ _____	
Is your child up-to-date with immunisations?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please provide verification of all immunisations)	
For staff: Immunisation records sighted, and details copied and recorded:	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
<ul style="list-style-type: none"> ▪ Antiseptic 	<ul style="list-style-type: none"> ▪ Arnica
<ul style="list-style-type: none"> ▪ Stingoes/Soove 	<ul style="list-style-type: none"> ▪ Bepanthen
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 Māori (Māori plant medicines), that is prepared by other adults at the service.	
I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____
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:	<i>Tick One:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of medicine:	
Method and dose of medicine:	
When does the medicine need to be taken: (State time or specific symptoms)	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

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



Child Emergency Release Form

In the event of an earthquake or other serious incident resulting in a closure of Tree Bears Nursery School, where I am unable to collect my child/ren

I _____ Parent/ Legal guardian of

Name/s of children

_____ Date of birth _____

_____ Date of birth _____

_____ Date of birth _____

_____ Date of birth _____

_____ Date of birth _____

	Name	Address	Telephone

I fully understand that during a natural disaster such as an earthquake, my child/ren will not be released from the care of Tree Bears Nursery and Preschool teachers to any other adult unless authorised by myself (as above If unknown to teaching team said person will bring photo ID as identification) and that on the release of my child/ren a record shall be kept by centre director or head teacher of the name of person collecting from above list, time of release, and expected destination.

Until this time the centre teachers will remain responsible for my child/ren until they are collected by an authorised adult or an emergency service. In the circumstance where it is not possible for my child's collection, alternative arrangements will be made in consultation with the police.

Signature of parent or guardian _____

FOR USE IN AN EMERGENCY ONLY

Name of Person collecting _____ Date/Time _____

Name of Child/ren Released _____

Person collecting address _____

Person collecting phone numbers _____

Expected distanation _____

Person collecting Signature _____ Released by _____

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◆ 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 hours:
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?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is your child receiving 20 Hours ECE at any other services?	<i>Tick One</i> 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 [insert name of service].
Parent/Guardian Signature: _____ Date: ___ / ___ / ___

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

Other information

- **Policy Statement:** Tree Bears Nursery & Preschool has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these, they are located in the book case in office also available on our parent notice board is our most recent Education Review report.

- **Sleep Policy:** I have read and understand the Sleeping Policy & Procedures.

Signed: _____

The signing of this enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review.

- **Parent Information Book:** Please ensure you have read the information in the parent handbook as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

- **Child's strengths, interests and preferences:** Please tell us about your child's strengths, interests and preferences ATTACHED About ME sheet

- **Story Park Parent Portal:** I agree to my child's photos and learning stories and assessments being online on a secure portal that, I can access with a password.

Signed: _____

- **Primary School transition:** I give permission for preschool teachers to share children's e portfolio and information to assist in the transition to school for your child.

Signed: _____

- **Social Media:** I agree to my child's photo/ video's being used online for Tree Bears Facebook page, children and parents will not be tagged in posts.

Signed: _____

- **Excursions:** Permission to go on short outings/walks, in the vicinity of Tree Bears Nursery & Preschool. Our ratio on outings is a maximum of 1:6 in the over 2 and 1:3 in the under 2's.

Signed: _____

- **Fee's:** I understand that all fees are to be paid in advance and that any fee's that income support (Childcare subsidy scheme) fails to pay to Tree Bears Nursery & Preschool will be met by me personally. I understand I am required to pay a Non-refundable one-off Administration fee of \$50.00 before my child/ren begins enrolment. I understand that if a debt collection agency is notified, any cost recovering fees will be my responsibility.

Signed: _____

- I have read and understand the fee's policy in the Information for Families book.

Signed _____

- **Changes of booking:** Tree Bears requires 2 weeks notice either written or via email of booking changes or withdrawal.

Signed: _____

◆ Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of school term breaks. The Preschool is not open Statutory holidays.

◆ Parent Declaration

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

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

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

◆ Service Declaration

On behalf of Tree Bears Nursery and Preschool, I declare that this form has been checked and all relevant sections have been completed.

Teachers Signature: _____

Date: ____/____/____

Change of Days/Times of Enrolment:

Effective Date of Change: ____/____/____

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total

For 20 Hours ECE fill out boxes below

20 Hours ECE at this service						
20 Hours ECE at another service						

Parent/Guardian Signature: _____

Date: ____/____/____

Change of Days/Times of Enrolment:

Effective Date of Change: ____/____/____

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total

For 20 Hours ECE fill out boxes below

20 Hours ECE at this service						
20 Hours ECE at another service						

Parent/Guardian Signature: _____

Date: ____/____/____

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