

# MILFORD BAPTIST KINDERGARTEN

3 Dodson Ave,

Milford.

Phone 489 9746

**Supervisor: Luisa MacKenzie**

## Enrolment Agreement Form

Enrolment Information, **20 Hours ECE** Enrolment hours and Attestation Information for Early Childhood Education Services

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

### Child:

Child's first names:	Surname:
Name your child is known by:	
Child's date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnic origin:	
Iwi your child belongs to:	
Child's home address or addresses:	
Postcode	

### Parents / Guardians:

First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Occupation:	Occupation:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

### Emergency Contacts and Person/s who can pick up your child.:

First Names: Relationship:	First Names: : Relationship:
Surname:	Surname:
Phone (Home): Phone (Work):	Phone (Home): Phone (Work):
Phone (Mobile):	Phone (Mobile):
First Names: : Relationship:	First Names: : Relationship:
Surname:	Surname:
Phone (Home): Phone (Work):	Phone (Home): Phone (Work):
Phone (Mobile):	Phone (Mobile):

**Doctor:**

Name:	Phone:
Address:	

**◆ 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 the 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:**

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: \_\_\_ / \_\_\_ / \_\_\_

**◆ Optional Charges:**

1. The optional charge is for: (please give details of specific activities or items)

- An additional staff member beyond minimum regulations.
- Administration, exercise books, work Sheets, readers, bibles, sun cream, hats, timber for carpentry, sandwiches
- Parent information evening, excursions expenses, transport and entrance fees. Specific teaching resources.

2. I understand that if I agree to pay the optional charges Milford Baptist Kindergarten may enforce payment.

3. The agreement to pay the optional charge will last until my child leaves for school.

4. The rules about making changes to the agreement are:

- If the funding rates decreases from the Ministry of Education.
- General increases in running cost that makes it hard to meet budget.

5. I understand that that optional charge is not compulsory and if I choose not to pay there will be no penalty.

6. I agree/do not agree (*select one*) to pay the optional charge for the activities/items specified in this enrolment agreement form

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ◆ Statutory Holidays / Term Breaks

This enrolment agreement is [exclusive ] of school term breaks.

We are not open for the following statutory holidays and are closed during term holidays.

New Years Day	<input type="checkbox"/>	Easter Monday	<input type="checkbox"/>	Christmas Day	<input type="checkbox"/>
Day after New Year's Day	<input type="checkbox"/>	ANZAC Day	<input type="checkbox"/>	Boxing Day	<input type="checkbox"/>
Waitangi Day	<input type="checkbox"/>	Queen's Birthday	<input type="checkbox"/>	Local Anniversary Day	<input type="checkbox"/>
Good Friday	<input type="checkbox"/>	Labour Day	<input type="checkbox"/>		

### ◆ Dual Enrolment Declaration

I hereby declare that my child 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 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:	Name:
Name:	Name:

### Health

Illness/allergies:

Is your child up-to-date with immunisations? *Tick One* Yes  No

(Please provide verifications of all immunisations)

Immunisations record sighted and details recorded: *Tick One* Yes  No

### Medicine

#### Category (i) Medicines

A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid) 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.

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:**

▪	▪
▪	▪

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Category (ii) 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

Individual health plan completed and signed: *Tick One* Yes  No

Name of medicine:

Method and dose of medicine:

When does the medicine need to be taken: (State time or specific symptoms)

In the event of accident or emergency, I authorize the Centre to seek such advice or treatment as it deems in the best interests of the child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Required Information for Licensing Purposes

- Excursions:
- **Permission for the child to take part in regular excursions (under the conditions stated in the excursions policy)** Notification of a class excursion will be given to parents through a newsletter and the daily notice board.
- Parents will be required to volunteer to assist on the excursion. The ratio for these excursions is one adult to three children (1:3). Our optimum ration would be 1:2.
- Photo/video: permission for the child to be photographed for the purposes of assessment, planning and evaluation. They will not be used for advertising purposes without your written permission

### How did you hear about this kindergarten?

- **Privacy Statement:** All personal information on your child will be kept securely and remain confidential.
- **Child's strengths, interests and preferences:** Please tell us about your child's strengths, interests and preferences

### ◆ 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 Milford Baptist Kindergarten, I declare that this form has been checked and all relevant sections have been completed.

Service Provider 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: ____ / ____ / ____						

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: ____ / ____ / ____						

## ENROLMENT POLICY

The policy for enrolment ensures:

- **MBK is able to sensibly manage the number of children attending; and**
- **Parents understand when their child is likely to be able to attend.**
- **Every child enrolled takes up a space and is subsidized by the Ministry of Education.**

**Objectives:**

To achieve:

- A balance of children in various age groups.
- happy and fulfilling learning experiences for all children at MBK.
- parents who understand and respond to the kindergarten's administrative procedures.

**Policies:**

1. Spaces will be filled according to the criteria listed below, at the sole discretion of the supervisor.
2. Priority will generally be given to children with siblings currently attending MBK.
3. To ensure that a balance of ages is maintained, the maximum number of days any particular child may attend MBK in one week is according to ages as follows;
  - 2.5 years old 2 sessions per week,
  - 3 year old maximum of 3 sessions per week,
  - 4 year old a maximum of 2 full days,
  - 4.5 year old a maximum of 3 full days. Please note that when the roll becomes congested, a limit of two morning sessions and four afternoon sessions totaling 6 sessions will provide some movement in the morning session for the waitlist.
4. When a space becomes available for a new child to attend, the space will be filled from the waiting list according to the following criteria:
  - Child's age
  - Length of time on the waiting list
  - The number of children of different ages attending MBK at the time the place becomes available
  - Whether the child has or had any siblings attending MBK
  - The child's ability to go to the toilet on his/her own
  - Whether they already attending other kindergartens.
5. Depending on the waiting list, it is the intention of MBK that children be considered for attendance from age 2.5 years as long as the child is fully toilet trained.
6. If absent from kindergarten for a continuous three week period the kindergarten is not able to claim funding for absences that continue into the fourth week and beyond. In this case your child will be removed from the roll.
7. Children with special needs or health problems may need to be absent for longer than three weeks. The kindergarten is able to apply for an exemption to the three week rule for these children.

**Procedures:**

1. Parents or caregivers enquiring about attendance at MBK will first be given an information pack.
2. Upon confirmation that the parent or caregiver wishes to enroll his/her child, an enrolment form will be completed by the parent. The child's name will be placed on the waiting list.
3. Upon being allocated a place the parent or caregiver will be given a copy of the Parent Handbook and be required to complete the necessary paperwork, along with a Free ECE attestation form, before their first session.
4. Subject to legal requirements, all information about children and staff will be kept confidential.
5. All necessary legal information will be documented and filed by the Administrator.
6. On the initial enrolment the administrator will direct (interview) the parents to ensure they understand the criteria regarding payment of fees and 2 weeks' notice of leaving.
7. Parents will sign to say they understand and accept the centre policy.
8. When a parent chooses to take their child out of Kindergarten during term time other than for serious illness, they have one of two options;
  1. Pay full fees to retain the child's place.
  2. Remove the child's name off the roll, with the probability of not getting back on the roll until another space becomes available.

## PLEASE READ AND SIGN BELOW

### Fee Policy

- The accounts for Term Fees are placed in each individual child's pocket, at the beginning of each term.
- The preferred method of payment is by "on line banking". Payment can also be by cheque, cash or an automatic payment, but we do not operate EFTPOS.
- Payment of fees needs to be made in full in the first week of the term. If you have any problems with this please speak to the Supervisor or Administrator.
- Any change to the allocation of the available "20 hours" must be advised to the administrator prior to the change, and relevant papers completed.
- **Any outstanding fees that are left unpaid may be referred to a debt collection agency, and you would incur the cost of the collector's fee.**

When a parent chooses to take their child out of Kindergarten during term time other than for serious illness, they have one of two options; please note that the Ministry of Education will not fund for any absences longer than three weeks that continue into the fourth week and beyond. Your child's name will be taken off the roll.

- Pay full fees to retain the child's space / place. (Up to three weeks only).
- Remove the child's name off /from the roll, with the probability of not getting back on the roll until another space becomes available.

I have read and fully understand the fee policy.

I agree to accept responsibility for any and all legal costs incurred in the process of collection of unpaid fees

In the event of accident or emergency, I authorize the Centre to seek such advice or treatment as it deems in the best interests of the child.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If for any reason you withdraw your child from Kindergarten you are required to give two weeks' notice (or fees in lieu of this).**