

ENROLMENT AGREEMENT FORM

63 St Georges Rd
Avondale, Auckland, 0600

ph 09 828 3222
www.ackindy.org



To enrol your child at Avondale Christian Kindergarten, 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 (refer Funding Handbook 11-1 Record Keeping requirements).

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 term 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.

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 : First 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: dd / mm / yyyy		Male ☐	Female ☐
Child's primary residential address:			
Post Code:			
Child's ethnic origin/s:	Iwi your child belongs to:	Language/s spoken at home:	Church/Religion:
Child's Identification:			
<i>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.</i>			
Official Identification document/s sighted by staff:			
☐ New Zealand birth certificate		☐ Foreign birth certificate	
☐ New Zealand passport		☐ Foreign passport	
☐ Other _____		Staff initials: _____	

Privacy Statement:

All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see Principle 3 and 3A - Collection of information from subject).

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,
- 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 here: [National office - Ministry of Education](#).

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

* 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

[National Student Number \(NSN\) » NZQA](#)

Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: [National Student Numbers \(NSN\) – Education in New Zealand](#)

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 / Guardian #1 Detail

Given Names:		Surname / family name	
Relationship to child			
Email:			
Phone (mb):		Phone (h):	
Phone (wk):			
Address:			
		Post code:	

Parents / Guardian #2 Detail

Given Names:		Surname / family name	
Relationship to child			
Email:			
Phone (mb):		Phone (h):	
Phone (wk):			
Address:			
		Post code:	

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

Emergency Contacts (also able to pick up child): must be over 16 years old (someone other than Parent/Guardian)			
Emergency contact #1		Emergency contact #2	
Given names		Given names	
Surname/ Family Name		Surname/ Family Name	
Phone (mb)	Phone (wk)	Phone (mb)	Phone (wk)
Email		Email	
Additional person / s who can pick you your child: must be over 16 years old			
Additional Person #1		Additional Person #	
Given names		Given names	
Surname/family name		Surname/family name	
Phone (mb)	Phone (wk)	Phone (mb)	Phone (wk)
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:	
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 because of court orders.			
Person responsible for paying your fees			
Billpayer First Name		Surname	
Email			
Phone (mb)		Phone (wk)	
FEES: In signing this document, I agree that I will pay the fees according to the fee schedule, (<u>one week in advance</u>). I understand that fees will be charged if my child is absent from the kindergarten. I agree to give one week's notice in writing before withdrawing my child.			
Child's Doctor:			
Name:		Phone:	
Name of medical centre:			
In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by teachers and if necessary, taken to hospital in an ambulance. Parents or a contact person will be notified immediately. In signing this document, I agree to pay for any medical costs incurred			

Child's Health /Medicines

Does your child have any allergies? Yes ☐ No ☐ If yes, please specify:
Please write what your child's reaction is:

In our First Aid Kit, we have Weleda Arnica cream and Anthisan antihistamine cream to use if required for bruising or bites.

Ointments that are provided and used by our kindergarten: that can be used on my child:

Weleda Arnica Cream

Yes / No

Anthisan antihistamine cream

Yes / No

Are there certain foods that your child is not allowed to eat? Yes ☐ No ☐ If yes:

About your child

Our kindergarten is committed to inclusive education, as per Te Whāriki's Principles, Strands, Goals and Learning Outcomes (the Curriculum Framework)

If your child has an illness or condition, what are the implications or actions to be taken in relation to the child's illness or condition. For example, does the child's illness or condition require an individual plan?

For this purpose, please indicate whether you would like to book a time to share any health, wellbeing, and/or education and child development information with the kindergarten. This will assist us to help your child settle in as well as possible and receive the appropriate health care.

Does your child have any specific illness, condition or requirements? Yes ☐ No ☐ If yes please specify:

Does your child require 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? Yes ☐ No ☐

I would like to book a time to discuss my child's Individual Health Plan Yes ☐ No ☐

For staff: Individual Health Plan and / or Medicine/Ointment Category (ii) Permission Form Yes ☐ No ☐

ILLNESS: In signing this document, I agree I will not bring my child to the kindergarten when they have an infectious illness, e.g. Chickenpox, but I will notify the kindergarten. I will keep my child away from kindergarten for 48 hours after vomiting or diarrhoea.

Other Information

(please tick yes or no where requested)

Civil Defence:

I understand that in the case of a Civil Defence Emergency, children will NOT be released from the kindergarten unless a parent, their emergency contact, or a person designated, in writing, by the parent comes for their child. Children unclaimed by parents after six hours may be moved to a Civil Defence Emergency Centre (Avondale College) where they will be accommodated by Civil Defence until reunited with their parents or relatives

Yes

No

Regular Excursions:

Ratios for regular excursion will be 1:5 for groups under 10 children and 1:10 for groups over 10

Notification for regular excursions will be via Story Park and the foyer noticeboard.

A Risk Assessment Form can be found in the Parent Folder in the foyer and will be available prior to each excursion

I give permission for my child to take part in regular excursions for kindergarten related activities (under the conditions stated in the kindergarten's Outings & Excursion Policy)

Location: Hall, Mode of Transport: walking

Yes

No

Location: Church building, Mode of Transport: walking

Yes

No

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

Location: Jireh Christian School, Mode of Transport: walking	Yes	No	
Food Safety: I am aware that I provide a lunchbox for my child. Information from MOH guidelines: Reducing food-related choking for babies and young children at early learning services will be provided in the Parent Information pack and can be found at https://www.health.govt.nz/publications/reducing-food-related-choking-for-babies-and-young-children-at-early-learning-services	Yes	No	
Sun Safety: I authorise teachers to apply UV Guard Max SPF 50+ sunscreen to my child during terms one & four. If my child cannot use the sunscreen provided, I will provide our own. I understand that during these terms the kindergarten has a “no hat, no outside play” rule, and I will provide a strapless sunhat for my child’s use.	Yes	No	Yes
ITC/Social Media/Cybersafe Agreement: Parents/caregivers/legal guardians are asked to read this information carefully as it includes information about your responsibilities relating to this agreement. Avondale Christian Kindergarten undertakes to: • enhance the children’s learning through the safe use of Information Communications Technology (ICT) • this includes use of an iPad for research and literacy/numeracy skills activities under the supervision of a teacher • develop children’s awareness and understanding of ICT. • endeavour to prevent access to illegal, inappropriate, or harmful material on the internet or ICT equipment used at the kindergarten by only using kindergarten owned devices with safeguarding apps. • teachers are trained in social media and cybersafe use through the kindergarten’s ICT, Social Media and Cybersafe Policy • appropriately respond to any breaches • answer any enquiries from parents/caregivers/legal guardians. In giving permission, I acknowledge that I: • have read and understand the Avondale Christian Kindergarten Cybersafe Agreement. • have been informed of the relevant ICT Policy. • understand that these obligations and responsibilities relate to the safety of the children attending the kindergarten, and to the kindergarten’s learning environment •			
I give permission for my child to use ICT at the Kindergarten in an appropriate and supervised way.	Yes	No	
Filming & photography policy: We regularly take photos of our students and classroom activities. We post some of these photos in the classroom to help build a sense of community. We also share information and photos about Avondale Christian Kindergarten events on our Storypark Community Page or group stories. These forms of communication are very effective in keeping our community updated on the events and happenings at our kindergarten. Only other kindy family / whānau can see these. We only include photos that relate to students’ learning, exploration and eventful moments like celebrations, and we never tag or name the children on the photos. As part of our commitment to safeguarding tamariki privacy, only kaimahi will take photos at kindergarten events, using kindergarten devices. <i>I understand that my child may be photographed or videoed from time to time as part of the kindergarten’s assessment, planning and evaluation practices. No image of my child will be used for promotional or other purposes without my separate written consent</i>			
In the classroom	Yes	No	
Storypark group story or community page	Yes	No	

Other Social Media:

We are committed to not post images of your child on any other forms of social media. We ask that you only use images of your own child when posting on social media

I agree that I will not put any images of other children, or their families enrolled at Avondale Christian Kindergarten on social media.

Yes**No****Policies and Procedure:**

Avondale Christian Kindergarten has several 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. 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.

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?

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 Avondale Christian Kindergarten

Parent/Guardian Signature: _____

Date: ____/____/____

Statutory Holidays / Term Breaks

This enrolment agreement is **exclusive** of school term breaks. Avondale Christian Kindergarten is not open during school holidays or on statutory holidays.

Change of Enrolment Information

In signing this document, I agree:

I will notify the kindergarten, if we are going to be away from the kindergarten for any reason or if I require a change of booked days. I also understand that any changes may not be possible immediately and the Administrator will advise me of spaces available.

I will notify the kindergarten if any of the details on this enrolment form change, e.g. address, phone numbers, e-mail address, contacts, etc.

I will notify the kindergarten by email if anyone other than those listed on this form is to pick up my child from the Kindergarten and I understand that my child is to be kept at the kindergarten until permission is given.

Parent Declaration

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

I have read and agreed to the terms and conditions of enrolment in this agreement

Parent/Guardian Signature: _____

Date: ____/____/____

Service Declaration

On behalf of Avondale Christian Kindergarten, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: _____

Date: ____/____/____

Parent Access to Information (GMA 102)

Information	Location
ACK Licence Certificate	Foyer
ACK Contact Person (in cases of questions or complaints on the operations of Avondale Christian Kindergarten)	Foyer
Full names and qualifications of each person counting towards regulated qualification requirements	Foyer
Education (Early Childhood Services) Regulations 2008 Licensing Criteria for Early Childhood Education and Care Centres 2008	Foyer - Parent Folder,
Education Review Office recent report	Foyer - Parent Folder,
MOE Funding expenditure	Foyer – Parent Folder
Fees charged – Financial Management Policy	Foyer – Parent Folder
Operational documents, including Child Protection Policy	Foyer - Parent Folder
Complaints Policy & Procedure	Foyer – Parent Folder
Information concerning your child	Individual Portfolio, Storypark
How parents can be involved in our kindergarten	Parent Information Pack
Healthy Food and Drink Guidance – Ministry of Health	Parent Information Pack
Planned Reviews	Parent Noticeboard

Parent Information is usually given at this induction visit, if you would like it earlier, please let us know

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