

Rakaia Little Learners Preschool Enrolment Agreement Form

Open from 7.30-5.30 Monday to Friday
Phone (03) 3027543 Mobile 0276307951

www.rakaialittlelearners.co.nz

lisa@rakaialittlelearners.co.nz

◆ 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:

Official identification document/s sighted by staff:

New Zealand birth certificate

Foreign birth certificate

New Zealand passport

Foreign passport

Other _____

Staff initials: _____

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

Mal
e

Femal
e

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

◆ Privacy Statement:

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

Personal information about your child collected on this enrolment form is shared with the Ministry of Education, who store it securely and treats 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.

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

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.

* 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 / 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:
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:

Additional person/s who can pick up your child:

Given names:	Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

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

Relationship to Child:	Relationship to child:
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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:
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Name:	Name:
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Additional Emergency Contacts (also able to pick up child):
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1. Given names:	2. Given names:
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Surname / family name:	Surname / family name:
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Address:	Address:
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Post Code:	Post Code:
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Phone (Home):	Phone (Home):
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Phone (Work):	Phone (Work):
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Phone (Mobile):	Phone (Mobile):
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Relationship:	Relationship:
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3. Given names:	4. Given names:
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Surname / family name:	Surname / family name:
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Address:	Address:
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Post Code:	Post Code:
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Phone (Home):	Phone (Home):
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Phone (Work):	Phone (Work):
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Phone (Mobile):	Phone (Mobile):
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Relationship:	Relationship:
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Child's doctor:

Name:	Phone:
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Name of medical centre:

Health

Illness/allergies:

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

- 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 Rakaia Little Learners Preschool.

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

Other additional information

- **Excursions:** Permission for your child to take part in regular excursions
- **Taniwha**
 - 1:10 Weekly school visits to Rakaia school Ako classroom.
 - 1:10 Around the block walks
 - 1:10 Rakaia landmarks (Bike Track, playcentre, school playground, nature track.
 - 1:8 Elizabeth Ave library
- **Hine Paaka**
 - 1:6 Hine Paaka- around the block walks
 - 1:4 Hine Paaka - Rakaia landmarks (Bike Track, playcentre, school playground, nature track,
- **Te Maru**
 - 1:2 Te Maru Rakaia landmarks (Bike Track, playcentre, school playground, nature track,
 - 1:3 Around the block walks
- **Photo/video:** permission for the child to be photographed for the purposes of assessment, planning and evaluation, these will be used on EDUCA as part of your children's learning journey.

- **Policy Statement:** Rakaia Little Learners 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 on EDUCA. 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, as part of your settling visits.
- **Facebook:** I do/do not give permission for my child's photograph to be added to our preschool facebook page. We have one private group for whanau only and one public page used for advertising.
- **Curriculum:** Our centre is committed to inclusive education, as per Te Whariki's Principle, Strands, Goals and Learning Outcomes (the curriculum framework).

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- **Fees:** \$7.50 per hour, invoices are charged weekly. I understand that if my account falls into arrears of three weeks or more my child's booking will be cancelled, if all attempts at payments have not been met.

- Any fees outstanding will be handed to baycorp all collection fees will be the responsibility of the account holder.

Parent access to information

Information	Location
Education (Early childhood Services) regulations 2008 Licensing Criteria for centre-based ECE services	In the main office and in each classroom
<ul style="list-style-type: none"> • ERO Review Report • Philosophy Statement • Complaints process • Information on amounts and details of ministry funding • How parents can be involved in the service • The services operational documents • The centre's child protection policy • Healthy Food and drink Guidance -Ministry of health • Reducing food-related choking for babies and young children at early learning services- Ministry of Health 	EDUCA and in the enrolment pack
Full names and qualifications of each person counting towards regulated qualification requirements	Displayed in the main office
Information concerning your child	EDUCA, Discover, Safety nest
Fees charged by the service	Above
Planned reviews and consultation	Termly Newsletter and in classrooms

◆ 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 Rakaia Little Learners Preschool, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: _____

Date: ____ / ____ / ____

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