

CONDITIONS OF ENTRY

Child's Name: _____

Privacy Statement:

We are collecting personal information on this enrollment 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 1993. 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
www.eli.education.govt.nz

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

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

Please read this agreement carefully, and discuss anything that is not clear with the Centre Manager.

1. Hours

The operating hours are:

7.30 am – 5.30 pm Monday to Friday, school term breaks inclusive

Reduced hours will operate over Christmas and New Year Holidays

If you are going to be late collecting your child, please advise us by telephone. A late fee will be charged.

The centre will be closed on statutory holidays

2. Health

Owing to the risk of infection, we are unable to take care of sick children. Your child should be kept at home if there are any of the following symptoms:

A high temperature (38°C or above)

Inflamed throat or eyes

An unidentified rash

An upset stomach or diarrhea

If your child is unable to attend, please notify the Centre by 8.30 am. A doctor's release statement must be presented if the illness is communicable. We expect our staff to abide by these same health policies. Following these rules assists in having a safe centre.

If a child becomes ill during the course of the day, you will be notified and the child will be isolated from the other children until taken home. A sick child will be placed in isolation but will always remain under supervision. When notified of a child's illness a parent or emergency contact person are required to collect the child immediately. To ensure the health of children at the centre sick children are required to be kept away from the centre for a minimum of 24 hours. Acceptance of any child into care who may be unwell is only at the discretion of Centre Management. Any child, who displays symptoms such as no interest in activities or play, has little energy, is irritable and/or wanting to constantly sleep, will be assessed by staff, and may be considered not well enough to be at the centre. Be aware that teachers will only contact parents when they deem it necessary and it is in the best interest of the child. We expect full cooperation from our families during these times.

A Doctors clearance certificate may be requested before your child returns.

If your child has received an injury while at LITTLE SCHOLARS, we will administer first aid where required and notify parents via telephone, and/or with an 'Injury/Illness' form. Where appropriate, the Centre will seek medical treatment.

3. Registration

A registration fee and the first week's tuition fee is due at the time of enrolment per child. The registration fee is a once only payment, unless the child is taken off the roll and later wishes to re-enroll. It is not refundable and it is not applied to tuition.

4. Fees

All days booked are payable weekly in advance, including statutory holidays, sick days and other absences.

Our terms of trade are that the weekly fee is paid in advance of the week your child is enrolled by automatic payment (i.e. Friday morning payments should be covering fees for the coming week).

When there are 2 or more children from the same family attending on the same days, a 10% reduction in fees for your eldest child will apply.

Any time a child is taken off the roll, the place may be filled by someone on the waiting list. Re-enrollment when possible will necessitate a further registration fee. A late charge will be payable for each 15 minutes or part thereof that your child is collected after the Centre closing time. The charge is payable immediately to Little Scholars.

Fees must be paid on or before the due dates. A late fee payment penalty of 10% per week may be added to outstanding fees to cover administration costs. Little Scholars has a debt recovery policy and this will be followed if a parent has overdue fees. When fees are 2 weeks in arrears, a child's place in the Centre may no longer be made available to them. Any outstanding fees, will be referred a debt collection agency and/or court action will be taken against you. Collection costs of debt recovery will be paid by you to the Debt Collection Agency. It is our policy to review fees regularly.

5. Absence Charges

The Centre will be closed on statutory holidays, regular fees will apply.

Children are entitled to 2 weeks holiday free of charge OR 4 weeks holiday at 50% of their usual weekly fees per calendar year, after 3 months attendance. This holiday discount is available on the provision that we are keeping their space open. They are not accumulative and will not be paid out at the end of enrolment. These can only be used if the child is continuing their enrolment at Little Scholars, and credited in full weeks only. For families receiving WINZ subsidies the 50% discount is taken off the parent portion of the fees. Account balances must be one week in advance. Full fees apply after credits are used.

When booking holidays a written notice 2 weeks prior to taking this leave is required. In circumstances where the child does not attend the centre for more than 21 days a child's place in the centre may no longer be made available unless prior arrangements are made with the Centre Manager. The anniversary for holidays is 1st January each year. In circumstances where a child is withdrawn and re-enrolled the anniversary can only be applied once.

6. 20 Hours ECE

20 Hours ECE is available for three and four year olds for up to 6 hours per child per day, and up to a maximum of 20 hours per child per week.

As a parent you can choose to accept the 20 hours ECE at Little Scholars or you can choose to use your 20 hours ECE at another service provider.

As such Little Scholars has 2 fee structures for our preschool room.

The "20hrs ECE" structure is the fee charged for a child enrolled to accept the 20 hours ECE at Little Scholars. As we are a full day service provider, and the 20 hours ECE only covers the first 6 hours per child per day and up to a maximum of 20 hours per child per week this fee structure charges for the additional hours only. Any hours not covered by the 20 hours ECE is a compulsory fee and is covered under Chapter 4.3 of the ECE Funding Handbook. The "Preschool" structure is the fee charged for a child enrolled with Little Scholars who has chosen not to accept the 20 hours ECE.

7. Government Funding and Accountability:

The full cost of LITTLE SCHOLAR'S quality childcare service is high. Your fees are topped up by bulk grant funding. To ensure that no child is "double funded" or exceeds the funding limit, a declaration concerning your child's enrolment follows. Your child's enrolment (booked attendance) will be reviewed regularly to ensure it matches actual attendance. Copies of the relevant early childhood regulations, desirable objectives and practices and any recent Education Review Office Report can be made available to you at the Centre.

8. Termination of Enrollment

2 weeks notice in writing needs to be given should you no longer require your child's place with Little Scholars. 2 weeks fees will be charged in lieu of notice. Your account balance must be cleared by their final date of care. Acceptance of enrolment of your child at this service is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate

LITTLE SCHOLARS LEARNING CENTRE

WORKING TOGETHER - AGREEMENT

1. Program

So that your child is encouraged to develop to full potential, there will be participation in a well-planned program in which growing, sharing and learning experiences are incorporated into all activities of the day. Typically, the daily program will include a balance of directed activities and self-initiated discovery. Early Childhood Teachers will be with your child to support learning and growth. Questions and suggestions from parents about specific aspects of the program will be welcomed by the Centre Director and Teachers.

2. Parent Participation

At Little Scholars we value the importance of families and whanau. We encourage all parents and whanau to share in their child's day and talk with the teachers openly. Learning portfolios are created for each child, which showcases what your child has been doing with us, and what they are developing. These are available for parents to look over and make comments in.

3. Policies and Procedure Statement

Little Scholars 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. 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.

4. Emergency Contacts

Each parent will be asked to provide the Centre with the name and telephone number of at least 2 relatives or friends who can be contacted in case of an emergency when the parent cannot be contacted. Any address change, or change to work and home phone numbers, must be advised immediately.

5. Cleanliness

It is important for children to arrive clean and for babies to have had a fresh change prior to arrival.

6. Behaviour Management

Harsh or threatening methods of discipline are not permitted at LITTLE SCHOLARS. Our staff are selected for their ability to relate to children and are trained to deal with problems in a positive but firm manner.

7. Special Needs

If an individual child has special needs, a conference will be held between the parent(s) and Centre Manager, to determine how best to serve the child in the early childhood centre environment.

8. Clothing

Please clearly name all of your child's clothing.

Each child must have a change of clothing that is bought to the Centre daily for use in emergencies. Children should wear washable clothing in which they will be comfortable. As some time will be spent outdoors regularly, it is important that they wear clothing appropriate to the weather.

9. Nappies, Wipes, Bottles

All nappies, wipes and bottles with formula or milk need to be supplied to the centre. This is important as change in products may cause allergies.

10. Food

We discourage the sending of sweets or food with the children, as "snacks" tend to reduce interest in a wholesome menu. LITTLE SCHOLARS serves nutritious meals. Food exceptions cannot be made for individual children, except in the case of allergies and religious circumstances.

11. Things from Home

Personal toys are easily lost or mislaid and LITTLE SCHOLARS cannot assume responsibility for loss or damage incurred; however, we welcome such things as books that can be shared easily with the child's group. Therefore, other than bringing a favourite toy during that period of time while the child is adjusting to the newness of the Centre, we ask you to help your child understand that it is not wise to bring valuable toys or things your child may not wish to share.

12. Supervision

Parents are expected to bring their children into the building and see that they are under the teacher's supervision before leaving the premises. We cannot accept responsibility for children "dropped off" at the gate. Children should not be encouraged by parents, or even permitted, to open the gates. This is strictly ADULTS ONLY. Please adhere to this in the interest of safety.

13. Rest

Pre-school children will have the opportunity of an early afternoon nap in an assigned cot/bed. Depending upon their needs, children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so.

14. Medication

Medication is divided into 3 categories.

1- A category (i) medicine is a non-prescription preparation (Arnica cream, Calendula Cream, Antiseptic liquid/cream, Sunblock and Stop itch cream) 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.

I give my permission for these to be administered to my child

Yes / No

Signed: _____

2 - Prescription medication provided by the parent for a specific child for a specific period e.g. antibiotics, ear/eye drops or non-prescription e.g. paracetamol, cough syrup. Parents must sign the medicine register daily.

3 - Prescription medicine provided by the parent for a specific child for ongoing treatment e.g. inhalers, epilepsy medication, or non-prescription medicine e.g. antihistamines used for the treatment of an on-going pre-diagnosed condition. Parents must sign the 'On-going Medication Form' and discuss the condition and medicine with the Centre Manager. Action plans will be required for allergies and asthma.

Is the On-going Medication Form required?

Yes / No

15. Excursions

i. Charges for field trips will be determined for each trip, considering admission and transport costs. All children will be charged this cost. Parents are welcome to accompany us on trips and need to indicate when notification is first given whether they will accompany us. Parents written consent will be required prior to field trips. The staff: child ratio will be stated on the consent form.

ii. The Centre may also like to go on excursions in the local community (local park, school, shop etc..) The ratio for these excursions shall not exceed 1:7 for over 2's and 1:3 for under 2's. Parents will be notified on the day of the excursion.

I give my permission for my child to participate in these excursions **Yes / No**

Signed: _____

16. Photos and videos

The children are often photographed for the purpose of assessment, planning, evaluation and as part of our everyday learning experiences. We believe these photographs are an important part of your child's time here with us at LITTLE SCHOLARS and we use these photos in the children's portfolios, wall displays, newsletters, social media, advertising and on our website.

I give my permission for my child to be photographed for the purposes listed above.

Yes / No

Signed: _____

I have read Little Scholars Conditions of Entry and Working Together Agreement and accept and agree to the conditions stated herein.

Signed Mother or Guardian

Date

Signed Father or Guardian

Date

OFFICE USE ONLY

<input type="checkbox"/> Childs ID	<input type="checkbox"/> Parents ID	<input type="checkbox"/> Medicine i	<input type="checkbox"/> On-Going Medication Form
<input type="checkbox"/> 20Hrs ECE	<input type="checkbox"/> Vaccination Cert:	<input type="checkbox"/> 15M <input type="checkbox"/> 4Yrs	<input type="checkbox"/> Legal Documents
<input type="checkbox"/> Excursions	<input type="checkbox"/> Photos / Videos	<input type="checkbox"/> School Day T&C's	

On behalf of LITTLE SCHOLARS LEARNING CENTRE I declare that this form has been checked and all relevant sections have been completed.

Signed Centre Manager

Date

LITTLE SCHOLARS LEARNING CENTRE

CHILD'S INFORMATION

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 staff:

initialled by staff: _____

☐ New Zealand birth certificate ☐ New Zealand passport

☐ Foreign birth certificate ☐ Foreign passport

Other _____

Child's date of birth: / / M ☐ F ☐

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Can / Cannot understand greetings, simple instructions, questions or statements in English

Child's primary residential address:

Post Code:

ENROLMENT DETAILS

Date of enrollment: _____

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	TOTAL HOURS
Times Enrolled						
For 20 Hours ECE fill out the boxes below with the hours attested e.g. 6 hours						TOTAL HOURS
ECE hours at this service						
ECE hours at another service						

Parent Signature: _____ Date: _____

20 HOURS ECE ATTESTATION COMPLETE ONLY IF YOUR CHILD IS OVER 3 YEARS OLD

Is your child receiving 20 Hours ECE for up to 6 hours per day, 20 hours per week at this service?

TICK ONE Yes ☐ No ☐

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 Signature: _____ Date: _____

TERM BREAKS / STATUTORY HOLIDAYS

This enrolment agreement is inclusive of school term breaks and exclusive of Statutory Holidays

DOCTORS DETAILS (please fully complete all fields)

Doctors Name:

Medical Practice:

Phone number:

Illness / Allergies:

Is your child up to date with immunisations? TICK ONE Yes ☐ No ☐
Copy of vaccination certificate supplied? TICK ONE Yes ☐ No ☐

PARENT DECLARATION

I declare that all the above information (on this form and Conditions of Entry) is true and correct to the best of my knowledge.

Parent 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 LITTLE SCHOLARS LEARNING CENTRE.

Parent Signature: _____ Date: _____

LITTLE SCHOLARS LEARNING CENTRE

CONTACT INFORMATION

Fully complete all fields

PARENTS / GUARDIANS	PARENTS / GUARDIANS
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Postcode:	Postcode:
Relationship to child:	Relationship to child:
Phone (daytime):	Phone (daytime):
Phone (evening):	Phone (evening):
Phone (mobile)	Phone (mobile)
Occupation:	Occupation:
Email:	Email:
Copy of ID: <input type="checkbox"/> Driver licence <input type="checkbox"/> Passport	Copy of ID: <input type="checkbox"/> Driver licence <input type="checkbox"/> Passport

Are there any custody orders or anyone who IS NOT allowed to pick up your child? Yes ☐ No ☐
(if so, please attach details or certified documents)

EMERGENCY CONTACTS (other than parents) who are allowed to collect the child

1. First Names:	2. First Names:
Surname:	Surname:
Address:	Address:
Postcode:	Postcode:
Relationship to child:	Relationship to child:
Phone (daytime):	Phone (daytime):
Phone (evening):	Phone (evening):
Phone (mobile)	Phone (mobile)
Email:	Email:

3. First Names:	4. First Names:
Surname:	Surname:
Address:	Address:
Postcode:	Postcode:
Relationship to child:	Relationship to child:
Phone (daytime):	Phone (daytime):
Phone (evening):	Phone (evening):
Phone (mobile)	Phone (mobile)
Email:	Email: