



# ENROLMENT FORM

Pinehill

## CHILD'S DETAILS

Child's **Official Surname** or **Family Name**:

.....

Child's **Official Given Name**:

.....

Child's **Official Other / 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**:

.....

Child's **Gender**:

Male / Female *(Please Circle)*

Child's **Ethnic Origins**:

.....

**Iwi** your child belongs to:

.....

**Language/s** spoken at home:

.....

Child's **Primary Residential Address**:

.....

Post Code:

.....

### Child's Identification:

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.

Copy of official identity verification document/s sighted by staff:

- |  |  |
|--|--|
| <input type="checkbox"/> New Zealand Birth Certificate | <input type="checkbox"/> Foreign Birth Certificate |
| <input type="checkbox"/> New Zealand Passport          | <input type="checkbox"/> Foreign Passport          |
| <input type="checkbox"/> Other...                      |  |

**Staff Initials:**

.....

## PRIVACY STATEMENT

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

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](#). 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 destroyed once verified.

**Peekaboo Childcare does keep a record of identity verification documents and retain while your child is enrolled at the service, then securely destroy once verified and the enrolment has ended.**

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

**PARENT / GUARDIAN DETAILS**

	<i>Parent / Guardian 1:</i>	<i>Parent / Guardian 2:</i>
<b>Name:</b>	.....	.....
Relationship to Child:	.....	.....
Address: <small>(If different to above)</small>	.....	.....
Email:	.....	.....
Phone (Wk):	.....	.....
Phone (Mob):	.....	.....
Occupation:	.....	.....
Employer:	.....	.....
Industry:	.....	.....

	<i>Parent / Guardian 1:</i>	<i>Parent / Guardian 2:</i>
<b>Name:</b>	.....	.....
Relationship to Child:	.....	.....
Address: <small>(If different to above)</small>	.....	.....
Email:	.....	.....
Phone (Wk):	.....	.....
Phone (Mob):	.....	.....
Occupation:	.....	.....
Employer:	.....	.....
Industry:	.....	.....

**NB: Please let us know of any changes in family circumstances, employment or contact details.**



Additional person/s who can pick up your Child:

Name:

.....

Relationship to Child:

.....

Address:

.....

Email:

.....

Phone (Mob):

.....

CUSTODIAL STATEMENT

Are there any custodial arrangements concerning your child?  Yes  No

If **YES**, please give details of any custodial arrangements or court orders: (A copy of court order is required):

.....

Person/s who **CANNOT** pick up your child:

Name & Relationship:

.....

Name & Relationship:

.....

ADDITIONAL EMERGENCY CONTACTS (also able to pick up your child)

Please list the details of the people who are have permission to collect your child from the Centre and who may be contacted in event of an emergency. (In order of priority).

(Please note that your child may only be collected by persons over the age of 14 years).

**Peekaboo must be informed in writing of any other persons who will be collecting your child. We will not release the child without written permission.**

Name	Phone	Mobile	Relationship to Child

PERMISSIONS

Attend small local walks (as per excursion policy), maintaining adult child ratios :  Yes  No

Have their 4 year vision /hearing tested when DHB specialist visits -  Yes  No

Use Educa for my child's learning documentation  Yes  No

Be taken to the Medical Centre in case of emergency(Parents to reimburse any costs)  Yes  No



Be photographed by our staff, students, and/or other parents for the purpose of:

- Planning/assessment/study  Yes  No
- Peekaboo Childcare Centre website, Facebook pages  Yes  No

Allow staff to apply sunblock  Yes  No

Allow staff to check my child's hair for head lice if there is an outbreak  Yes  No

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

Date: \_\_\_\_\_

### MEDICAL DETAILS

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Practice Name \_\_\_\_\_

Address: \_\_\_\_\_

Does your child have any medical conditions or allergies, food allergies?  Yes  No  
*(If so, please provide details e.g. medical reaction and required treatment)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any behavioural or developmental habits / issues we should be aware of? Are they under the care of a specialist?  Yes  No  
*(If so, please provide details e.g. medical and required treatment)*

\_\_\_\_\_  
\_\_\_\_\_

### MEDICAL / ACCIDENT AUTHORISATION

I authorise Peekaboo to seek medical advice, as the staff deem necessary, in my child's best interest. I give permission for my child to be attended to by a doctor or hospital staff in the event of an emergency.

I authorise Peekaboo to administer medicine given by a doctor for my child. All medication must be clearly labelled with doctor's information, pharmacy label and dosage instructions and be currently dated. This will be documented in the medicine book as required and as per our Medicine Administration Policy. Medicine must be given to a teacher and signed for. Medicine must not be left in child's bag.

If my child has a severe allergy, or requires an individual health plan, an action plan will be documented and I will ensure that the required medication is available to staff at all times and give permission for this medication to be administered in the event of an emergency.

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

Date: \_\_\_\_\_



### CATEGORY (i) MEDICINES AUTHORISATION

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.

Peekaboo does not supply topical creams for first aid treatment.

I authorise Peekaboo to provide 'first aid' treatment for minor injuries in accordance with early childhood regulation first aid kits.

**Parent / Guardian Signature:** .....

**Date:** .....

### CATEGORY (ii) MEDICINES AUTHORISATION

Category (ii) medicines are prescription (antibiotics, eye/ear drops etc) or non-prescription (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 Rongoā Māori (Māori plant medicines), that is provided by other adults.

I authorise Peekaboo to provide Category (ii) medication, with 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. This will be in accordance with our Medicine Policy and Health & Sickness Policy.

**Parent / Guardian Signature:** .....

**Date:** .....

### CATEGORY (iii) MEDICINES AUTHORISATION

Category (iii) medicines is medication as part of an individual health plan, for example an on-going condition such as asthma or eczema etc and is for the use of that child only, in accordance with our Medicine Policy and Health & Sickness Policy.

This will require a Long Term Medication form to be competed separately.

**For Staff:** *Individual health plan sighted and a copy taken*

**Staff Initials:** .....

**Parent / Guardian Signature:** .....

**Date:** .....

### STATUTORY HOLIDAYS & TERM BREAKS

This enrolment agreement is **inclusive** of school term breaks.

The Centre is open all year. During October we will ascertain care requirements during the Christmas holidays. If demand is low, we reserve the right to close or review our hours during this period, of which you will be given due notice.

Should we close the Centre, fees will not be charged. Should hours be revised for the Christmas / New Year period, fees will remain un-changed.

Please note the Centre closes at 2pm on Christmas Eve & New Year's Eve.

The Centre closes on the following Statutory Holidays:

New Year's Day, Day after New Year's Day, Auckland Anniversary Day, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, Kings Birthday, Matariki, Labour Day, Christmas Day, Boxing Day.

Full fees are applicable if your child is enrolled to attend on these days normally.



### OPTIONAL CHARGES

There are no optional charges for 3-5 year olds.

### DUAL ENROLMENT

I declare that my child **is / is not** enrolled in another early childhood service at the same times that he/she is enrolled at Peekaboo Childcare.

**Parent / Guardian Signature:** .....

**Date:** .....

### ENROLMENT DETAILS

Enrolment Date:

Entry Date:

Exit Date:

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.

<b>Days Enrolled:</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours:
<u>7 Hour Day</u> 8.30am – 3.30pm:						
<u>Full Day</u> 7.00am – 6.00pm						

**For 20 Hours ECE please fill out boxes with hours attested (e.g. 6 hours)**

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

**Parent / Guardian Signature:** .....

**Date:** .....

### 20 HOURS ECE ATTESTATION

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

Yes  No

Is your child receiving 20 Hours ECE at any other service?

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 the 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 form.

**Parent / Guardian Signature:** .....

**Date:** .....

## PARENT DECLARATION

**Please read and agree to the following before signing the application:**

1. I have received, read and agree to all the information as detailed in the Peekaboo Information Sheet, including fee schedule.
2. In signing this enrolment form, I agree to not bring my child to Peekaboo when they are ill and/or suffering from any condition that is contagious to others. I will notify the Centre if my child is not attending and inform the nature of the illness immediately. I have been provided with a copy of the Health & Sickness Policy on enrolment.
3. Peekaboo has a number of policies and 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 indicates that you will abide by the policies of this service and understand how you can have input to policy review.
4. I will keep Peekaboo informed as to any changes regarding my child, e.g. food, sleep, allergies, changes in home situation.
5. I agree not to take photos or videos of other children at the Centre and to not post on social media any photos videos related to Peekaboo or other children.
6. Excursions out of the Centre - I authorise the Centre to take my child on short walks or spontaneous small excursions, including the carpark of the Centre. These would be in small groups and well supervised as set out in our excursion policy.  
Ratios: 1 adult to 3 children (0-2 year old) & 1 adult to 5 children (2-5 year old).  
Large pre-planned trips will be notified in advance and with specific written approval.
7. In signing this enrolment form, I agree to pay the fees as detailed in the Information Sheet and will pay a week in advance. I understand that if I fail to do this a late penalty fee of \$30 will be charged. I agree to pay fees for enrolled days even if my child is unable to attend due to sickness, holidays or statutory holidays. I understand and accept that if any fees remain unpaid beyond the time specified in the Information Sheet, my child's enrolment may be forfeited, and the debt passed onto a collection agency. In addition, should the fee structure be changed, I agree to pay the amended fee. Should I disagree, I can withdraw my child giving two weeks' notice.
8. I agree that all persons authorized to drop off / pick up my child will ensure that the child is signed in / out and under supervision with a staff member before leaving the premises. The Centre is not responsible for any children in the carpark when arriving and departing. Children must be signed out before leaving the premises.
9. I understand that I have right of entry to the Centre during the hours my child attends, however right of entry may be denied, along with collection of my child if legal access is denied; I am suffering from contagious or infectious diseases that may be detrimental to the staff and other children in the opinion of the Person Responsible at the time; I am under the influence of alcohol or any other substance that may have an adverse effect on my behaviours; or are behaving in a manner that may be of danger to the staff and children. These rules also apply to any persons that are authorized to collect my child.
10. I understand the Peekaboo Childcare is only responsible for my child during their hours of enrolment.
11. 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 below. However, the continued enrolment of your child until the Intended Date of Exit (often the child's 5th birthday) is not guaranteed.
12. You may end your child's enrolment with us, and this agreement, at any time by notifying us in accordance with our enrolment policy. As set out, we may review your child's enrolment with us, and may end their enrolment, and this agreement before the Intended Date of Exit:
  - if you have not paid fees
  - because of ongoing absences that have affected the funding we receive for your child (if applicable)
  - if we consider that this would be in the best interests of the child, other children at the centre or the adults working in our service.

We will always make reasonable efforts to work with you to resolve any issues that have arisen before ending your child's enrolment early for one of the reasons set out above. We



will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment before the Intended Date of Exit.

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

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

**How did you hear about us?**

- Internet / Website
- Friend
- School
- Word of Mouth
- Advertising
- Road Sign
- Social Media....
- Other....

**OFFICE USE ONLY**

Day:	7 Hour	All Day	
MON			<input type="checkbox"/> Birth Certificate / Passport <input type="checkbox"/> Immunisation Certificate <input type="checkbox"/> Hearing / Vision <input type="checkbox"/> Carpark Permission <input type="checkbox"/> Discover <input type="checkbox"/> Account <input type="checkbox"/> NSN Number <input type="checkbox"/> Administration Fee <input type="checkbox"/> Allergy List <input type="checkbox"/> EDUCA <input type="checkbox"/> Portfolio Allocation <input type="checkbox"/> Email PIN's to parents <input type="checkbox"/> Wet Bag <input type="checkbox"/> Health & Sickness Policy <input type="checkbox"/> Food Guidelines Information
TUE			
WED			
THR			
FRI			

**SERVICE DECLARATION**

On behalf of Peekaboo Childcare, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_