

INCIDENTAL WALKS / LOCAL EXCURSION PERMISSIONS

As part of our programme to support children's strengths and interests we on occasions may take children on short local walks or excursions. The adult ratio will be no less than regulated ratios for each excursion.

In order for your child to participate we need you to sign permission that you agree to these ratios: 1 adult to 4 children for over 2 years and above and 1 adult to 2 children for 2 years and below. I give permission for my child to be taken on short local walks and excursions.

Parent/Guardian Signatures(s): Date / /

PERMISSION TO ATTEND OTHER CLASSROOMS

To ensure our ratios are kept accurate at all times of the day your child may need to join other classrooms within the licensed premises between the licensed hours of operation. I give permission for my child to attend the other classrooms as required.

Parent/Guardian Signatures(s): Date / /

DUAL ENROLMENT DECLARATION

I hereby declare that my child is not enrolled at another Early Childhood Centre at the same time that he/she is enrolled at this Centre

Parent/Guardian Signatures(s): Date / /

PARKING, ESCORTING AND SIGN IN

I agree that when dropping my child off at the Centre I will park in the area designated and will escort my child into the building and advise a staff member of my arrival before leaving my child in the Centre's custody. I will advise a staff member before taking my child from the Centre. I will sign my child in on arrival and sign out on departure daily. I understand and accept that it is a condition of enrolment that children driven to and from the Centre must travel in a child's seat or restraint in accordance with Traffic Regulations.

Parent/Guardian Signatures(s): Date / /

THE PRIVACY ACT

The Privacy Act which came into force on 1 July 1993 sets new standards for the collection, storage and use of personal information, in particular the Privacy Act 1993 requires Hummingbirds Early Childhood Centre to:

- Collect personal information directly from parents themselves regarding their child/ren and family situation.
- Obtain your approval of the proposed use of the information
- Inform you of the reason why the personal information is being collected
- Give you access to the personal information held about you
- Give you the opportunity to update information regularly

The personal information we ask you to provide on your enrolment form is required to enable this Centre to enrol your child in our programme, provide the best possible care and education for your child, and to observe and monitor your child's progress to encourage all areas of their development.

All those within our Centre who have access to your personal information are bound by the terms of their employment to keep information confidential.

The personal information you supply is held permanently by our Centre. We also use personal information in aggregate form for a variety of statistical research purposes but in doing so it always ensures that no individual can be identified.

If you have any questions about privacy of your personal information, please contact the Centre Director.

Please could you sign below, verifying that you have read and understood the above information that relates to records kept by this Centre.

Parent/Guardian Signatures(s): Date / /

Privacy Statement

We are collecting personal information on this enrolment 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.minedu.govt.nz/parents

WEBCAM

Hummingbirds Early Childhood Centre has installed a proprietary parental webcam with robust security measures. This service is available to enrolled parents for a period of 10-15 minutes per day to see children engaged in mat time activities. In signing this enrolment form you agree to this service being provided. Please feel free to ask questions if you would like further information.

Parent/Guardian Signatures(s): Date / /

WORK AND INCOME CHILDCARE

I am applying for a Work and Income childcare subsidy? YES NO

I understand that I am responsible for paying my fees in full until my subsidy is approved YES NO

I also understand that I am responsible for any fees not covered by my subsidy YES NO

I have made application for a subsidy YES NO

I am responsible for ensuring Work and Income are kept informed of any changes that may affect my subsidy. Any over payment made by Work and Income will not be offset against any outstanding balance or paid out to the person responsible for payment of fees.

I have made application for a subsidy YES NO

If yes, date of application: / /

Work and Income application no.:

Parent/Guardian Signatures(s): Date / /

CENTRE HOURS

Our Centre is open from 7.30am-6.00pm Monday-Friday except statutory holidays. Enrolment is inclusive of statutory holidays and school term breaks.

HOW DID YOU HEAR ABOUT HUMMINGBIRDS ECC

Referral Website Eastern Courier Telephone book White/Yellow pages (internet)

Other (Please specify)

POLICIES

Please initial that you have read and understood the following policies issued by Hummingbirds Early Childhood Centre. Please feel free to ask questions.

Illness and Infectious Diseases Medicine Administration Sleep Monitoring Parents Fees Baby Sitting

The terms of this agreement are subject to the Centre's rules and regulations which are set out in the Early Childhood Regulations 2008 and the Licensing Criteria and as such, the rules and regulations may hereafter be amended from time to time.

Further Information you would like us to know about your child

PARENT DECLARATION

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

Parent/Guardian Signatures(s): Date / /

OFFICE USE ONLY

On behalf of Hummingbirds Early Childhood Centre, I declare that this form has been checked and all the relevant sections have been completed.

Signature:

Date / /

KEY NUMBER

.....
.....
.....

Direct Debit Received
Direct Debit sent to Ezypay

Enrolment fee paid
Week in Advance Paid
Enrolment Application signed where applicable
Copy of Immunisation Certificate
20 Hours ECE Attestation Details Completed
SeeMe TV
Parent Portal
Photo
Day screen
Photo

Copy of official identity verification document collected by staff

New Zealand birth certificate
New Zealand passport
Foreign birth certificate
Foreign passport
Other

ENROLMENT APPLICATION FORM

APPLICATION DATE

..... / /

PROPOSED COMMENCEMENT DATE

..... / /

OFFICE USE ONLY

ENROLMENT CESSATION

..... / /

Direct Debit Ref.

.....



CHILD INFORMATION						
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:	DATE OF BIRTH	AGE	GIRL
				/ /	Yrs	<input type="checkbox"/>
					Mths	<input type="checkbox"/>
						<input type="checkbox"/>

AGE	SIBLING NAMES	ETHNICITY & CULTURAL INFO	MAIN LANGUAGE AT HOME (PLEASE TICK)	Is there anything else we should know about your child's ethnicity or culture so we can ensure the best care and understanding? If your child identifies as Maori, please enter the name(s) of her/his iwi. You may enter more than one iwi
		Maori NZ European/Pakeha Other European Tongan Niuan Fijian Sth American Tokelauan Other	Other Pacific Indian Other Asian Chinese Australian Nth American British/Irish African/African origins	<input type="checkbox"/>
			English Other (pls specify)	

CONTACT INFORMATION - MOTHER/GUARDIAN			
Surname		First Name	
Home Address		Home Telephone	
		Company name	
Occupation		Company address	
Bus. Tel & Extn			
Mobile No.			
Email			

Please indicate the email address to be used for access to the centre's families area

CHILD INFORMATION - FATHER/GUARDIAN			
Surname		First Name	
Home Address		Home Telephone	
		Company name	
Occupation		Company address	
Bus. Tel & Extn			
Mobile No.			

N.B: no child will be given permission to leave the Centre unless the person collecting the child is noted on this form. If the person is not on this form the child is unable to be released unless we have prior written/verbal authority.

CUSTODIAL AND NON-ACCESS INFORMATION		EMERGENCY CONTACTS/ALLOWED TO COLLECT	
Do both parents have day to day care of the child? yes <input type="checkbox"/> no <input type="checkbox"/>		Name	
If no, are there any custodial arrangements concerning your child?		Relationship	
		Address	
		Phone - home	
		work	
		Mobile	
Names of any persons who are forbidden to have any access or restricted access to this child. (Please note: a court order needs to be sighted and a copy held on file in order for our Centre to prohibit a parent from collecting his/her child).			
Name:			
Court Order is on file? yes <input type="checkbox"/> no <input type="checkbox"/>			
Name:			
Court Order is on file? yes <input type="checkbox"/> no <input type="checkbox"/>			
Please provide a photo of person(s) who have forbidden access to your child			
		Phone - home	
		work	
		Mobile	

CENTRE RULES & POLICIES

Hummingbirds Early Childhood Centre 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 (a copy can be found in our foyer). By signing this enrolment form you agree to abide by the policies of this service. Please ensure you have read the information in the Parent Handbook as it covers such things as fee details, subsidies that may be available to you and ways in which we can help your child to settle into Hummingbirds.

Parent/Guardian Signatures(s): Date/...../.....

PRIVACY PERMISSION

I give permission to observations being completed of my child by the teaching staff employed by Hummingbirds Early Childhood Centre to assist in planning a programme to meet the needs of my child and the group. I understand that I am able to view these at any time PLEASE TICK
YES NO

I give permission for my child to be photographed for the purpose of assessment, planning and evaluation and acknowledge that these photographs may be included in other children's portfolios. I understand that I am able to view these at any time. YES NO

I give permission to observations being completed on my child by early childhood students in the course of their training. These observations will not include the child's name and copies will be forwarded to parents on request YES NO

I agree to my child being photographed for wall displays and videoed for in-house DVD creation (distributed to parents/guardians and may be used for parent functions) YES NO

Parent/Guardian Signatures(s): Date/...../.....

ENROLMENT RIGHTS

I understand that acceptance of enrolment of my child at Hummingbirds Early Childhood Centre is no way assurance of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. I accept that Hummingbirds Early Childhood Centre has the right to revoke enrolment.

Parent/Guardian Signatures(s): Date/...../.....

FEES AGREEMENT

A non-refundable enrolment fee of \$75.00 is payable at the time of enrolment. If circumstances change and you do not wish to take up your child's enrolled place, we would appreciate two weeks notification prior to the proposed commencement date.

One week's fees are required prior to your child starting at Hummingbirds. This will be held as a bond and released if the two week's notification period is given ie. the bond will be used for the last week of attendance. Thereafter, weekly fees are payable in advance of the week your child is enrolled ie. Friday night payments cover fees for the following week.

In line with our Debt Policy, we are unable to continue to hold a place for a child if fees become outstanding for a duration of more than two weeks without notification or arrangement. Any outstanding debt will be referred to a debt collection agency and any associated collection costs incurred by Hummingbirds in recovering any outstanding amount will be payable by parent/guardian.

A direct debit authority is included with this enrolment pack and we ask that you complete the form and return it to Hummingbirds Early Childhood Centre with your enrolment information. A tax invoice is issued annually at the end of our financial year (31 March 20xx) or on request. Any fee disputes are to be brought to the attention of the Centre within a week.

We are a private, fee-charging education service. Parents are paying for a place for their child not when their child attends. To provide continuity of care and to abide by Ministry of Education ratios, the Centre employs teachers on permanent employment agreements and incurs costs for wages on a daily basis. Full fees apply for statutory holidays, emergency closures, absences and sick days.

The Centre closes at 6.00pm. Please be aware that a late fee of \$1.00 per minute will be charged to families who have not collected their child from the Centre by closing time. This will be charged to your weekly account.

Holidays are important times for families and we are able to offer 2 weeks per year at a reduced rate of 50% of the child's normal weekly fee if written notice is received at least 3 weeks prior to the nominated holiday period. This applies to standard weekly bookings ie. if your child is booked for 3 days per week then you will get 2 weeks of 3 days.

AUTHORISATION

I agree to pay childcare fees at the rate current at the time of attendance for the greater time booked or attended, one week in advance and to give two week's written notification before withdrawing my child from the Centre. I take full responsibility for payment of weekly fees and any late fees that may be incurred from time to time. Further, I understand that any unpaid debts will be passed to a debt collection agency to recover the debt and any associated collection costs.

Parent/Guardian Signatures(s): Date/...../.....

ENROLMENT

UNDER 3	Start Date:/...../.....	MON	TUE	WED	THURS	FRI

We are open from 7.30am - 6.00pm. You can drop off/pick up your child within these hours. Once your child has settled, we request a minimum of 6 hours per day so that your child is able participate in routine and regular events as well as build meaningful relationships with teachers and peers.

OVER 3	Start Date:/...../.....	MON	TUE	WED	THURS	FRI

20 HOURS ECE

For 20 Hours ECE fill out boxes below	MON	TUE	WED	THURS	FRI	TOTAL
20 Hours ECE at this service						
20 Hours ECE at another service						

20 HOURS ECE ATTESTATION

Please note: The start date of your child receiving 20 Hours ECE must be the same date as the signatory date. 20 Hours ECE is for up to six hours per day, up to 20 hours per week and is taken in daily 6 hour blocks over 3 days and 2 hours for the fourth day. There is no compulsory charge for these hours but there is a chargeable amount for the remainder of the booked time.

Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service? YES NO

Is your child receiving 20 Hours ECE at any other services? 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 herein, if deemed necessary and to the extent

necessary to make decisions about your child's eligibility for 20 Hours ECE

You consent to Hummingbirds Early Childhood Centre providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained herein.

Parent/Guardian Signatures(s): Date/...../.....

CHANGES TO ENROLMENT

Please note: If making changes to 20 Hours ECE please ensure the Effective Date is the same as the Signatory Date.

Changes of Days/Times of Enrolment

Effective Date:/...../.....	MON	TUE	WED	THURS	FRI	TOTAL

For 20 Hours ECE fill out boxes below

20 Hours ECE at this service							TOTAL
20 Hours ECE at another service							

Parent/Guardian Signatures(s): Date/...../.....

Changes of Days/Times of Enrolment

Effective Date:/...../.....	MON	TUE	WED	THURS	FRI	TOTAL

For 20 Hours ECE fill out boxes below

20 Hours ECE at this service							TOTAL
20 Hours ECE at another service							

Parent/Guardian Signatures(s): Date/...../.....

Changes of Days/Times of Enrolment

Effective Date:/...../.....	MON	TUE	WED	THURS	FRI	TOTAL

For 20 Hours ECE fill out boxes below

20 Hours ECE at this service							TOTAL
20 Hours ECE at another service							

Parent/Guardian Signatures(s): Date/...../.....

HEALTH & MEDICATION

DOCTOR INFORMATION		
Name		Address
Telephone		
Medical Centre		

In the event of a physical accident or illness, Hummingbirds' staff will respond appropriately acting in the best interests of the child and parent/guardian will be notified immediately.

Any child who presents with diarrhoea and/or vomiting is unable to attend the Centre and any child who has left the Centre due to diarrhoea and/or vomiting may not return to the Centre for 48 hours. (Refer to Illness and Infectious Diseases Policy).

I give permission for my child's head to be checked for head lice by the Head Teacher PLEASE TICK
YES NO

I am aware that in case of my child having lice, s/he may be asked to stay home until treated YES NO

I give permission for Centre staff to apply New Zealand approved sun block, insect repellent, and zinc to my child YES NO

I consent to vision, hearing and tympanometry tests, for my child and consent to the results of these tests being discussed with my child's teacher and Centre Director if necessary YES NO

Has your child had all immunisations to date? YES NO

(Please note that you are not required to immunise your child. However in the event of an outbreak of a serious communicable illness your child may be excluded from the Centre under the direction of the Ministry of Health).

A copy of my child's immunisation certificate is enclosed YES NO

MEDICATION - Category of medicine

Category (i) – a non-prescription medication such as arnica, antiseptic liquid, insect bite treatment that is:

- not ingested
- used for the first aid treatment or minor injuries; and
- provided by Hummingbirds and kept in the first aid cabinet

Category (ii) – a prescription medication such as antibiotics, eye/ear drops or non prescription medication such as paracetamol liquid or cough medication that is:

- provided by the parent for their child only
- used for a specific time period for a specific condition

In the event of a child developing a temperature over 38 Deg C, the recommended first aid procedure will be to try and bring the child's temperature down via a cool tepid sponge bath/cool tepid bath and the parent/caregiver will be contacted. We cannot administer paracetamol unless there is prior written approval from the parent/caregiver. The Centre does not hold paracetamol and we can only administer paracetamol that is supplied by the parent/caregiver.

Category (iii) – a prescription medication such as asthma inhalers, or non-prescription medication such as antihistamine syrup, lanolin cream medication that is:

- used for ongoing treatment of a pre-diagnosed condition
- provided by the parent for their child only and forms part of an Individual Health Plan – to be updated as required (see below).

INDIVIDUAL HEALTH PLAN

Name of medicine	Method and dose of medicine	When does the medicine need to be taken: (state time of specific symptoms)

Only qualified teachers are able to administer medication.

Parent/Guardian Signatures(s): Date/...../.....
Required for individual Health Plan (above).

Allergies, food, liquid intolerance

AUTHORISATION

Parent/Guardian Signatures(s): Date/...../.....

I authorise Hummingbirds to administer category (i), (ii) and (iii) medication to my child, and, in the event of illness or accident to seek medical or other advice as Hummingbirds deems necessary, in the best interests of my child.