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 Phone: 07 871 2824

Added to DISCOVER	
NSN Number	

Enrolment Form

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 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: _____
Child's date of birth: dd / mm / yyyy		Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's ethnic origin/s: _____ _____ _____	Iwi your child belongs to: _____ _____ _____	Language/s spoken at home: _____ _____ _____
Child's primary residential address: _____ _____		
Post Code:		
Privacy Statement:		
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing.</p>		
<p>* 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</p>		
<p>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.</p>		

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:

Bill Payer	
Name of Billpayer:	Phone number:
Email:	

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):

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:	
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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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Email:	Email:
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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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Email:	Email:
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Child's doctor:

Name:	Phone:
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Name of medical centre:

Health			
Illness/allergies:			
Is your child up to date with immunisations?	<i>Tick One</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Please provide verification of all immunisations)			
For staff: Immunisation records sighted, and details recorded:	<i>Tick One</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Vision and Hearing Checks	
Vision and hearing technicians from Community and Southern Rural Health visit our Early Education Centre to check the vision and hearing of our four-year-old Children who have not been seen for the above checks or require rechecks from a previous visit.	
I give permission for my child's vision and hearing to be checked as described above.	
Parent/Guardian Signature: _____	Date: ____/____/____

Medicine	
Category (i) Medicines	
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.	
Note: The service must provide specific information about the category (i) preparations that will be used.	
Do you approve category (i) medicines to be used on your child?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
<ul style="list-style-type: none"> ▪ Bepanthan Antiseptic ▪ Natropharm Arnica Cream 	<ul style="list-style-type: none"> ▪ Sunscreen- Cancer society Pure for Kids Sunscreen
Parent/Guardian Signature: _____	Date: ____/____/____

Category (ii) Medicines	
Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as 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 Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.	
I acknowledge that 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.	
Parent/Guardian Signature: _____	Date: ____/____/____

Category (iii) Medicines	
To be filled in if your child requires 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.	
For staff: Individual health plan sighted, and a copy taken:	<i>Tick One:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of medicine:	
Method and dose of medicine:	
When does the medicine need to be taken: (State time or specific symptoms)	
Parent/Guardian Signature: _____	Date: ____/____/____

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?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is your child receiving 20 Hours ECE at any other services?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to either or both of the above, please sign to confirm that:	
<ul style="list-style-type: none"> 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** (circle one) enrolled at another early childhood institution at the same times that **he/she** is enrolled at Little Minds Early Learning Centre.

Parent/Guardian Signature: _____

Date: ____/____/____

Application Fee

We require a payment of one week in advance for fees and a one-off administration fee of \$30.00.

See 'Fees information' pamphlet for further details.

Parent/Guardian Signature: _____

Date: ____/____/____

(Office use only)

Payment Received: ____/____/____

Staff initials: _____

Statutory Holidays / Term Breaks

This enrolment agreement is **exclusive** of school term breaks. We are open all year round.

Little Minds Early Learning Centre **will not** open on any of the following public holidays:

- New Year's Day
- Day after New Year's Day
- Waitangi Day
- Good Friday
- Easter Monday
- ANZAC Day
- Queen's Birthday
- Labour Day
- Christmas Day
- Boxing Day
- Local Anniversary Day

Short Excursion Procedure

Parents/Guardians have the choice as to whether or not their child can be taken on short walk/visits in the local area. The correct ratios of 1:4 (one adult to four children) will be maintained at all times.

I **DO** give permission for my child to go on short walks/visits in the local area.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

I **DO NOT** give permission for my child to go on shorts walks/visits in the local area.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Photograph / Video Permission

Photographs and videos are used for the purposes of planning, assessment, and evaluation. Children, teachers, and student teachers can utilise this media to further their exploration, learning and creativity. Some of these photographs may be used on our website or any other media associated with Little Minds. **Please tick what you give permission for.**

- Newsletters and notices
- Facebook
- Storypark e-portfolios and planning
- Advertising website

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Your Child/Children's Strengths, Interests & Preferences

▪ **Strengths:**

▪ **Interests:**

▪ **Your aspirations for your child:**

Other information
<ul style="list-style-type: none"> ▪ Policy Statement: Little Minds Early Learning 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. This is set out in our parent handbook and in our Policies and Documents folder available in centre. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies and terms and conditions of this service and understand how you can have input to policy review.
<ul style="list-style-type: none"> ▪ 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.
<ul style="list-style-type: none"> ▪ Transitional School Visits: See 'Transition to School' policy.

Parent Declaration
I declare that all the above information is true and correct to the best of my knowledge, and I agree to abide by the policies and terms and conditions set out in the parent handbook and fee schedule.
Parent/Guardian Signature: _____ Date: ____/____/____

Service Declaration (Office use only)
On behalf of Little Minds Early Learning Centre Pre-school, I declare that this form has been checked and all relevant sections have been completed.
Service Provider Signature: _____ Date: ____/____/____

Change of Days/Times of Enrolment:						
Effective Date of Change: ____/____/____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Parent/Guardian Signature: _____ Date: ____/____/____						