



PREMIUM PRESCHOOL ENROLMENT AGREEMENT FORM

Please complete this form entirely, sign it and return it to Premium Preschool, either by email to P2.Admin@xtra.co.nz or by post to 31 Perry Street, Silverstream, Upper Hutt, NZ 5018.

Enrolment Conditions

- This enrolment form conforms to funding and licencing requirements set by the Ministry of Education [MOE].
- Completion of this form is mandatory before any child can attend Premium Preschool.
- **Your signature is required in 6 different places and your initials are required at the bottom of every page.**
- In signing this form, you unreservedly agree to conditions herein.
- If you choose to opt out of any of the conditions in this form you must bring it to the attention of P2 Management, and they must initial it for it to be formally accepted.

Child Information			
First Name		Known As Name <i>(eg Nickname)</i>	
Middle Name		Last Name	
Date of Birth		Gender <i>(Circle One)</i>	Male / Female / Not Defined
Ethnicity		Iwi Affiliation <i>(if applicable)</i>	
Living Address			
Street No. and Name			
Suburb		Post Code:	

Parent/Guardian Contact Information			
<i>Please provide the complete information for at least 4 (four) separate contacts as they will be used for both general contact and emergency situations.</i>			
Primary Contact		Alternate Contact 1	
Name		Name	
Address		Address	
Phone 1/2		Phone 1/2	
Relationship		Relationship	
Alternate Contact 2		Alternate Contact 3	
Name		Name	
Address		Address	
Phone 1/2		Phone 1/2	
Relationship		Relationship	

Family Doctor's Contact Information			
<i>Please provide the complete information for your child's doctor to be used in emergency situations.</i>			
Dr's Name		List all numbers for the Doctor and Clinic	
Practice Name		1.	
Address		2.	
		3.	
		4.	
		5.	
Post Code			



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Enrolment Details

Date of Enrolment

Date of Entry

Date of Exit

Attendance Hours

Note

For eligible children under the 20 Hours ECE funding regime, there will be no compulsory fees for up to **six hours per day**, and a maximum of **20 hours per week**. The centre may charge additional attendance costs for supplementary resources and activities.

Please indicate in the table below the timings you wish your child to attend under the corresponding day [eg if your child is to attend Monday, Wednesday and Friday, indicate their attendance under the corresponding days, leave the non-attending days blank]

Days Attending	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start Time						
End Time						
Hours Attending						

20 Hours ECE Attestation

In this section, you will confirm your eligibility to the government's 20 Hours ECE funding.

Notes

- Current legislations does not restrict the 20 hours ECE funding allocation being shared across multiple ECE providers; provided that combined, the total being claimed on your behalf does not exceed the daily limit of 6 hours or the weekly limit of 20 hours.
- In order to meet our guiding principle, attendance at Premium Preschool is **conditional upon all eligible 20 hours ECE funding hours being allocated to Premium Preschool**.

1. Is Premium Preschool claiming any of the 20 hours ECE funding on behalf of your child?	Yes	No
2. Is another ECE provider [eg in home care, Kindergarten, Montessori] claiming any of the 20 hours ECE funding on behalf of your child?	Yes	No

[Talk to the Centre Manager for further clarification]

[circle one]

If you have answered Yes to either question above, you must sign this section to confirm that:

- your child does not receive more than the legislated funding; ie up to 6 hours per day or 20 hours per week
- you authorise the Ministry of Education to make enquiries regarding the information provided in this enrolment agreement form, if deemed necessary and to the extent necessary to make decisions about your child's eligibility for 20 hours ECE, and
- you consent to the ECE service providing relevant information to the Ministry of Education, and to other ECE services your child is enrolled at, about information contained in this form.

Parent/Guardian Signature		Date	
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Please complete the following table to indicate the allocation of the 20 hours ECE funding being claimed on behalf of your child for their daily attendance at the stated ECE centre.

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours claimed by Premium Preschool					
Hours claimed by other ECE Services					



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Optional Charges

1. Current legislation allows ECE centres to charge for additional resources and activities in tandem with the 20 hours ECE funding limits. At Premium Preschool, in order to meet our guiding principles, additional charges are associated with:
- teacher resources provided over and above the minimum standard set by NZ legislation
 - teaching resources provided over and above the minimum standard set by NZ legislation
 - education experiences [such as community excursions, field trips, fund raising activities] planned, managed and provided in addition to the minimum standard set by NZ legislation
 - whanau activities [such as parent nights and 'occasion' concerts] planned, managed and provided in addition to the minimum standard set by NZ legislation, and
 - additional hours over and above the minimum standard set by NZ legislation [ie 8am - 5pm weekdays]
2. I understand that if I refuse to pay the optional charges for services provided by Premium Preschool, I will not be penalised; but accept that Premium Preschool may confine their services to those required under legislation.
3. If I agree to pay the optional charges, my agreement will be enduring for the time my child is attending Premium Preschool.
4. I understand that activities offered at Premium Preschool, provided by a sub-contractor, will require a separate payment made directly to the sub-contractor in order for my child to be included in those separate activities. I further understand that if my child is not funded for the activity, they will continue to undertake planned/routine preschool activities.
5. In general, I understand that optional charges are not compulsory and if I choose not to pay them, my child's attendance at Premium Preschool will not be affected other than them undertaking legislated service provision.

Enrolment Agreement Amendments and Cessation

This agreement may be updated at any time, subject to the mutual agreement by Premium Preschool Management and anyone authorised to sign this agreement on behalf of the family/whanau. The following conditions will apply:

- changes must be advised two weeks' in advance
- cessation of this agreement [and my child's removal from Premium Preschool] may be enacted:
 - with 4 [four] weeks' prior notice being given by the family/whanau, or
 - at the discretion of the preschool management, if there are circumstances that would prompt the removal of my child from Premium Preschool which may be without notice but following a period of due diligence and consultation with the parent/guardian.

Declaration

1. I agree to the conditions of my child's attendance at Premium Preschool as set out in this agreement.	Yes / No [circle one]
2. I agree to paying the optional charges for the reasons stated above in this contract and for the period my child is attending.	Yes / No [circle one]
Parent/Guardian Signature	Date



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Statutory Holidays and Term Breaks

This enrolment agreement also covers student placement conditions relating to Statutory holidays and the [Primary] school term calendar; specifically the scheduled term breaks and the Christmas closedown period.

Public Holidays

Premium Preschool is closed during all [recognised] NZ public holidays and Wellington Anniversary. In order to ensure the [continued] placement of your child, charges will continue to apply regardless.

School Term Breaks

Premium Preschool operates a holiday programme during the [primary] school holidays and your child is welcome to attend any and all of the holiday programmes scheduled for the term breaks, but we would ask for some prior advice so that we can manage the appropriate staffing and resourcing requirements. Regardless of their attendance during this time, charges will continue to apply for the same reason as above.

Christmas Closedown

We do not provide a Christmas Closedown holiday programme. Premium Preschool shuts down entirely during the Christmas/New Year period, usually for three weeks from the last business day prior to Christmas until the 2nd Sunday of the new year. Over the closedown period, charges will continue to apply in order to secure your child's placement at P2 in the new year.

Dual Enrolment Statement

I hereby declare that my child is not simultaneously enrolled at Premium Preschool and another early childhood service provider, in accordance with note 2 under the 20 hours ECE attestation section on page 1.

Parent/Guardian Signature:

Date:

Custodial Statement

Are there any custodial arrangements that we need to be aware of?

Yes / No
[circle one]

If yes, please give details of those custodial arrangements or court orders [a copy of which is to be provided].

Note: Please ensure that any changes to the arrangements described are advised as soon as practicable.

Authorised Access

Please list those people authorised with unrestricted access to your child for the purposes of uplift and emergency contact.

Name		Name	
Address		Address	
Phone No.		Phone No.	
Name		Name	
Address		Address	
Phone No.		Phone No.	

Note: Unless otherwise advised, only the above people will be able to pick up your child.

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Unauthorised Access

Please list those people who are not authorised any access to your child.

Name:		Name:	
Name:		Name:	

Health Risk Assessment [Illnesses/Allergies]

Please list all information regarding your child's health condition.

<p>1. Is your child up to date with their immunisations? <i>[Please provide verification of their immunisation status]</i></p>	<p>Yes / No <i>[circle one]</i></p>
<p>• P2 rep to sign and confirm immunisation status is sighted and validated.</p>	<p><i>[Initials]</i></p>
<p>2. Does your child have any health threatening allergies [eg nuts, bee stings]?</p>	<p>Yes / No <i>[circle one]</i></p>

If yes, please list all concerns for the centre's awareness and advise any actions that need to be undertaken in support of your child's safety and wellbeing.

Ad hoc Medications

Should there be a need to administer any temporary medications [such as antibiotics, Ventolin, antihistamine, etc], on an as required' basis, you are to advise the staff of those requirements, complete the **Medications Register** [fully and correctly] to authorise the centre to administer the medications needed throughout the day.

In order to fully protect both the centre and the child, it must be understood, that any anomalies in the information noted on the Medications Register will likely prevent the medication being administered.

Parent/Guardian Signature:		Date:	
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Information Required for Licensing Purposes

Excursions

Premium Preschool is closely connected to its local community and we take every opportunity for the children to take trips into the community and the varying points of interest and local personalities. These excursions have proven to be very valuable learning experiences for our children.

Do you give enduring permission for your child to take part in excursions away from the Centre, [also see the Centre's Excursion Policy]?

Yes / No
[circle one]



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Photos, Videos and Social Media [eg Facebook]

Premium Preschool uses images [photo and video] and daily work for the purposes of:

- assessing, planning and evaluating children's development Yes
- updating and informing family/whanau of milestones and special occasions, Yes, but...
- advertising and promoting the Centre within our community.

Do you give enduring permission for your child to be photographed or filmed and for their image to:

No
[circle one]

- appear on the Centre's Facebook page, or
- be used for advertising and promotion of the Centre?

If you circled "Yes, but...", please advise the conditions you wish to be applied to images of your child, in the box below:

Information of General Interest

- **Policy Statement:** Premium Preschool has a number of policies that set out the processes and procedure that are in place for the care and education of the children who attend. We strongly urge you to read these policies, which are available on request. The signing of this Enrolment Agreement form indicates that you will abide by the policies of this Centre and that you understand that you can have input into the development of the Centre's policies.
- **Parent Information:** Please ensure that you read the Centre's published information regarding the ways in which we can help you and your child settle into Premium Preschool.
- **Privacy Statement:** Personal information in regard to yourself or your child will be collected and stored in a secure manner and will not be used except in the course of the Centre's Business. Any personal information will not be disclosed with the express permission of yourself [or authorised representative].
- **Strengths, Interests and Preferences:** To help us develop a customised and targeted developmental plan for your child, we request that you let us know about their strengths, interests and preferences. This way their early days at Premium Preschool will be the best experience we can possibly introduce them to.
- **Transitional School Visits:** Premium Preschool undertakes a programme for transitional school visits, which can be explained upon enquiry.



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Parent Declaration

I declare that the information provided by me/us is true and correct to the best of my knowledge.

I acknowledge my acceptance of the following expectations:

- I authorise the Ministry of Education to make enquiries regarding the information provided by me in this Enrolment Agreement form, if deemed necessary and to the extent necessary to make decisions about my child's eligibility for 20 Hours ECE funding.
- I consent to Premium Preschool providing relevant information included in this Enrolment Agreement form to the Ministry of Education or other ECE services that my child may be enrolled at.
- I agree to my child participating in planned excursions [ie activities outside the confines of the Centre]. I understand that I will be advised of any special or one-off excursions and that I will be given advance opportunity to consider and give separate permission in these instances.
- Unless there is a subsequent evidential change to my decision in this section, the use/release of images and footage of my child for the purposes for which the media has been collected is:

<input type="radio"/> granted.	<input type="radio"/> conditionally granted.	<input type="radio"/> declined.
[Circle one and initial beside that notation]		
Premium Preschool Rep to acknowledge and ensure all staff are aware of the condition or decline.		Initials:

Privacy Statement

Premium Preschool collects and stores the personal information of families and children attending the Centre's programme for the purposes of providing ECE to the children; to keep families informed and in contact; and for Ministry of Education reporting requirements, as may be requested. Personal information will only be collected, stored and used in accordance with the Privacy Act 1993 and under the Act, you retain the right to view and request the correction of that information. Details about your child's identity will only be released to the Ministry of Education in order for a National Student Number [NSN] to be allocated for your child. This unique identification will be used for research, statistics, funding and measurement of educational outcomes. You can find more information about NSNs at www.minedu.govt.nz/parents.

Parent/Guardian Signature:

Date:

Service Declaration

Each early childhood education service is required to verify a child's identity before they may be enrolled with the Service.

On behalf of Premium Preschool, I declare that I have checked the validity of the child's identity by way of sighting one of the following, with its official number shown below:

Passport No:		Birth Certificate:		Other:	
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Parent/Guardian Signature:

Date:



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Use this page of the Enrolment Agreement to advise attendance days and to request and formalise changes to a child's attendance days.

Notification of Days / Times of Enrolment						
Effective Date of Change		<input type="text"/>				
To change days of enrolment and/or times of attendance, complete the boxes below						
Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Times Enrolled						
To start or change 20 Hours ECE, complete the boxes below						
Hours @ P2	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Hours @ Other						
Parent/Guardian Signature:					Date:	

Notification of Days / Times of Enrolment						
Effective Date of Change		<input type="text"/>				
To change days of enrolment and/or times of attendance, complete the boxes below						
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To start or change 20 Hours ECE, complete the boxes below						
Hours @ P2	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
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Parent/Guardian Signature:					Date:	

Notification of Days / Times of Enrolment						
Effective Date of Change		<input type="text"/>				
To change days of enrolment and/or times of attendance, complete the boxes below						
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Times Enrolled						
To start or change 20 Hours ECE, complete the boxes below						
Hours @ P2	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Hours @ Other						
Parent/Guardian Signature:					Date:	