

FOR OFFICE USE ONLY:

Registration number:.....

Date enrolled:..... Start date:.....Leaving date:.....Start fee:.....

WHEN FILLING OUT THIS FORM PLEASE PRINT OR WRITE CLEARLY SO IT IS EASILY READ. INFORMATION IN IT IS REQUIRED FOR LEGAL REASONS AND MAY BE CRITICAL TO YOUR CHILD'S WELLBEING.

Privacy Statement: All personal information on your child will be kept securely and remain confidential. Any changes to this form must be signed and dated by the parent / guardian.



Liberty Kids

CHRISTIAN PRESCHOOL

Child's Name:.....
(first name) (middle name) (family name)

Known as:..... Boy Girl Date of Birth:.....

Ethnicity and iwi:.....

Language spoken at home:..... Religion:.....

Child's home address:.....

Parents / Guardians:

Family Name:
First Name:
Work Phone:
Mobile:
Home Phone:
Main contact email:
Relationship to child:

Emergency Contact (other than parent)

Family Name:
First Name:
Mobile:
Home Phone:
Relationship to child:

Requested days and hours

Days enrolled:	Mon	Tues	Wed	Thu	Fri	Total hours
Starting time						
Leaving time						
20 Hours ECE						

20 Hours ECE Attestation

Is your child receiving 20 hours ECE for up to six (6) hours per day, twenty (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 services.
- You authorize 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 Liberty Kids Christian Preschool 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 section.

Parent / Guardian signature:.....

Date:.....

Optional Charges

All 3, 4 and 5 year olds are entitled to 20 Hours ECE at Liberty Kids, however in order to provide a higher quality of service an optional charge applies.

The optional charge is for:

- Extra teaching staff to maintain a high teacher:child ratio.
- In centre special events and outings.
- Concerts and parent days.
- Technology (cameras, video, computers)

I understand that if I agree to pay for the optional charge, Liberty Kids Christian Preschool may enforce payment.

The agreement to pay the optional fee lasts until my child leaves the centre.

Any request for changes to the agreement must be made in writing to the Centre Manager with 2 weeks notice being given.

I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty to provision of normal ECE services however extra services will be charged for at cost.

I agree to pay the optional charge for the activities / items specified in this enrolment agreement.

Parent / Guardian signature:.....

Date:.....

Medical

Childs Doctor:.....

Immunised: YES NO

Medical Centre:.....

Please attach a copy of your child's Immunization Certificate.

Phone:.....

Does your child suffer from any chronic illness, allergies, medical or special needs we should know about?
If yes, then please provide details and attach an action plan.

YES NO

I give permission for teaching staff to administer non-prescription medicines to my child if required, such as Pamol, Panadol, Anti-histamine, Arnica and Sunscreen.

YES NO

Are there any people forbidden by law from accessing your child?
If yes, then please provide details and attach any court documents.

YES NO

I give permission for photos and videos to be taken of my child which may be used for publicity and promotional purposes on different media including internet.

YES NO

Parent / Guardian signature:.....

Date:.....

Terms & Conditions

1. I agree to the Philosophy and to abide by the rules of the Centre as set down from time to time by management. I accept that management reserves the right to revoke enrolment.
2. I understand that the terms and conditions in this form are not exhaustive and that others are contained in published Centre Policy documents, Rules, Notice, Parent Handbooks etc. I accept that the Centre reserves the right to add, amend, clarify or delete terms, conditions or policies by reasonable consultation and advise this by issuing Newsletters, Notices or posting information on one of the Centre Noticeboards.
3. I understand that my child will be taught the Christian meaning of Christmas and Easter and that Christian principals will be used in the daily routines of the Centre.
4. I will not bring my child to the Centre in the event of sickness or any infectious illness.
5. I give permission for my child to travel on short walks in the local area in the company of staff.
6. I agree to be fully responsible for the safety and well-being of my child at all times including when I am visiting, settling in, dropping off or collecting.
7. I agree to sign my child in, and advise a senior staff member of my arrival before leaving my child in the Centre's custody. I will sign my child out and advise a senior staff member before taking my child from the Centre.
8. I understand and accept full responsibility for payment of the fee charged to my account in accordance with the published policies and fee rates. I understand and accept that these fees are to be paid in full, in advance, within seven days (7) of the receipt of any invoice. I understand and accept that irrespective of any arrangement with any third party (e.g another adult, Income Support Services, ACC, Trusts or Budget services etc) to pay the fees, the full responsibility remains with me. I understand and accept that if any fee remains unpaid, beyond the time specified in the Fee Policy, my child's enrolment may be cancelled, the debt passed to a Debt Collection Agency, and that I will be responsible for any costs incurred in this process.
9. I declare that my child is not enrolled in another early childhood institution at the same times that he/she is enrolled at Liberty Kids Christian Preschool.
10. I will give two (2) weeks notice before withdrawing my child from the Centre.
11. I declare that the information given on this form is true and correct to the best of my knowledge.

Signature:.....

Name:.....

Date:.....

I have attached a copy of my child's immunization details and certificate.

I have attached a copy of my child's birth certificate or passport.

FOR OFFICE USE ONLY:

Confirmed Enrolment

	Mon	Tues	Wed	Thu	Fri	Total hours
Times enrolled						
20 Hours ECE						

Start date: _____

Parent signature: _____

Changes in Enrolment

	Mon	Tues	Wed	Thu	Fri	Total hours
Start time						
20 Hours ECE						

Start date: _____

Parent signature: _____

	Mon	Tues	Wed	Thu	Fri	Total hours
Start time						
20 Hours ECE						

Start date: _____

Parent signature: _____

	Mon	Tues	Wed	Thu	Fri	Total hours
Start time						
20 Hours ECE						

Start date: _____

Parent signature: _____

Cease to attend

This confirms that _____ (*name of child*) ceased all care with Liberty Kids Christian Preschool on _____ (*date*).

All fees have been paid and there are no outstanding debts on this account. All property has been returned to Liberty Kids and the child's portfolio has been received by the parent / caregiver.

Reason for leaving: Started School Changed Centre Moved Address Other _____

Parent Caregiver: _____

Centre Manager: _____

Date: _____