

Ykids Early Learning Centre Enrolment Form

*You are asked to sign multiple times and in separate places
due to Ministry of Education requirements*

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:

Child's Date of Birth:

____ / ____ / ____

☐ Male

☐ Female

Child's Ethnic Origin:

Iwi your child belongs to:

Languages 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.

Official Identification document/s sighted by staff:

☐ New Zealand birth certificate

☐ Foreign birth certificate

☐ New Zealand passport

☐ Foreign passport

☐ Other

Staff Initials: _____

YKids Privacy Statement:

"At YKids we are committed to keeping children healthy and safe. On occasion, we may share or request information under section 66c of the Oranga Tamariki Act 1989 with approved agencies (such as Family Start, Strengthening Families, Medical Professionals and Education Providers) if this information will help protect or improve the safety, health and well-being of a child.

Under section 66 of the Oranga Tamariki Act 1989, legally we are required to share information with Oranga Tamariki and the Police if requested.

Any information shared will be done in accordance with the Privacy Act 2020. This means any information will be relevant to, or related to, addressing or supporting the safety or well-being of Tamariki; as accurately as possible and misleading, as complete as possible which may include contextual information to support the understanding while only sharing what is necessary to achieve the purpose of sharing and as up to date as possible".

Privacy Statement:

We collect information, including personal information (e.g. enrolment and attendance) about your child, which is shared with the Ministry of Education, who stores it securely and treats it in accordance with the Privacy Act 2020.

The Ministry of Education collects and holds this information for the following purposes:

- for funding allocation
- for monitoring compliance with the Education (Early Childhood Services) Regulations 2008 and related criteria, and the ECE Funding Handbook
- to assign a National Student Number* to your child,
- for statistical and resourcing purposes
- to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under Education and Training Act 2020,
- as permitted by the Privacy Act 2020.

Ykids Early Learning Centre Enrolment Form

Privacy Statement Continued:

Information collected may be shared with other government agencies where required by legislation, or to meet an agreed purpose, and in accordance with the government's direction for greater inter-agency data sharing.

You have the right to request access to or correction of personal information that the Ministry of Education holds about you. Contact information for the Ministry can be found here: National office - Ministry of Education.

Completed enrolment forms and related information may be accessed by authorised Ministry officials on request, for monitoring, licensing, and funding administration purposes.

* 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

Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: National Student Numbers (NSN) – Education in New Zealand

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.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Parent's / Guardian:

First name: _____ Surname: _____ Relationship to child: _____
Home address: _____ Home phone number: _____
Email address: _____ Mobile number: _____
Place of work: _____ Work phone number: _____

First name: _____ Surname: _____ Relationship to child: _____
Home address: _____ Home phone number: _____
Email address: _____ Mobile number: _____
Place of work: _____ Work phone number: _____

First name: _____ Surname: _____ Relationship to child: _____
Home address: _____ Home phone number: _____
Email address: _____ Mobile number: _____
Place of work: _____ Work phone number: _____

First name: _____ Surname: _____ Relationship to child: _____
Home address: _____ Home phone number: _____
Email address: _____ Mobile number: _____
Place of work: _____ Work phone number: _____

Additional person/s who can pick up your child:

Name of person: _____ Name of person: _____
Relationship to child: _____ Relationship to child: _____
Contact phone number: _____ Contact phone number: _____

Custodial Statement:

Are there any custodial arrangements concerning your child? If **YES**, please provide details of any custodial arrangements or court orders (we require a copy of any court orders).

Ykids Early Learning Centre Enrolment Form

Person/s who cannot pick up your child:

Name of person: _____ Name of person: _____

Name of person: _____ Name of person: _____

Additional Emergency Contacts (also able to pick up child) - in the event of an emergency and you are unable to be contacted:

Name of person: _____ Name of person: _____

Relationship to child: _____ Relationship to child: _____

Contact phone number: _____ Contact phone number: _____

Name of person: _____ Name of person: _____

Relationship to child: _____ Relationship to child: _____

Contact phone number: _____ Contact phone number: _____

Child's Doctor:

Medical Centre Name: _____ Doctor's Name: _____

Address: _____ Phone Number: _____

Medicines:

Category (i) medications are prescription or non-prescription medications used for a specific period of time, to treat a specific condition or symptom, which are provided by a parent for the use of that child only, authority for these types of medication must be obtained at the beginning of the course.

Category (ii) medications are prescription or non-prescription medicines and a form is 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: **Yes/No** (please circle)

Name of medicine: _____

Method and dose of medicine: _____

When does the medicine need to be taken: (State time or specific symptoms) _____

At YKids we provide the following non-prescription topical treatments for first aid of minor injuries and sun safety in the summer months.

Please tick the topical treatments you approve for your child.

☐ Sunscreen

☐ Arnica Cream

☐ Paw Paw Cream

☐ Antiseptic Lotion

Parent/Guardian Signature: _____

Date: ____/____/____

Health:

Please note: We are peanut, shellfish, crustacean and egg free

Does your child have an allergy? **Yes / No**

Does your child have any dietary requirements? **Yes / No**

What is your child allergic to: _____

Does your child have any other conditions that could require special medical attention? _____

Ykids Early Learning Centre Enrolment Form

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	Total Number of Hours
Requested times from parent/guardian:						
Times enrolled:						
<i>For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours</i>						
20 Hours ECE at this service:						
20 Hours 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 YKids ELC?

YES / NO (please circle)

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

YES / NO (please circle)

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 enquires regarding the information provided in the enrolment form, if deemed necessary and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.
- ~ You consent to YKids Early Learning 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 in this box.

Parent/Guardian Signature: _____

Date: ____/____/____

Dual Enrolment Declaration:

I hereby declare that my child **is/is not** enrolled in another early childhood service at the same times that he/she is enrolled at YKids Early Learning Centre.

Parent/Guardian Signature: _____

Date: ____/____/____

Statutory Holidays/Term Breaks:

This enrolment agreement is inclusive of school term breaks. No charge is applied for Statutory Holidays.

At any other time, four weeks' notice will be given.

Ykids Early Learning Centre Enrolment Form

Optional Charges:

1. The optional charge is for: lunches at a cost of \$4.00 per day. These are available as a permanent option or on a casual basis.
2. I understand that if I agree to pay for the optional charge, YKids may enforce payment.
3. The agreement to pay for the optional charge will last for the time the child attends YKids.
4. The rule about making changes to the agreement are: notifying the office if you wish to have lunches or cancel lunches.
5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.
6. I **agree/do not agree** (*select one*) to pay the optional charge for the activities/items specified on this enrolment form.

Parent/Guardian Signature: _____

Date: ____/____/____

Lunches:

A cooked lunch is available at the cost of \$4.00 per day. Please indicate below if you would like to order lunches.

Monday	Tuesday	Wednesday	Thursday	Friday	Total Cost

Parent/Guardian Signature: _____

Date: ____/____/____

Fee Structure:

Hourly Rate	\$7.50
Maximum Daily Rate	\$48.75 (after 6 1/2hrs)
Maximum Weekly Rate	\$243.75
Lunch	\$4.00 for all lunches regularly booked or casually booked.
20 Hours ECE (3-5yr olds)	20 hours at Zero Fees. There is a maximum of 6 hours per day for the 20 Free ECE and any hours above this are charged at the hourly rate mentioned above. YKids does not charge any additional optional charges for children receiving 20 ECE Hours.
30 Free Hours (3-5yr olds)	YKids offers 10 extra hours free on top of the 20 Free ECE. *conditions apply
WINZ Subsidies	Calculated by WINZ on hours of attendance. Application forms are available from the office.
Absences	Full fees are charged for absences, including illness.
Holiday Period Rate	A period of ten days each year can be claimed as a holiday and charged at 50%, if at least two weeks' notice is given. No fees are charged for public holidays.
Family Fee	YKids offers a discount for families with two or more children enrolled, the lesser fee is free. *conditions apply

Policy Statement:

At YKids we have a number of policies that set out the procedures in place for the care, protection and education of the children who attend. We encourage you to read these, these can be obtained from the office or online in EDUCA.

Parent Information Book:

This includes a wide range of information regarding fee's, subsidies that are available to you, important policies (such as Child Protection, Health and Well-Being, Complaints, Social Competence, Emergencies), hours, settling, transitions and pick up and drop offs. We encourage you to read this.

Ykids Early Learning Centre Enrolment Form

Parent Permission:	
Spontaneous Excursions. These are walks or outings within a 1km radius of YKids. The locations of these walks include: - YKids Carpark (bike days, Active Explorer sessions). - Victory School (transition visits or special events) - Victory Community Centre (special school events) - Victory Square Playground (spontaneous play opportunities) - Victory School Playground (spontaneous play opportunities) All spontaneous excursions have a maximum adult to child ratio as follows: - Piwakawaka Room and Kiwi Room: 1:7 with a maximum of 28 children - Kākāpō Room: 1:2 for under 2-year-olds or 1:4 for 2-3 year olds - Ruru Room: 1:2 All excursions are recorded in the excursion folder stating the number of children participating and who is accompanying, as per our Excursion Policy. Any outings outside of this radius or that require vehicle transportation will be planned and written consent obtained prior as per our Excursion Policy. Each location has a Risk Assessment Method Statement (RAMS), these are available to read at the time of enrolment and are on display near the kitchen. At any time, a lower adult to child ratio may be used, in response to the needs of the group. I give permission for my child to go on spontaneous walks and outings within a 1km radius of YKids.	Yes / No
I give permission for my child to have their hearing and vision checked as part of the B4 School Checks (these are done onsite).	Yes / No
I understand that at YKids ELC the staff are required to photograph my child while they attend our centre and record these photographs in portfolios and on Educa for the purpose of assessment, planning and evaluation. Written permission will be obtained for any use of photos or videos used beyond this purpose. I understand that YKids ask that I don't take photographs of other children while I am in the centre.	Agree / Don't Agree
I give permission for my child's photos or videos to be used on social media or for other marketing purposes.	Yes / No
I understand that during terms four and one, my child is required to have a named sun hat and sunscreen will be applied routinely throughout the day, children are encouraged to wear tops that cover their shoulders and that a no hat no play policy is in place during these terms.	Yes / No
I understand that in an emergency, centre staff will apply immediate first aid as deemed necessary for the protection of my child while he/she is in their care. I understand that this includes calling the doctor named on the enrolment form, implementing the doctor's instructions, calling an ambulance, and/or transporting my child to a hospital or clinic if unable to contact me to obtain my consent.	Yes / No
I understand that in the event of an emergency YKids will make contact via the contact details we hold on Infocare, informing me of any requirements needed in order to pick up my child. I agree for my mobile number to be loaded into this system for such purposes.	Yes / No
Parent/Guardian Signature: _____ Date: ____/____/____	
Parent Declaration:	
I declare that all the above information is true and correct to the best of my knowledge. Parent/Guardian Signature: _____ Date: ____/____/____	
Service Declaration:	
On behalf of YKids Early Learning Centre, I declare that this form has been checked and all relevant sections have been completed. Staff Signature: _____ Date: ____/____/____	