



Enrolment Form West Melton

Welcome and thank you for choosing to enrol your child at
The Cat's Pyjamas Preschool & Nursery

This form is a confidential statement to be handled by
The Cat's Pyjamas Preschool & Nursery staff only. Please complete and remember to contact
the Centre if any of the information contained in this form changes.

Child's Details

Child's Full Name:.....

Home Address:

.....

Date of Birth:...../...../..... Gender: Male / Female

Nationality:.....Iwi:.....

Does your child have any religious/cultural beliefs you would like to be observed?

.....

.....

Family Details

Mother's/Guardian's Name:.....

Home address (if different from above):.....

Home Phone No: ()..... Mobile No: ().....

Employer: Work Phone No: ().....

E-mail:..... Occupation:.....

Father's/Guardian's Name:.....

Home address (if different from above):.....

Home Phone No: ()..... Mobile No: ().....

Employer: Work Phone No: ().....

E-mail:..... Occupation:.....

Emergency Contact Details

Please list two people we can contact in an emergency to collect your child if you are unavailable.

Name:..... Home Phone No: ().....

Relationship to Child: Mobile Phone No:().....

Name:..... Home Phone No: ().....

Relationship to Child: Mobile Phone No:().....

Medical Information

Medical Centre Name:

Child's Doctor:Doctor Phone No: ().....

Medical Information (please record medical conditions, allergies and/or medication required):

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

Has your child had all immunisations to date? Yes / No

I have attached a copy of my child's immunisation: Yes / No

I give permission for teaching staff to administer non-prescriptive external medicines to my child if required, such as Arnica, plasters Savlon & N.Z. approved sunscreen lotion. Yes / No

In the event of accidents, I authorise staff of the Centre to seek medical advice as required for my child's best interests, at my expense. In the unlikely event of an emergency, I give permission my child to be taken to hospital in an ambulance if necessary.

I will not bring my child to the Centre in the event of any sickness or any infectious illness such as chicken pox, vomiting, diarrhoea and head lice etc, as stated in related policies in the Centre.

Parent/Guardian Signature:..... Date:.....

Fee Schedule & Conditions

I agree to pay fees fortnightly in advance in accordance with the Centre's Fee Schedule for the greater of time booked or attended.

I agree to pay a non-refundable enrolment fee of \$30 to reserve this booking.

I understand my child must attend the hours I have applied for. **I agree** to pay fees as per the Fees Schedule for the time booked whether my child attends or not, including Statutory holidays and sick days.

I understand that a 50% discount will apply for holidays taken if my booking is classed as full time and two weeks notice is given in advance. A maximum of 4 weeks holiday can be taken in any year.

I agree to pay a late pick-up fee if my children are left at the Centre outside booked hours, as per the Fee Schedule.

I agree to give two weeks advance notice in writing if I wish to reduce my booking or three weeks if I wish to withdraw my child from the centre.

I acknowledge that my child's booking can be cancelled if fees remain outstanding after three weeks.

I understand that after 3 consecutive weeks of an absence I will be charged the full fee and will not be entitled to any ECE funding or WINZ subsidy until my child returns to the centre.

I agree to pay any costs incurred by Debt Collection agencies should the account remain unpaid.

I agree to pay a 10% penalty on any invoice that is outstanding for 3 weeks.

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

Parent/Guardian's Signature:Date:



Booking Form

Date of Enrolment: _____

Date of Commencement: _____

Date of Exit: _____

Monday		Tuesday		Wednesday		Thursday		Friday	
Effective From		Effective From		Effective From		Effective From		Effective From	
Start Time		Start Time		Start Time		Start Time		Start Time	
Finish Time		Finish Time		Finish Time		Finish Time		Finish Time	

Free ECE (3 years +)

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total
20 Hours at this service						
20 Hours ECE at another service						

Parents Signature: _____ Date: _____

Dual Enrolment Declaration

I hereby declare that my child is not enrolled in another early childhood institution at the same times that they are enrolled at The Cat's Pyjamas Preschool & Nursery Limited.

Parents Signature: _____ Date: _____

20 Hours ECE Details

Is your child receiving 20 hours ECE for up to 6 hours per day, 20 hours per week at this service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child receiving 20 hours ECE at any other services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please sign to confirm your child does not receive more than 20 hours ECE per week across All services.		
		Signed _____

You authorise the Ministry of Education to make enquiries it deems necessary regarding the information provided in the 20 Hours ECE details box, to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE. You also consent to the early childhood service providing relevant information to the Ministry of Education and to other early childhood services your child is enrolled at, about the information contained in this box.

Signed: _____ Date: _____

Work and Income (WINZ) Childcare Subsidy

I am applying for a WINZ Childcare Subsidy? Yes / No

I understand that I am responsible for paying my fees in full until my subsidy is approved.

I also understand that I am responsible for any fees not covered by my subsidy.

I understand that when I leave the Centre, I will be responsible for cancelling my subsidy.

Parent/Guardian Signature(s): Date:

Incidental Walks / Local Excursion Permissions

As part of our programme to support children's strengths and interests, on occasions we may take children on short walks or excursions. The adult: child ratio will be appropriate for each excursion.

I give my permission for my child to leave The Cat's Pyjamas Preschool & Nursery in the company of staff on walking excursions as part of the Centre's programme. Yes / No

Parent/Guardian Signature(s): Date:

Parking & Escorting

I agree that when dropping/collecting my child at/from the Centre I will park in the designated areas and escort my children to/from the Centre building and advise a staff member of my arrival/departure from the Centre. Yes / No

I understand and accept that it is a condition of enrolment that children driven to and from the Centre must travel in a car seat or restraint in accordance with traffic regulations. Yes / No

Parent/Guardian Signature(s): Date:

Nappy Changing

I give permission for the staff at this Centre to apply barrier creams and/or powders provided by me, to my child as and when I request.

Parent/Guardian Signature(s):Date:

Custodial Statement

Who is authorised to collect your child? e.g. mother, father, emergency contacts

1.2.
3.4.

Do both parents have custody of the child? Yes / No

If No, are there any custodial arrangements concerning your child?

.....
.....

Names of any persons forbidden to have access to this child

.....

(Please note: a court order needs to be sighted and a copy held on file to prohibit a parent from collecting his/her child)

Privacy Permission

I give my permission for my telephone number to be made available to other parents.

Yes / No

I give permission for staff to make written observations of my child while participating in the programme, for purposes of assessment and programme planning.

Yes / No

I give my permission for my child to be photographed for centre display, child profile books and preschool newsletters.

Yes / No

I give my permission for my child's photographs and videos to be used for The Cat's Pyjamas promotional and advertising mediums, such as the Centre's website.

Yes / No



Enrolment Acknowledgement

The terms of this agreement are subject to the rules and regulations of The Cat's Pyjamas Preschool & Nursery, and the Early Childhood Regulations, which may be amended from time to time.

Information provided by parents/guardians on this enrolment form is required for statistical purposes, to ensure contact in an emergency and to facilitate individual care and attention for your child. It is strictly confidential to The Cat's Pyjamas Preschool & Nursery and follows the principles of the Privacy Act 1993.

I have read and accept the terms and conditions outlined in the parent information booklet and contained in this enrolment form.

I understand that if any details change on this form I will contact the Centre.

I declare that the information I have provided in this enrolment form is True and Correct.

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

Signature of Director(s):..... Date:.....

Checklist of items required to be attached to your Enrolment Form:

- I have attached a copy of my child's immunisation certificate
- I have attached a copy of my child's birth certificate
- I have a non-refundable enrolment fee of \$30 to reserve this booking
- Legal Papers if required (custody papers).

For Office Use Only

Ceased Enrolment Details

Date enrolment ceased:/...../.....

- Three weeks notice in writing received Yes / No
- Account finalised Yes / No
- Baycorp action taken Yes / No