



Enrolment Pack

Enrolment Contract Form

- 1) I wish to enrol my Child at the *Lower Hutt City Childcare Centre* and agree that I will pay the fees set by the Board of Trustees, which will be subject to change.
- 2) *These fees are payable two weeks in advance, for 52 weeks per year regardless of the Child's attendance including Public Holidays, Teacher Only Days, Sickness or Family Holidays.*
- 3) Our bank account number for automatic payments is Lower Hutt City Childcare Trust, 06-0507-0065030-00. Please put the name of your child in the reference.
- 4) I will give four (4) weeks notice in writing prior to withdrawing my child from the Centre or pay four (4) weeks in lieu of notice. Any accounts that remain unpaid that have been put into the hands of a **Debt Collection Agency** will incur collection cost that will be paid by me.
- 5) I will notify the Centre in advance or as soon as is practical if my child is to be absent or if I require a change of hours/days. (Confirmation in writing, giving a reason for the absence or change will be given to the Centre at the earliest opportunity).
- 6) I will not bring my Child in the event of sickness or any infectious illness e.g. Rubella, Mumps, Measles, Chicken Pox, Whooping Cough, Conjunctivitis, Hepatitis and will inform the Centre of ailments to allow other parents to be notified of possible symptoms.
- 7) I will authorize the Staff of Lower Hutt City Childcare Centre to administer Medicine on my behalf by signing the medicine chart in the Hall. In event of an accident, if I cannot be contacted, I authorize the Staff to seek medical advice as they see fit.
- 8) I will notify the Centre if anyone other than those already listed on the *Enrolment Form* is to pick up my Child from the Centre and I understand my Child must be kept at the Centre until such permission is given.
- 9) I give my permission for my child to leave the Centre for Spontaneous outings within walking distance of the centre with Teachers and Parents such as the Library, local schools, childcare centres, shops and the local bush area.
- 10) I understand my Child will be observed, photographed or videoed as part of programme planning and records kept concerning my Child's development. They will be used on The E Portfolio Software Educa for me to access at any time.
- 11) I know that I can find all policies on the Centres website or can request these from the centre Manager can make comments and give feedback on each Policy as part of the annual review
- 12) We/I agree to
  - attend 2 working bees per year.
  - or arrange with a Teacher to come into the centre and spend time with the children sharing skills, or interests, or help at other times with others tasks ie gardening, maintenance, book or dress ups mending and cleaning
  - If you are unable to attend it would be appreciated if you could provide some morning tea for the day I have read and understand the above contract between myself and the Lower Hutt City Childcare Centre.

Child's Name: .....

Parent's/Guardian's Name:.....

Parent's/ Guardian Signature: .....

Date: / /

## **Mana**

We will acknowledge and respect that all tamariki have a strong sense of Mana inherited from their tīpuna. We will uphold and enhance their mana through meaningful reciprocal interactions which promote empowering connections to others enabling tamariki to become strong, powerful, and competent learners.

## **Whanaungatanga**

We acknowledge Tiriti o waitangi as the foundation of our mahi with the tamariki. It will guide us to forge meaningful and lasting relationships with all tamariki, their whānau and their cultures through making connections to our place, this land and where we come from.

## **Mānakitanga**

We have a culture built on aroha and respect for our tamariki, Kaiako, whanau and wider community where encouragement, acceptance and warmth drives our mahi in every part of our curriculum.

## **Kotahitanga**

We acknowledge that every tamaiti, kaiako and whānau bring skills, knowledge, and experiences to our learning space to build strong respectful partnerships which grow and strengthen our learning community through a holistic approach to learning.

## **Kaitiakitanga**

We believe that we have role to play in being the guardians of our land. We will work alongside our tamariki, whānau and community in a collaborative approach to educate, celebrate, connect to and protect this land for future generations.

**Ko te ahurei o te tamaiti aroha o tātou mahi  
Let the uniqueness of the child guide our work**

## Enrolment Pack

### **Welcome to Lower Hutt City Childcare Centre**

Lower Hutt City Childcare Centre is a community based, Charitable Trust Early Childhood Education Centre Governed by a Board of Trustees made up parents. We are based hub of central Lower Hutt right by the beautiful Te Awakairangi. Our Early Childhood Education Centre is in a homely 100 year old villa, with a spacious outdoor area that we use in all seasons. We are licensed for 47 children per day. We endeavour to hire all teachers as qualified and registered or in training teachers to make up our dedicated teaching team. Our Centre is open Monday to Friday 7.30am to 6.00pm.

### **Our Programme**

We focus on learning through play-based programme to grow positive emotional and social skills. Through dramatic play, creating and exploring, tamariki become anything they want and explore anywhere and anyway they want! Through this play, tamariki learn to take turns, problem solve, feel emotions, share their ideas, thoughts and feelings with others while developing knowledge about the world around them and beyond.

We believe in developing a daily programme that is child centred. Kaiako observe tamariki to develop a deeper understanding how they like to learn and what interests and inspires them. Each tamaiti has an Individual Curriculum focus plan which extends their learning and development through our play-based programme.

Our programme has a balance of tamaiti-led and kaiako-led experiences to support and enhance learning opportunities for all tamariki. Kaiako support and guide our tamariki in their learning opportunities by being available to answer questions and support tamariki to try out new experiences and challenge themselves.

A child's emotional wellbeing is our top priority, and that is why we practice primary caregiving, particularly with our youngest age groups. We support the sense of well-being of each tamaiti through building relationships which develop trust between child and Kaiako and secure attachments. Our environment is inspired by a combination of Reggio, RIE, Pickler and our unique New Zealand culture. Our spaces are natural, calm and a relaxing place with intimate spaces to learn with and alongside their peers as well as quiet spaces in which children can relaxed and know it this is their space.

Our outdoor learning spaces are an important part of our programme. We have our outside spaces available to the tamariki as much as possible. We ensure children are dressed appropriately for the conditions but believe exploration in all types of weather helps to grow children's learning and development.

Development of gross motor skills such as jumping, climbing, balancing, kicking balls, spinning and running help to develop the brain as well as their body. All of these skills are an important part of pre-writing development.

## **Educa**

What is Educa? Educa is a web-based portfolio of a child's growth and development especially designed for ECE centres, teachers and parents. It allows parents and early childhood teachers to share a child's journey and gain valuable feedback.

Through gaining comments, feedback and whānau sharing their own stories, we can enhance the programme we provide for tamariki making it meaningful to tamaiti and whānau.

Educa keeps all the information regarding our tamariki in one place so that whānau can see it at any time.

## **Excursions**

We take regular short excursion around our local community, The local bush nearby is a popular spot for the tamariki to explore. We visit local schools, ECE Centres and the library too. These trips are all close to the centre so tamariki can get a chance to explore without walking a long way.

## **Meals**

Children are provided a healthy nutritious meal every day; this is prepared by our cook. Morning tea, afternoon tea, and late snacks are also provided. Our menus are pre-planned. Any alterations to the menu are noted on the clip board by the kitchen door so all whanau can see this anytime. Any special diet requirements will be catered for on our menu.

All meals are rolling so that tamariki can come to the table to eat when they are ready. Mealtime routines are a ritual of calm and respect with candles or flowers and a tablecloth with gentle music playing.

## **Medication**

For any child requiring medication due to an existing condition such as asthma, allergies or diabetes, we can create a health plan for them with Medication kept onsite in our Locked First aid cabinet.

We can administer medication prescribed by a doctor for a specific period when the Medication Register is filled out and signed. You can see a Kaiako for further information.

## **Signing In**

On arrival it is essential that you sign your child in and out each day in the sign-in register, as this information is used to account for our Ministry of Education funding.

Due to funding regulations, if your child has not attended the centre after three continuous weeks your enrollment will need to be cancelled or reconfirmed. If your child is going to be absent for a period of time, or won't be attending the centre due to illness, please inform the centre.

## **Fundraising**

Throughout the year we run a range of fundraising activities. So far these have included auctions, entertainment books, raffles, garage sale and calendars. The funds we raise go toward items such as new play equipment and developing areas around the centre.

### **Teacher-only days**

Lower Hutt City Childcare Centre is closed on two days each year for kaiako to engage in professional learning and development as a team to enhance our programme as a team, typically near Labour day and Easter.

### **Holiday Closures**

Lower Hutt City Childcare Centre is closed for all statutory holidays, Fees will still be payable for this period so Automatic Payments should still continue.

### **Polices and Procedures**

We encourage you to look at our Policies on our website. These contain a wealth of information for both prospective and existing families. We welcome your comments at any time.

### **Fees**

Fees are payable 52 weeks per year. Some children are eligible for a WINZ subsidy. Work and Income NZ can tell you if you are.

Age	Day fee	Week Fee
0 – 3yrs	\$56	\$280
3yrs - 6yrs ECE subsidy	\$36	\$180

Siblings of children already attending will receive a 10% discount on fees.

### **Starting at Lower Hutt City Childcare**

- Closer to the time of commencing enrolment parents/caregivers are welcome to leave their tamaiti for 3 settling visits for a maximum of two hours to get to know their new Kaiako. This will be at no cost to families. However, they will still need to sign their tamaiti in and out on the day sheet.
- It is recommended that for the initial first few days of starting that tamariki are picked up at an earlier hour whilst moving through the initial settling in period.
- In order to provide consistency between home and the centre environment we ask that parents/whanau to provide a written description of their child's daily routine such as sleeping, eating and bottles. This is particularly applicable for infants and toddlers. We would also like to know your aspirations for your child as well as their current interests.
- Tamariki will be assigned a primary caregiver in the iti room (U2) and a Whānau Kaiako in the Nui room (O2) upon enrolment so that both tamariki and parents/whanau have a Kaiako assigned to them.
- The primary caregiver and Whānau Kaiako will be responsible for documenting and planning for the learning and development of your tamaiti while they are with us here.
- Parents/caregivers are encouraged to call at any time during the day to enquire about their tamaiti.
- Kaiako will act within the best interests of the tamaiti, If a Kaiako has any concerns they will contact the Parent.

### **Check list - before you tamaiti starts you will need to provide**

A copy of your child's Immunisation certificate

A copy of your child's birth certificate or passport

A completed enrolment form

Shared information regarding medications, food requirement or allergies

To have set up an AP with your bank ready to pay your first two weeks fees on the day your child starts

With your Whanau Kaiako you will fill out a Ko tenei ahau form telling us about your tamaiti and whānau and anything you feel is important for us to know about your tamaiti.

**Checklist for once your tamaiti starts**

Named Clothing

Named sunhat or woollen hat (according to the season) which you can leave at the Centre

Named spare clothing to be left in your child's bag daily. It is important that you provide a bag of several changes of clothing, as we often provide water play and messy play experiences for children.

Jacket and Gumboots for rainy days. We still head out in the rain as the tamariki love to splash in puddles and catch rain in their mouths or hands.

Nappies and formula if applicable.

<b>Child:</b>	
Child's first names:	Surname:
Name your child is known by:	
Child's date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnic origin:	
Iwi your child belongs to:	
Child's home address or addresses:	
Postcode	
<b>Parents / Guardians:</b>	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
<b>Emergency Contacts:</b>	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:



First Names:						
Surname:						
Address:						
Post Code:						
Phone (Home):						
Phone (Work):						
Phone (Mobile):						
Email:						
<b>Doctor:</b>						
Name:				Phone:		
Address:						
<b>◆ Enrolment Details:</b>						
Date of Enrolment: ___/___/___    Date of Entry: ___/___/___    Date of Exit: ___/___/___						
<b>Please Note:</b> 20 Hours ECE is for up to <b>six hours per day</b> , up to <b>20 hours per week</b> and there <b>must be no</b> compulsory fees when a child is receiving 20 Hours ECE funding.						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total number of hours:
<b>For 20 Hours ECE fill out boxes below with hours attested e.g. 6 hours</b>						
20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of hours:
Parent/Guardian Signature: _____				Date: ___/___/___		

<b>◆ 20 Hours ECE Attestation:</b>	
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"> <li>▪ Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	
Parent/Guardian Signature: _____    Date: ___/___/___	

**◆ Optional Charges:**

*Lower Hutt City Childcare does not charge for additional services*

**◆ Statutory Holidays / Term Breaks**

Lower Hutt City Childcare is open 52 Weeks per year.  
Lower Hutt City Childcare is close all Statutory Holidays

**◆ Dual Enrolment Declaration**

I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at: Lower Hutt City Childcare Centre

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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 cannot pick up your child:**

Name:

Name:

Name:

Name:

**Person/s who can pick up your child:**

First Names:

First Names:

Surname:

Surname:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

First Names:

First Names:

Surname:

Surname:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

Phone (Mobile):

Phone (Mobile):

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

<b>Medicine</b>	
<b>Category (i) Medicines</b>	
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, <b>provided by service</b> :	
▪	▪
▪	▪
Parent/Guardian Signature: _____ Date: ____ / ____ / ____	

<b>Category (iii) Medicines</b>	
Does your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma, allergies or eczema etc and is for the use of that child only	
Individual health plan completed and signed:	<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: ____ / ____ / ____	

<b>Required Information for Licensing Purposes</b>	
<ul style="list-style-type: none"> <li>▪ Excursions: If Planned excursions requiring public or private transport are happening then written permission will be obtained as per Excursion Policy</li> <li>▪ Permission for the child to take part in Spontaneous excursions is signed for on this form. Please see excursion Policy.</li> <li>▪ Photo/video: permission for the child to be photographed for the purposes of assessment, planning and evaluation (explain clearly how the photo's/videos can/can't be used) Sign: .....</li> <li>▪ Permission for my child/children to be on the centre website yes or no please circle</li> <li>▪ Sign: .....</li> </ul>	

<b>Other information</b>
<ul style="list-style-type: none"> <li>▪ <b>Policy Statement:</b> Lower Hutt City Childcare 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. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies of this service</li> </ul>

and understand how you can have input to policy review.

- **Our Policy** are available on our Website for you to read at any time. Regular review of Policies take place and then are shared with you on Educa for you to contribute to the Review, we welcome you input and feedback
- **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.
- **Privacy Statement:** All personal information on your child will be kept securely and remain confidential.

◆ **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 [Lower Hutt City Childcare Centre], 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

