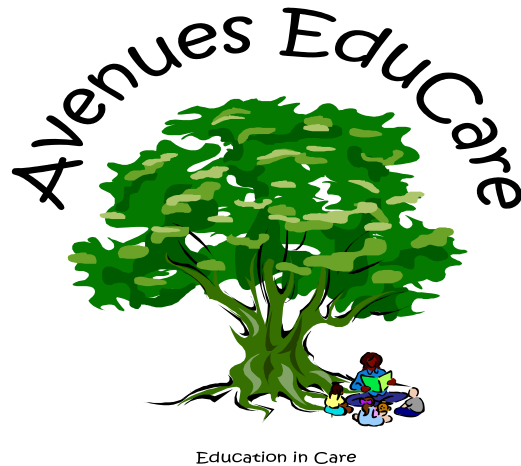


Avenues EduCare Enrolment Agreement.

11511



To enroll your child at Avenues EduCare, please provide the information as requested in this enrolment form, sign the declaration/attestation at the end of the agreement (in pen), and provide a signed copy of the agreement to us

By doing so, you are entering into an agreement with us that:

- we will enroll your child with us and provide early childhood services to them; and
- you as parents/guardians have certain responsibilities as set out in this agreement and our policies.

If any of the information provided by you in this agreement changes or is going to change, including contact details, information about your child's health, and information about your child's hours of attendance at our service, please advise us as soon as possible of the change.

The term of this agreement, and your child's enrolment in our service, is from the Date of Enrolment to the Intended Date of Exit set out in this agreement. However, in some limited circumstances as described in this agreement, we may need to end your child's enrolment with us early or change the hours of enrolment.

We may make changes to the terms of this agreement, and to our policies, from time-to-time. We will give you reasonable notice (to the extent possible, in the circumstances) of any such changes.

All fields in grey are for staff use only.

◆ Child's Details

Child's official surname or family name:

Child's official given name:

Child's official other names / middle names:

Name your child is known by / preferred names:

Surname/family name:

Given name:

Male

Female

Child's date of birth: dd / mm / yyyy

Child's primary residential address:

Post code:

Official documentation documents **sighted** by staff. Tick one

New Zealand birth certificate

Foreign birth certificate

Other

New Zealand passport

Foreign passport

Child's ethnic origins:

Iwi your child belongs to:

Language(s) spoken at home:

◆ Privacy statement

Personal information about your child collected on this enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry:

- For funding allocation purposes
- For monitoring purposes
- To allow the assignment of a National Student Number* to your child, and
- To allow the Minister or Secretary for Education to exercise any of their other powers or responsibilities under the Education and Training Act 2020, and as permitted by Privacy Principles 10 and 11.

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing. *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](#).

Parents/Guardians		
Parent/Guardian #1 Details		
Given name(s):	Surname / family name:	
Relationship to child:		
Email:		
Phone (h):	Phone (w):	Phone (m):
Address:		Post code:
Parent/Guardian #2 Details		
Given name(s):	Surname / family name:	
Relationship to child:		
Email:		
Phone (h):	Phone (w):	Phone (m):
Address:		Post code:

Parent/Guardian #3 Details		
Given names:	Surname / family name:	
Relationship to child:		
Email:		
Phone (h):	Phone (w):	Phone (m):
Address:		Post code:
Parent/Guardian #4 Details		
Given names:	Surname / family name:	
Relationship to child:		
Email:		
Phone (h):	Phone (w):	Phone (m):
Address:		Post code:

Additional person/s who can pick up your child			
Additional person #1		Additional person #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Address:		Address:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile):		Phone (mobile):	

Emergency contacts (also able to pick up child)			
Emergency contact #1		Emergency contact #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Address:		Address:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email
Emergency contact #3		Emergency contact #4	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email

Custodial Statement	
Are there any custodial arrangements concerning your child?	Yes / No
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:

Please advise us immediately if there are any changes to custodial arrangements concerning your child, or to the persons who cannot pick up your child, including because of court orders.

Child's Doctor	
Name:	Phone:
Name of medical centre:	
Address of medical centre:	
In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by centre staff and if necessary, taken to hospital in an ambulance. Parents or a contact person will be notified immediately.	

Child's Health	
Does your child have any specific illness, allergies or dietary requirements? If yes, please specify:	
Is your child up to date with immunisations?	Yes / No
For staff: Child's immunization status:	Known / unknown

Medicines	
To be filled in if your child requires medication as part of an individual health plan, for example for an ongoing 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
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:	
At Avenues EduCare we use the following non- prescription preparation (such as arnica cream, antiseptic liquid, insect bite cream) 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. Please select the specific medicines that can be used on your child:	
<ul style="list-style-type: none"> • Arnica • Aloe Vera • Insect bite cream • Antiseptic cream • Sunblock • Sudocrem/zinc and castor oil 	

About your child

Our centre is committed to inclusive education, as per Te Whāriki's Principles, Strands, Goals and Learning Outcomes (the Curriculum Framework).

If your child has an illness or condition, what are the implications or actions to be taken in relation to the child's illness or condition. For example, does the child's illness or condition require an individual health plan?

For this purpose, please indicate whether you would like to book a meeting to share any health, wellbeing, and/or education and child development information with the centre. This will assist the centre to help your child settle in as well as possible and receive the appropriate health care.

Yes, I would like to book a meeting in to discuss my child's individual health plan.

No, I would not like to book a meeting to discuss my child's individual health plan.

Person responsible for paying your fees

First name

Surname

Relationship to child

Email

Phone (h)

Phone (w)

Phone (m)

Address

Enrolment Details

Avenues EduCare undertakes to deliver quality early childhood education and care to your child in accordance with our Philosophy Statement, while ensuring the adults working in our service are healthy and similarly kept safe in accordance with our responsibilities under the Health & Safety at Work Act 2015. The service provider is required to eliminate and/or minimise risks to health and safety so far as is reasonably practicable.

The term of this agreement, and your child's enrolment in our service, is from the Date of Enrolment to the Intended Date of Exit set out below. However, the continued enrolment of your child until the Intended Date of Exit (often the child's 5th birthday) is not guaranteed.

You may end your child's enrolment with us, and this agreement, at any time by notifying us in accordance with our enrolment policy.

As set out, we may review your child's enrolment with us, and may end their enrolment, and this agreement before the Intended Date of Exit:

- if you have not paid fees
- because of ongoing absences that have affected the funding we receive for your child (if applicable)
- if we consider that this would be in the best interests of the child, other children at the centre or the adults working in our service.

We will always make reasonable efforts to work with you to resolve any issues that have arisen before ending your child's enrolment early for one of the reasons set out above. We will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment before the Intended Date of Exit.

The enrolment of your child in our services is also dependent on the service continuing to be licensed, operational, and fully compliant with regulatory requirements including legal obligations in the Health and Safety at Work Act 2015.

◆ Enrolment details						
Date of enrolment dd / mm / yyyy		Date of entry dd / mm / yyyy			Date of exit dd / mm / yyyy	
	Monday	Tuesday	Wednesday	Thursday	Friday	Total no. of hours:
Times enrolled						

◆ 20 Hours ECE						
<p>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.</p> <p>For 20 Hours ECE fill out the boxes below with the hours attended e.g. 6 hours</p>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Total no. of hours:
20 Hours ECE at this service						
20 Hours ECE at another service						
Parent / guardian signature				Date:		

◆ 20 Hours ECE Attestation	
1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?	Yes / No
2. Is your child receiving 20 Hours ECE at any other service?	Yes / No
<p>If yes to either or both of the above, please sign to confirm that:</p> <ul style="list-style-type: none"> 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 enquiries regarding the information provided in the Enrolment Agreement Form, if deemed necessary to make decisions about your child's eligibility for 20 Hours ECE. You consent to the early childhood education service providing relevant information to the Ministry of Education, and to the other early childhood education services your child is enrolled at, about the information contained in this box. <p>1) You will need to verify your child's attendance at our service for each day that they are enrolled.</p> <p>2) Please advise us immediately if there are any changes to your child's enrolment details, including their intended hours of attendance, and whether you want your child to receive 20 Hours ECE. Any changes must be made in pen and dated.</p>	
Parent/guardian signature	Date:

◆ Dual enrolment declaration	
I hereby declare that my child <u>is / is not</u> enrolled at another early childhood institution at the same times that he/she is enrolled at Avenues EduCare.	
Parent/guardian signature	Date

Family Boost Rebate Scheme

I require a statement of paid childcare fees for my household OR for shared care two invoices can be provided.

Parents / guardians understand that unpaid invoices do not qualify.

One/Two

Work and Income Childcare Subsidy

I am applying for a Work and Income Childcare Subsidy prior to my child starting at this Centre

Yes / No

If yes, I understand that even if eligible for a Work and Income Childcare Subsidy I am responsible for paying my fees in full until my subsidy is approved.

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

I am responsible for ensuring Work and Income is kept informed of any changes that may affect my subsidy.

Any over-payment made by Work and Income will not be offset against any outstanding balance or paid out to the person responsible for payment of fees.

I confirm that I have made a full application for a subsidy prior to my child starting at Avenues EduCare.

Application date:

Absences

You must advise us of any absences, whether planned or unplanned, including because your child is sick or has an injury, will be away for holidays (outside of any holidays where the centre is closed), or any other reason. [Please refer to our Fees Policy].

Continuous or frequent absences impact on the funding that we get from the Ministry of Education.

- A continuous absence is when an enrolled child is absent for a period of more than three weeks.
- A frequent absence is when an enrolled child's actual attendance in a month does not match their enrolled hours for at least half of that month.

As set out in this agreement and our enrolment policy, we may review this enrolment agreement with you because of continuous or frequent absences. We may ask you to reconfirm your child's hours or enrolment or change the hours of enrolment. In some cases, we may end your child's enrolment with us early (before the Intended Date of Exit) because of continuous or frequent absences.

We will always make reasonable efforts to work with you to resolve any ongoing absence issues and will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment early.

◆ **Optional charges**

1. The optional charge is for: meals for all children over the age of 3 years receiving 20 hours ECE, excursions or special activities.
2. I understand that if I agree to pay for the optional charge, Avenues EduCare may enforce payment
3. The agreement to pay the optional charge will last for as long as your child attends Avenues EduCare.
4. The rules about making changes to the agreement are: to speak to the centre manager if you wish to discuss any changes.
5. I understand that this optional charge is not compulsory and if I choose not to pay there will be no penalty.
6. I **agree/do not agree** to pay the optional charge for the activities / items specified in this enrolment agreement form.

Parent / Guardian signature:

Date:

◆ Permissions and Parent declaration

- 1) I declare that all the above information is true and correct to the best of my knowledge.
- 2) I attest to the 20 Hours enrolment hours detailed in this agreement. I will verify my child's attendances as required by the Centre and the Ministry of Education, and notify absences (planned or unplanned, including due to illness or injury) as required.
- 3) I confirm that:
 - a. My child does not receive more than 20 hours of 20 Hours ECE per weeks across all services.
 - b. I allow the Ministry of Education to make enquiries regarding the information provided in this enrolment agreement, if deemed necessary and to the extent necessary to make decisions about my child's eligibility for 20 Hours ECE.
 - c. I consent to this centre providing relevant information to the Ministry of Education, and to other early childhood education services my child is enrolled at, about the information contained in this agreement.
 - d. I agree to pay the fees charged for my child's enrolment at the centre, in accordance with the Fees Schedule published at the time.
 - e. I agree to pay outstanding fees to the centre by the due date and understand that, if I fail to do so, I will be liable for any additional debt collection costs, and that the centre may review my child's ongoing enrolment and end that enrolment early if I do not pay fees owed.
- 4) I understand that this Avenues EduCare invites me to make an optional payment toward my child's participation in activities and/or specified items and that:
 - a. I understand that if I agree to pay the optional charge, Avenues EduCare may enforce payment.
 - b. The agreement to pay the optional charge will last for the term of enrolment
The rules about making changes to the agreement are: to speak to the manager.
I understand that optional charge is not compulsory and if I choose not to pay there will be no penalty.

I **AGREE / DO NOT AGREE** to pay the optional charge for the activities / items specified in this enrolment agreement.
- 5) I hereby declare that my child **IS / IS NOT** enrolled at another early childhood service at the same times that he/she/they are enrolled at this centre.
- 6) I **APPROVE / DO NOT APPROVE** the administration of medicines as part of our child's individual health plan.
- 7) As part of our teaching programme we take children on regular excursions. Risk assessments of these are available to parents. Please refer to our Outings and Excursion policy and indicate your permission for your child to participate in regular excursions. Parents' prior written approval is sought for each special excursion.

I **AGREE / DO NOT AGREE** to my child participating in any regular excursions from the centre as part of the learning programme. I will be notified in advance of any special excursions and be invited to AGREE or NOT AGREE to each.
- 8) I **understand** that my child may be photographed or videoed from time to time as part of the centre's assessment, planning and evaluation practices. No image of my child will be used for promotional or other purposes without my separate written consent.
- 9) I have read and understand the Privacy Statement on page two of this agreement.

Parent/guardian signature

Date:

Other Information

Regular Excursions: When we leave the main licensed building to go to Kowhai Group (our 4-year-old program), Playball on the concrete pad, the library bus or any short walk outside the centre this is considered a regular excursion. These have all had risk management carried out. I give my consent for my child to participate in regular excursions.

Special Excursions: These are planned trips out of the centre. You will be given advanced notification about the trip including; where, date, time, ratios, cost (if any), how they will travel and the risk assessment that has taken place. You will need to sign a consent form for your child to participate at the time.

Photo/video: for the child to be photographed for the purposes of assessment, planning and evaluation. These photos will not be used for advertising.

I understand what the photos/videos will be used for and give my permission for these to be taken of my child

Policy Statement: Avenues EduCare 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 centre, and understand how you can have input to policy review

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 centre.

Child's strengths, interests and preferences: Please tell us about your child's strengths, interests and preferences.

◆ Service Declaration

On behalf of Avenues EduCare:

I declare that this agreement has been checked and all relevant sections have been completed.

Service provider signature

Date:

Parent Access to Information (GMA102)	
Information	Location
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Licensing criteria for centre-based ECE services (as at 20 April 2026)	https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/new-licensing-criteria-for-centre-based-ece-services-v1
ERO review reports	https://www.ero.govt.nz/audience/early-learning By the sign in sheet.
Centre information, e.g. philosophy	On the wall in entranceway, website, parent handbook
Centre's complaints process / procedure and contact information for the local Ministry of Education office	On the noticeboard in entranceway and in the Policy Folder. https://www.education.govt.nz/our-work/about-us/contact-us/regional-offices
Centre's licence and licence changes, if required	Centre's noticeboard
Information on amounts and details of Ministry funding	Centre's noticeboard
Full names and qualifications of each person counting towards regulated qualification requirements	Centre's noticeboard
Information concerning their child	Portfolio book and Educa. Invite will be sent to Educa on enrolment.
When supplying lunchboxes please refer to this link	https://www.health.govt.nz/system/files/2020-12/reducing-food-related-choking-babies-young-children-early-learning-services-apr21.docx
Fees charged by service	Available with parent information book
How parents/whanau can be involved in service	Daily communication, EDUCA, events, excursions, feedback opportunities, joining the Committee (please ask for info on this).
Service operational documents	Policy folder and available on request