

Enrolment Agreement Form

◆ 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:

Official identity verification document* sighted by staff:

☐ New Zealand birth certificate☐ Foreign birth certificate☐ New Zealand passport☐ Foreign passport**Staff initials:** _____

Child's date of birth: d d / m m / y y y y

Male ☐Female ☐

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

◆ Privacy Statement

All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see Privacy Principles 3 and 3A – Collection of information).

Additionally, all Privacy statements must include the exact wording below:

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.

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.

Parents / Guardians	
1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address: Post Code:	Address: Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:
Children will only be released to the individuals authorised on this form. For safety, we may request photo ID to verify any person's identity. If an unlisted person needs to collect your child, you must provide their full name in writing (via email or message) prior to pick-up. We will check their photo ID upon arrival. Authorisations via phone call will not be accepted (HS128)	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

Additional Emergency Contacts (also able to pick up child)	
1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
3. Given names:	4. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

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 <u>cannot</u> pick up your child:	
Name:	Name:
Name:	Name:

Child's doctor				
Name:		Phone:		
Name of medical centre:				
Health				
Is your child up-to-date with immunisations? (Please provide verification of all immunisations)		<i>Tick One</i>	Yes	No
Medicine				
Category (ii) Medicines				
A prescription or non-prescription medicine that is issued for a specific period of time to treat a specific condition or symptom and provided by a parent for the use of that child only or, in relation to rongoā Māori (Māori plant medicines), that is prepared by other adults at the service.				
For the first aid treatment of minor injuries we may apply a pea sized amount on the affected area of the following				
• Comfrey Cream • Arnica cream	• Aloe Vera Gel • Insect bite ointment	• First Aid Cream with Hydrogen Peroxide		
Do you approve category (i) medicines to be used on your child?		<i>Tick one</i>	Yes	No
Parent/Guardian Signature: _____		Date: ____ / ____ / ____		
Category (ii) Medicines				
Does your child have any allergies or ongoing health conditions (e.g. asthma, eczema, or similar)		<i>Tick One</i>	Yes	No
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.				
Name of medicine:		Method & dose of medicine:		
When does the medicine need to be taken: (State time or specific symptoms)				
Parent/Guardian Signature: _____		Date: ____ / ____ / ____		
Reminder for staff: Has <i>Individual health plan for supporting ākonga with health conditions</i> been completed?				
Reducing Food-Related Choking for Babies and Young Children in Early Learning Services				
I acknowledge that I have received and understood information provided by the centre regarding reducing food-related choking for babies and young children.				
Parent/Guardian Signature: _____		Date: ____ / ____ / ____		

◆ 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	
Times Enrolled:						Total hours:

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours

20 Hours ECE at this service						Total hours:
20 Hours ECE at another service						Total hours:

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

◆ 20 Hours ECE Attestation

Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?

Tick One

Yes

☐

No

☐

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

Tick One

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 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.
- 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.
- At Kinderland Educare, we currently offer 30 hours free for eligible 3-year-old children (sessions), even though the government only funds 20 hours free ECE. If, at any point, Kinderland is unable to continue offering the additional 10 hours, we will return your child to the standard 20 hours free entitlement. Families will be informed in advance of any changes.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

◆ Dual Enrolment Declaration

I hereby declare that my child **is / is not** enrolled at another early childhood institution at the same times that they are enrolled at Kinderland Educare.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

◆ Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of School Term breaks. Kinderland Educare is closed on all public holidays. Full fees are payable for all holidays, statutory holidays, sickness and absences.

Required Information for Licensing Purposes	
Daycare Promotion: I agree to my child being observed and photographed for advertising, including Facebook promotional materials for the centre. <i>Snapchat will be used as a form of communication to exchange pictures & videos.</i>	
Yes / No	
Photographs and Videos of your child: permission for the child to be photographed for the purposes of assessment, planning and evaluation	
Yes / No	
Medical Emergency: I agree for my child to be taken to the local doctor/ hospital in the case of an emergency and to pay for any medical costs.	
Yes / No	
Security camera: I am aware about the security cameras which are installed within the premises of Kinderland Educare. Access to the DVR is strictly allocated to Management and is password protected. As new footage is recorded, the older footage gets automatically deleted within 20 calendar days.	
Yes / No	
Counties Manukau: I consent for my child to have a vision and hearing test (before school check) at Kinderland.	
Yes / No	
Excursions: I give permission for my child to take part in regular excursions to House Park (241R Kirkbride Road, Māngere) under the conditions stated in the service's excursions policy. <i>Ratio: Over 2</i> Walks 1:9, <i>Ratio: Under 2</i> Walks 1:3.	
Yes	
Emergency Evacuation: I have been informed about the evacuation procedure and assembly point in case of fire or an earthquake. Emergency contact phone number will be displayed at the entrance door. Evacuation area: fenced carpark in front of building or if this is deemed unsafe, we will assemble in the Zayed College for Girls grounds, 44 Westney Road, Mangere, Auckland	
Yes	
Further Information	
Relevant governance and management information required under Reg 47 / GMA102 is available and displayed in the foyer.	
Policy Statement: Kinderland Educare has policies in place to guide the care and education of all children; by signing this enrolment form, you agree to adhere to these policies, understand how you may be involved in the service, and that your feedback is valued and supports our ongoing development and continuous improvement.	
Please ensure you have read the information in the parent handbook on our website 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 our routines	
Families are eligible for up to two weeks of holiday leave at 50% fees per calendar year, provided the child has been enrolled for at least six months and the leave is for holiday purposes with advance notice given in writing or by email.	
All fees are to be paid one week in advance. Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed onto a debt collection agency, for which the parent will be responsible for any associated costs incurred. Late and early drop off fee will be charged at \$1.00 per minute.	
Terminating your child's enrolment. Two weeks written notice is required of your child is leaving the centre. Fees are payable during the notice period.	
Special Character: As part of our centre's unique character, children engage in gently guided sessions that support foundational language development, including exposure to the Arabic language, alongside values-based learning. These experiences are shared through storytelling, oral traditions, and peaceful group times woven into the rhythm of our day. I acknowledge that my child will participate in these sessions as part of the centre's daily programme	
◆ 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 Kinderland Educare, 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: ____ / ____ / ____						

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: ____ / ____ / ____						

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: ____ / ____ / ____						

Fruit with skin
For example:
Peaches, Plums, Nectarines

Choking risk
Fruit skins are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Grate raw apple or pear, **or** slice thinly using a mandolin or vegetable peeler.
- Cook until soft³ and cut into strips (around 4–6cm long) that can be picked up with one hand.
- Finely chop tomato to an 8mm x 8mm size or smaller.

For tamariki aged 4–6 years you can also:

- Cut raw fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Fibrous or stringy food

For example, pieces of:
Raw pineapple

Choking risk
Fibres make it difficult for children to break up the food into smaller pieces.

Options for tamariki of all ages:

- Peel the skin or strong fibres off where possible; **and**
- Slice these foods thinly across the grain of fibres.

Compressible foods

For example:
Pieces of cooked meat

Choking risk
Can fit into the shape of the airway and get wedged tightly.

Options for tamariki of all ages:

- Mince, shred or chop meat to 8mm x 8mm sized pieces; **and**
- Cook meat until very tender.

For tamariki aged 4–6 years you can also:

- Offer thin strips of meat (around 4–6cm long) that can be picked up with one hand or with a fork.

Food with bones

For example:
Fish, Chicken nibbles

Choking risk
Small bones present a choking risk.

For tamariki of all ages:

- Remove all bones.

3. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue. Tinned fruit (in natural juice and drained) is acceptable.

Providing appropriate food

Research shows that some food poses a greater risk of choking on. To reduce the risk, early learning services should not provide high-risk foods and change the texture or size and shape of others.

High-risk food to exclude

Exclude the following foods. They have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:

- | | |
|--|---------------------------------|
| whole nuts or pieces of nuts | hard rice crackers |
| large seeds, like pumpkin or sunflower seeds | dried fruit |
| hard or chewy sweets or lollies | sausages, saveloys and cheerios |
| crisps or chippies and corn chips | popcorn |
| | marshmallows. |

High-risk food to alter

Foods to alter, why and how to do it for different age groups¹.

Food with skin or leaves

For example:
Chicken, Lettuce and other raw salad leaves

Choking risk
Food skins and leaves are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove skin from chicken.
- Finely slice or chop salad leaves, lettuce, spinach and cabbage.

Small hard food

For example, pieces of raw:
Carrot, Apple, Celery

Choking risk
Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.

Options for tamariki of all ages:

- Grate raw carrot, apple or celery; **or**
- Spiralise to create vegetable or fruit spirals; **or**
- Slice thinly using a mandolin or vegetable peeler; **or**
- Cook until soft² and cut into strips (around 4–6cm long) that can be picked up with one hand.

For tamariki aged 4–6 years you can also:

- Cut raw vegetables or fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Small round or oval food

Small round fruit and vegetables, and fruit with stones and large seeds or large pips, for example:
Peaches, Plums, Papaya, Grapes, Watermelon, Cherry tomatoes, Large berries, Raw green peas

Choking risk
Small round foods can lodge in children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Remove large seeds or large pips.
- Quarter or finely chop grapes, large berries and cherry tomatoes to an 8mm x 8mm size or smaller.
- Cook raw or frozen green peas and squash with a fork.

For tamariki aged 4–6 years you can also:

- Cut into sticks (around 4–6cm long) that can be picked up with one hand.
- Halve or quarter grapes, large berries and cherry tomatoes.
- Whole cooked green peas are acceptable.

1. This advice is for children aged 1–6 years of age.

2. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.

Reducing food-related choking for babies and young children at early learning services

March 2021

New Zealand Government