



Administration Records

Tole Park Community Preschool  
20 Ponsonby Terrace, Ponsonby, Auckland  
09 376 0896  
manager@tolepark.org.nz

## Enrolment Agreement Form

Office Use only (Sign to attest)	
Enrolment form completed and signed	Start date entered
WINZ	Infocare entry
NSN Number applied for	Allergies/medical/health plan completed (as required)

### ◆ Child's Details

Child's <b>official surname</b> or <b>family name</b> :			
Child's <b>official given name</b> :			
Child's <b>official other names / middle names</b> : (please separate names with a comma):			
<b>Name your child is known by / preferred name</b> : Surname / family name: Given name:			
Child's date of birth: dd/mm/yyyy	Male	Female	Other
<b>Child's ethnic origin(s)</b>	<b>Iwi your child belongs to</b>	<b>Language(s) spoken at home</b>	
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 the parents / caregiver can provide it – please state in the enrolment form which documentation you sighted.

Official Identification document/s sighted by staff:

NZ Birth Certificate  
NZ Passport  
Foreign Birth Certificate  
Foreign Passport  
Other \_\_\_\_\_

Staff Initials: \_\_\_\_\_

## ◆ 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 Principle 3 - Collection of information from subject).

Additionally, all Privacy statements must include the exact wording below: 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 of 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](#)

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:	Address:
Post Code:	Post Code:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Phone (mobile):	Phone (mobile):
Email:	Email:
Relationship to child:	Relationship to child:

## Parents/Guardians

3. Given Names	4. Given Names:
Surname/Family Name	Surname/Family Name
Address:	Address:
Post Code:	Post Code:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Phone (mobile):	Phone (mobile):

Email:	Email:
Relationship to child:	Relationship to child:

**Additional Persons who can pick up your child**

Given names:	Given names:
Surname/Family Name:	Surname/Family Name:
Address:	Address:
Post Code:	Post Code:
Phone (Home) Phone (Work)	Phone (Home) 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)

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:

**◆ Additional Emergency Contacts (also able to pick up child)**

1. Given Names	2. Given Names:
Surname/Family Name	Surname/Family Name
Address:	Address:
Post Code:	Post Code:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Phone (mobile):	Phone (mobile):
Email:	Email:
Relationship to child:	Relationship to child:
3. Given Names	4. Given Names:
Surname/Family Name	Surname/Family Name
Address:	Address:
Post Code:	Post Code:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Phone (mobile):	Phone (mobile):
Email:	Email:
Relationship to child:	Relationship to child:

**◆ Child's Doctor**

Name:	Phone:
Name of Medical Centre:	

**◆ Health**

Illnesses/Allergies	
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<b>◆ Medicine</b>		
<b>Centre provided first aid Medications</b>		
Do you approve Centre provided first aid medications to be used on your child?	(Tick one) <b>Yes</b>	<b>No</b>
<b>Name(s) of specific Centre provided first aid medications that can be used on my child,</b>		
Cancer society sunblock SPF 50	<b>Yes</b>	<b>No</b>
NaturoPharm Arnica Plus cream	<b>Yes</b>	<b>No</b>
Bepanthen/Sudocream	<b>Yes</b>	<b>No</b>
Weleda Burns and Bites cooling gel	<b>Yes</b>	<b>No</b>
Parent/Guardian Signature:	Date: dd/mm/yyyy	

<b>Medicines</b> 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, and is for the use of that child only.		
For staff: Individual health plan sighted and a copy taken: (Tick one)	<b>Yes</b>	<b>No</b>
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: dd/mm/yyyy	

◆ Enrolment Details						
Date of enrolment: dd/mm/yyyy	Date of entry: dd/mm/yyyy			Date of exit: dd/mm/yyyy		
<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	Mon	Tues	Wed	Thu	Fri	
Times enrolled						<b>Total Hours</b>
<b>For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours</b>						
20 Hours ECE at this service						<b>Total Hours</b>
20 Hours ECE at another service						<b>Total Hours</b>
Parent/Guardian Signature				Date: dd/mm/yyyy		

◆ 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? (Tick one)	<b>Yes</b>	<b>No</b>
2. Is your child receiving 20 Hours ECE at any other services? (Tick one)	<b>Yes</b>	<b>No</b>
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 Tole Park Community Preschool 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: dd/mm/yyyy

◆ Dual Enrolment Declaration	
I hereby declare that my child <b>is/is not</b> enrolled at another early childhood institution at the same times that he/she is enrolled at Tole Park Community Preschool.	
Parent/Guardian Signature:	Date: dd/mm/yyyy

## ◆ Statutory Holidays/Term Breaks

At Tole Park Community Preschool we are open for all school holidays.  
We are closed on the following public holidays if they are observed on a weekday:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• New year's day</li> <li>• Day after New Year's day</li> <li>• Waitangi day</li> <li>• Good Friday</li> </ul> | <ul style="list-style-type: none"> <li>• Easter Monday</li> <li>• ANZAC day</li> <li>• King's Birthday</li> <li>• Matariki</li> </ul> | <ul style="list-style-type: none"> <li>• Labour day</li> <li>• Christmas day</li> <li>• Boxing day</li> <li>• Auckland Anniversary</li> </ul> |
|---|---|---|

## Required information for licensing purposes

**Local Excursions:** At Tole Park Community Preschool we like to support learning in our community. Our local excursions are to the following places:

The risk assessments for these venues are in our policy manual at the front entrance way.

Walking to Tole Reserve, 104 Clarence Street, Ponsonby, Auckland 1011.  
Ratios for this local excursion is 1:4 for over 2 year-olds.

(Tick one) **Yes**

**No**

Walking to Ponsonby Community Centre building and grounds, 20 Ponsonby Terrace, Ponsonby, Auckland 1011.  
Ratios for this local excursion is 1:4 for over 2 year-olds.

**Yes**

**No**

Walking to Leys Institute Little Library, 14 Jervois Road, Ponsonby, Auckland 1011.  
Ratios for this local excursion is 1:4 for over 2 year-olds.

**Yes**

**No**

Parent/Guardian Signature:

Date: dd/mm/yyyy

**Photo/video:** At Tole Park Community Preschool we utilise photos (not faces) and videos for the purpose of Learning Stories, Facebook/Instagram posting, our website and Storypark.  
Please sign your permission for the child to be photographed for these purposes.

Social media (public) (FB/Insta)

**Yes**

**No**

Website (public)

**Yes**

**No**

Storypark

**Yes**

**No**

I understand that any photographs or video images I as a parent or legal guardian might take at centre events will not be used inappropriately. I will not post images on social media without parental approval from the parents of any children who appear in the image.

Parent/Guardian Signature:

Date: dd/mm/yyyy

### Additional agreed information

- **Policy Statement:** We have a number of policies that set out the procedures that are in place for the care and education of the children who attend our centre. 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 and understand how you can have input to policy review. Our policy manual is kept in the front entrance way.
- **Policy Review:** We encourage you to support our policy review process which we post onto our online platform for your contribution. This allows you to have input into our operational practices.
- **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.
- **Child's strengths, interests, and preferences:** Please tell us about your child's strengths, interests, and preferences – an "All About Me Sheet" is available in your induction pack.
- **Transitional School Visits:** We encourage and support our families to make these arrangements but do keep information about our local schools in the centre.
- **Storypark:** We utilise Storypark for collecting your aspirations for your child and sharing your child's learning at Tole Park Community Preschool. Please feel free to comment at any time or add stories or photos as you wish.

### ◆ Parent declaration

I declare that all the above information is true and correct to the best of my knowledge.

Parent/Guardian Signature:

Date: dd/mm/yyyy

### ◆ Service declaration

On behalf of Tole Park Community Preschool, I declare that this form has been checked and all relevant sections have been completed.

Manager Signature:

Date: dd/mm/yyyy

## Terms, Conditions, Authorisations, and Permissions

Enrolment procedure: Please see Tole Park Community Preschool Fee Terms and Conditions.

**Leaving the centre:** We require two weeks' notice in writing if you are planning to remove your child from Tole Park Community Preschool. Fees may be charged up to and including the final day.

**Health:** If your child is unwell, they may be at risk of infecting other children, teachers, and adults (including expectant mothers). Therefore, we ask that you keep your child home until they are well again and advise us of your child's illness. Any child who has experienced vomiting or diarrhoea will be excluded for 48 hours from the last episode. If you are contacted to collect your child who has become unwell, we ask that this be done as quickly as possible. Any medication for your child is to be handed to the head teacher, this is to be documented and signed consent by you is required. In the event of an accident or emergency you authorise application of basic first aid and for the Centre to seek medical or other advice as deemed necessary and accept any expense incurred in obtaining this for your child. You understand if your child becomes ill whilst at Tole Park Community Preschool you will immediately pick them up or arrange a pickup. You understand it is your responsibility to report any health and safety concerns to Tole Park Community Preschool.

**Food:** We have a strict NO NUT Policy. We support and encourage the guidelines of the Ministry of Health around preparation and provision of food for children. All food/meals for your child are to be provided by a parent or caregiver (lunchbox). We support waste free lunches which promote no food packaging/packaging returned home. If you want to bring food into the Centre to share for a special occasion you will first speak with a team member to gain an understanding of what is suitable and safe.

**Clothing and personal items:** Children are required to bring a named change of clothes in their bags on a daily basis. Sunhats are compulsory in the summer months. Sunscreen should be applied by parents before attending. Our team will also apply sunscreen throughout the day. All your child's belongings, including items of clothing and footwear etc, are to be named. Please do not feel obliged to purchase labels, as a permanent marker is ample. We ask that you please keep children's toys at home.

**Emergency closures:** Should Tole Park Community Preschool be subject to an emergency closure you or an emergency contact specified on this enrolment form will be required to collect your child from the Centre within the time frame specified at the time of the emergency.

**Policies:** We have a number of policies that set out the procedures that are in place for the care and education of the children who attend Tole Park Community Preschool. Our policy documents are located at the sign in desk and we urge you to read them. The signing of this enrolment agreement form indicates that you understand and will support our policies.

### Children With Additional Specific Needs:

Tole Park Community Preschool is dedicated to providing an inclusive, safe and happy learning environment for all children, families and staff who attend our centre. When an individual child has extra, specific care and learning needs, a meeting will be organised between parents and staff to determine how we can best support the child and family through these specific needs. When an action plan has been agreed upon with both parties, outside agencies may be consulted to support the child, their family and staff. Once this plan has been actioned, other additional meetings may be held. If Tole Park Community Preschool in its sole and absolute discretion, determines that we are not able to provide a safe learning environment for the child, other children and staff, this will be discussed with the parents and alternative care arrangements may need to be made. We will give 2 weeks written notice to cease a child's enrolment.

Parent/Guardian Signature: (I agree to the above terms and conditions of enrolment)	Date: dd/mm/yyyy
Manager Signature:	Date: dd/mm/yyyy