

Bayfield Early Education Centre Enrolment Forms (Nursery & Toddlers)

OFFICE USE ONLY

Confirmed start date:.....

Parent advised of date:.....

Immunisation form copied:.....

Computer records processed:.....

ECE hours recorded:.....

Interim invoice raised:.....

Application fee recorded:.....

Entered on wait list:.....

Confirmed last day".....

Parents to complete the following

Child's Full Name _____ today's date _____

Date to start _____ Leave Date _____

Date of Birth _____ Gender _____ Ethnicity _____

Mother's Name _____

Address _____

Email Address _____

Place of work /occupation _____

Home Phone _____ Work Phone _____ Mobile _____

Father's Name _____

Address if different from above _____

Email Address _____

Place of work/occupation _____

Home Phone _____ Work Phone _____ Mobile _____

Family Doctor: Name _____ Address _____

Phone No _____

EMERGENCY CONTACT PERSONS

The following people may be contacted in an emergency if parents cannot be contacted.

1. Name _____ Relationship _____ Ph No _____

2. Name _____ Relationship _____ Ph No _____

The following people are authorised to pick up (full name of child please)
_____ from Bayfield Early Education Centre.

Name _____ Relationship _____ Ph No _____

Name _____ Relationship _____ Ph No _____

The following person/s are forbidden legal access/custody of child
(Please provide original Court document for us to sight and photocopy.)

Name _____ Relationship _____

If your child is New Zealand Maori please state Iwi _____

Does your child have any special or cultural needs? If so please detail _____

Languages spoken at home are _____

Does your child have any allergies, illnesses, health problems, language, speech or physical problems or difficulties?

Please state whether your child is immunised or not yes no (circle one)

If your child is immunised we must sight your immunisation certificate and record the details with your child's enrolment before your child's starts at the centre.

Please note that fees are to be paid on acceptance and one month in advance

DAYS REQUIRED

Please fill in the correct times (i.e. full or part days – part days are 9 to 3.30 pm)

Days/times	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

Parent Questionnaire (Nursery and Toddlers)

ALL ABOUT ME

Date

Child's Name: _____

Birthdate: _____

Family Members (including ages of siblings): _____

Daily Routines: _____

Self Care Skills: _____

Developing Skills: _____

Strengths: _____

Interests: _____

Likes/Dislikes: _____

Goals you would like to see your child achieve while at the centre for the year are: _____

Parents please read the following and sign

- An enrolment fee of \$ 50 is payable on enrolment in order to secure a place for your child. This fee is non refundable.
- Any unpaid accounts will incur late payment fees and collection costs. Late fees will attract a 10% penalty fee.
- I agree to bring my child to the centre only if he/she is well. If your child has been prescribed an antibiotic you need to keep them at home for 24 hours to recover.
- I will notify the centre if my child is going to be absent before 9.30 am in the morning.
- If my child is absent I will be required to pay the regular fees as per enrolment.
- I give my consent for the teachers at the centre to seek medical advice for my child's well-being and transport by car for medical attention if necessary. Prescription medication will only be administered with written daily permission from the child's parent/caregiver.
- I give consent for my child to have Arnica administered as a first aid remedy. Yes/No
- I give permission for my child's photo to be used on our blog, facebook pages and on documentation displayed in the centre. Our blog address is bayfieldeec.blogspot.com. Yes/No
- I give permission for photographers who visit the centre twice a year to take photos of my child which are optional to purchase and are one of the centre's fundraising projects Yes/No
- I give permission for my child to go on outings with staff from Bayfield Early Education Centre. (Written permission will be required on each individual excursion) Yes/No
- I declare that I have read and agree to the conditions of the Bayfield Early Education Centre Prospectus.
- I will check and sign the daily register verifying the times of my child's attendance each day. I am aware there is a minimum enrolment of three days.
- I am aware that two weeks notice is required should I wish to change my child's arrangements with the centre. This includes withdrawal of my child from the centre and requests for changes of days.
- I give permission for my child to have his/her photo/video taken and used for documentation and assessment/observation purposes within the centre. Yes/No
- I am aware the fees and policies Bayfield Early Education Centre presently adopts may change from time to time. Any policy changes will occur only in consultation with parents and the community.

Intellectual Property

- I agree that where Bayfield Early Education Centre has designed, drawn or written any documentation or education plan for my child, then the copyright in those designs and drawings and documents shall remain vested in Bayfield Early Education Centre and

may only be used by any third party with Bayfield Early Education Centre's prior approval.

- ❑ I agree that Bayfield Early Education Centre may use any such documents, designs, drawings or plans created by Bayfield Early Education Centre for the purposes of advertising, marketing, or entry into any competition.

Confidentiality

- ❑ I agree to treat all information and ideas communicated to me by Bayfield Early Education Centre confidentially and agree not to divulge it to any third party, without Bayfield Early Education Centre's written consent. I will not copy any such information supplied, and will either return it or destroy it (together with any copies thereof) on Bayfield Early Education Centre's request.

Default and Consequence of Default

- ❑ I agree to pay interest on overdue invoices which shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of one and two and one half percent (2.5%) per calendar month (and at Bayfield Early Education Centre's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.
- ❑ That in the event that my payment is dishonoured for any reason I shall be liable for any dishonour fees incurred by Bayfield Early Education Centre.
- ❑ If I default in payment of any invoice when due, I shall indemnify Bayfield Early Education Centre from and against all costs and disbursements incurred by Bayfield Early Education Centre in pursuing the debt including legal costs on a solicitor and own client basis and Bayfield Early Education Centre's collection agency costs.
- ❑ Without prejudice to any other remedies Bayfield Early Education Centre may have, if at any time I am in breach of any obligation (including those relating to payment) Bayfield Early Education Centre may suspend or terminate my child's enrolment and any of its other obligations. Bayfield Early Education Centre will not be liable for any loss or damage that we may suffer because Bayfield Early Education Centre has exercised its rights under this clause.
- ❑ If any account remains overdue after thirty (30) days then an amount of the greater of twenty dollars (\$20.00) or ten percent (10%) of the amount overdue (up to a maximum of two hundred dollars (\$200.00)) shall be levied for administration fees which sum shall become immediately due and payable.

Privacy Act 1993

I agree that Bayfield Early Education Centre may:

- ❑ collect, retain and use my information for the purpose of assessing my creditworthiness or marketing products and services to me; and
- ❑ disclose my information, whether such information was collected directly from me or obtained by Bayfield Early Education Centre from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notification of my default.
- ❑ That I'm an individual for the purposes of the Privacy Act 1993 and that the authorities under this clause are authorities or consents for the purposes of the Privacy Act 1993.
- ❑ I shall have the right to request Bayfield Early Education Centre for a copy of any information retained by Bayfield Early Education Centre on me and have the right to request Bayfield Early Education Centre to correct any incorrect information held on file.

I certify that the above information is true and correct. I have read and understand the APPLICATION FOR ENROLMENT (above) of Bayfield Early Education Centre and agree to be bound by these conditions.

SIGNED: _____

Name: _____

Date: _____

SIGNED: _____

Name: _____

Date: _____

SIGNED: _____

Name: _____

Date: _____

Note: To be signed by both parents/guardians and person responsible for payment of fees (if someone other than parent/guardian.)