

**Bayfield Early Education Centre Enrolment Forms (Preschool) 3 to 5 years**

**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 \_\_\_\_\_

**20 Hours ECE Details:**

Will your child be receiving up to 20 Hours ECE for up to 6 hours per day, maximum of 20 hours per week at this service when they start attending

Yes  No

Is your child receiving 20 Hours ECE at any other services? Yes  No

I authorise the Ministry of Education to make enquires it deems necessary regarding the information provided in the 20 Hours ECE Details Box to the extent necessary to make decisions about my child’s eligibility for 20 Hours ECE. I also consent to the early childhood service 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 box.

**Start date for 20 hours ECE subsidy.....**

Days enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	
Times enrolled						total
20 hours ECE at this service						
20 hours ECE at another service						

I have read the centre information regarding '20 hour ECE' and confirm that once my child turns 3 the subsidy will be deducted from our monthly account and I will pay the additional charges.

**I declare that the child named above receives no more than 6 hours per day and no more than 20 hours ECE per week across all services.**

**Dual Enrolment Declaration:**

I also hereby declare that my child is not enrolled in another early childhood institution at the same times that he/she is enrolled at

Bayfield Early Education Centre

Parent/guardian

signature:.....Date.....

## 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) **3 to 5 year olds must attend a minimum of 9 to 3.30 for 3 days per week.**

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

### **Parents please read the following and sign**

- An enrolment fee of \$ 50.00 is payable on enrolment in order to secure a place for your child. This enrolment 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 bayfeldeec.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: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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.)

## **Preschool Parent Questionnaire ( 3 – 5 years old only)**

Please fill in this form and bring it back to us so that we can use it when planning for your child.  
Many thanks.

Your Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Family members, including ages of siblings:

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Daily Routines:

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Self Care Skills:

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Developing Skills:

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Strengths and Interests:

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Likes and Dislikes:

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Goals you would like to see your child achieve while in preschool:

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Date: \_\_\_\_\_

Dear Parents/Caregivers

Bayfield Early Education is pleased to be able to offer the N.Z. Government's '20 hours ECE' which came into effect on the 1<sup>st</sup> July, 2007. A few key points for your information:

- ❖ It is optional for centres to offer it.
- ❖ It is available to three and four year old children.
- ❖ Centres offering it are able to opt out of it.
- ❖ The money the Government is offering to pay centres has been set at a minimum rate. It does not cover the cost of us providing a higher level of quality. Extras we provide include sunscreen, nappy wipes and a full nutritious menu, including morning and afternoon tea, lunch and a late snack.
- ❖ A parent can only get the ECE subsidy if centres have hours to offer them.
- ❖ A child may only use 6 hours 'ECE' per day and up to 20 hours per week.
- ❖ Parents must attest to the number of hours they are using at each centre to ensure they do not receive more than their allowed 20 hours. You will be provided with a form for this purpose.
- ❖ There are extra administration costs for us to provide 'ECE.'
- ❖ Ministry of Education information states: "If you agree to pay an additional charge, you are committing to continue to pay that charge, and the ECE Service can enforce payment.

# Bayfield Preschool Special Activity Account

In Preschool we aim to provide the children with as many different experiences as possible. "Special Days" like Farmer Paul's Friendly Farmyard are one way of achieving these goals, hiring a Bouncy Castle is another.

From an organisational point of view, we find ourselves almost constantly approaching parents for the odd \$ 4 here, \$ 7 there and on occasion more when we plan trips outside the centre.

As a result of this all new parents to Preschool are now invited to pay a \$ 100 deposit to cover the costs of all these additions to the year. A clear record will be kept of how the money would be spent throughout the year and the remaining money refunded when your child finishes with us.

An example for a year may include the following activities:

Farmer Paul's Friendly Farmyard.....	\$ 6
St John's Amby the Ambulance.....	\$ 2
Trip to the Museum.....	\$ 15
Playball.....	\$ 65 per term
Trip to the Tip Top Factory.....	\$ 12
<b>Total.....</b>	<b>\$100.00</b>

Of course we would require your permission for your child to attend some of these events, but for others, like Bouncy Castles, Fairies, and visiting animals, I would simply deduct the required amount from your deposit. We think that this will eliminate the need for parents to find the correct change all the time, and is more effective time management, eradicating the need for staff to have to approach parents for this reason. We would prefer to spend that time communicating with you about your child, or communicating with your child.

If your child attends fewer than 5 days per week, please feel free to nominate how much you would like to contribute. I look forward to any feedback you might have. Cheques can be made payable to **Bayfield Preschool Special Account**. If you would like to pay this by internet, please state the child's name as a reference and the bank account is as follows:

ANZ St Lukes – 010142-0176570-00.

You **cannot pay by eftpos** as this is for **monthly fees only**.

Kind regards

Yvette, Molly and the Preschool Team.



# Bayfield Early Education Centre 272 Jervois Road, Herne Bay

Dear Parents/Whanau

## Playball Early Childhood Fitness Programme

Playball is an early childhood programme which helps develop the fundamental building blocks of sport, agility, balance and co-ordination. Most importantly – Playball is FUN, and engages the child’s imagination!

During Playball, children are exposed to a range of different sports skills for tennis, cricket, hockey, rugby, football, basketball and volleyball.

Playball sessions are 45 mins in duration (\$ 6.50 per session- \$ 65.00 per term based on a 10 week term). We require your permission for participation in this programme, so please fill in the permission slip below. If you have any questions regarding this programme please feel free to come and see Shona.

Regards

Yvette, Molly and the Preschool Team

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I/We .....give permission for  
.....to participate in the “Playball” programme.

The cost is \$ 65.00 per term (based on a 10 week term). The classes are held on a Tuesday. This will be coming out of your Special fund account.

Signature.....Date.....