

# THE JAMES STREET

## Preschool & Junior School



### ENROLMENT FORM

CHILD'S NAME \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Nationality \_\_\_\_\_ Iwi Affiliation(s) \_\_\_\_\_

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Place of work \_\_\_\_\_

Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Place of work \_\_\_\_\_

Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_

Email address(s) for weekly invoices and newsletters.

\_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Immunisation (Parents must attach a copy of child's immunisation certificate)

15 Months - DTPH4, MMR1     4 Years - MMR     Not Immunised

Does anyone else have consent to collect your child?

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Is there anyone who is not legally allowed to collect your child?

\_\_\_\_\_

I wish to enrol my child in the:

Nursery  
(0 - 18 months)

Junior School  
(18 months - 2½ years)

Preschool  
(2½ - 6 years)

Hours Requested

Days Enrolled	Mon	Tues	Wed	Thurs	Fri
Times Enrolled e.g. 8 - 12 (minimum 4 hrs per day)					
20 Hours ECE at this service* (enter number of hours)					

Is your child receiving 20 Hours ECE at any other service (e.g. Kindergarten)

YES / NO

20 Hours ECE at another service* (enter number of hours)					
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Date space is requested from:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

*\* All three and four year olds are entitled to 20 Hours ECE per week. No more than six hours per day can be claimed at all services that your child attends and no more than 20 hours per week can be claimed at all services that your child attends, see page 4 for more information.*

Hours Available (*office use*)

Days Available	Monday	Tuesday	Wednesday	Thursday	Friday
Times Available					

Date permanent space will be available:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

This Enrolment is Casual from:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are there any medical details, serious illnesses, food allergies, dislikes, special fears, needs etc. that the Preschool staff should know about.

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How did you hear about The James St Preschool and Junior School?

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I give permission for photos and videos taken by the preschool, to be used for publicity and promotional purposes. YES / NO

I give permission for teaching staff to administer non-prescription external medicines to my child if required, such as Arnica, Plasters, Savlon & Sunscreen Lotion. YES / NO

*20 Hours ECE* is only part funded by the Ministry of Education. The James St Preschool can only afford to offer *20 Hours ECE* with the support of parents. We ask parents to assist with this funding shortfall by contributing \$2.00 per hour for each hour of free ECE received. I agree to pay an optional charge of \$2.00 per hour for each hour of free ECE received at The James St Preschool. I understand that while I am not required to agree to pay this optional charge, if I do agree the optional charge will become part of my child's total fees payable. YES / NO

I understand that if The James St Preschool withdraws from the *20 Hours ECE* scheme then I will be liable for fees as outlined in the Standard Fee Schedule. 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 James St Preschool 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. YES / NO

I have read and accept the terms and conditions outlined in the prospectus and contained on the following pages. YES / NO

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### Fee Structure Agreement

#### Standard Fees:

These fees apply to the following children:

- all children aged 0, 1 and 2 years old;
- all children who are ineligible for *20 Hours ECE*;
- all children whose parents, caregivers have not completed the required documentation to receive *20 Hours ECE* (see page 2 of enrolment form),
- all children whose parents/caregivers have chosen not to accept *20 Hours ECE*.
- \* as at 5<sup>th</sup> January 2009, subject to Annual Review

STANDARD FEES	
Hourly Fee (min 4 hrs)	8.00*
Maximum Daily Charge	50*

#### 20 Hours ECE Fees:

These fees apply to the following children:

- all children aged 3 or 4 who have not used their *20 Hours ECE* entitlement at another ECE provider, such as Kindergarten (*20 Hours ECE* hours can be shared between different ECE providers).
- 5 year olds receiving special education support as part of a formal 'transition to school' plan.

20 Hours ECE FEES	
Up to Six Hours per Day	Free
Up to 20 Hours per Week	Free
Bookings in excess of 6 Hours per Day or 20 Hours per Week	Same as Standard Fees for remainder of booking

#### Optional Charge:

The James St Preschool & Junior School provides Education and Care at a level higher than required by the Ministry of Education Early Childhood Regulations. This includes the provision of meals, higher teacher/child ratios, teacher non-contact time for writing learning profiles and improved teaching experiences, the employment of a full time administrator, the employment of a teacher support person to assist with Individualised Learning Programmes, significantly more outdoor land than required by regulation, Perceptual Motor Programme and considerable resourcing in Information and Communication Technology (ICT). The Ministry of Education funding received for *20 Hours ECE* hours is not sufficient to cover all of these additional services. *20 Hours ECE* at The James St Preschool & Junior School is only viable if parents contribute towards the cost of providing services beyond the minimum level required by regulation.

I HAVE READ AND AGREE TO THE FOLLOWING:

Please Note: The term preschool has been used to indicate either The James St Preschool or The James St Junior School.

1. I will not bring my child to preschool if they are unwell or if they have had vomiting or diarrhoea in the past 48 hours. I will immediately pick up or arrange the pick up of my child if they become unwell at preschool.
2. I authorise the preschool staff to administer medication provided by and specifically authorised by me, for my child. In the event of accidents the preschool staff are authorised to seek medical advice as required for my child's best interests. In the unlikely event of an emergency I give permission for my child to be taken to hospital in an ambulance if necessary.
3. I will notify the Preschool if my child is to be absent or if I require a change in hours.
4. Should a court order be placed upon any Parent or Guardian of a child enrolled at the Preschool, the Supervisor must be notified immediately and given a copy of such order to retain on that child's file.
5. I will notify the Supervisor if anyone other than those listed on this enrolment form are to pick up my child from the preschool and I understand my child will be kept at preschool until such permission is given.
6. I give permission for my child to travel on short walks in the local area or between The James St Preschool and The James St Junior School when appropriate, in the company of staff. However, for all other excursions my specific permission for each such excursion will be required.
8. I will pay fees no later than Thursday within the week that care is received. Failure to pay fees within this timeframe will result in my account being passed over to a debt collection agency and incurring all costs associated with the collection of the fees. I understand my child's space is likely to be forfeited also.
9. All casual bookings will be charged normal fees whether my child attends or not.
10. My child is not enrolled concurrently (i.e. for the same hours of the day) in any other school or early childhood centre.
11. I will give two weeks notice before withdrawing my child from the Preschool.
12. A non-refundable payment for \$50 in order to reserve this booking is attached. This will be credited against fees once my child commences their attendance.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Please ensure you have attached a copy of your child's birth certificate and a copy of their immunisation record (unless you have indicated they are not immunised). No enrolment can be processed without these documents.