

Application for Enrolment

Child 's Details

Child's official surname or family name

Child's official given name:

Child's official other names/middle names

Name your child is known by/preferred name:

Surname/ family name Given name

Child's date of birth: Male Female

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Child's ethnic origin(s): Iwi your child belongs to: Language/s spoken at home:

Child's primary residential address:

Post code

Parent /Guardian and Family Details

Name:	Name:
Mother or guardian first name & surname	Father or guardian first name & surname
Address:	Address:
..... Post code Post code
Relationship to Child:	Relationship to Child:
Occupation:	Occupation:
Landline:	Landline:
Mobile Phone:	Mobile Phone:
Email:	Email:
Custody Details:	
<small>If applicable please advise if there maybe any custody orders to be observed (further documents will be required at time of enrolment).</small>	
Persons who legally cannot collect your child:	
<small>Copies of the legal documentation disallowing this person(s) access must be provided</small>	
Siblings names and ages:	

Application Details

Approximate preferred enrolment start date.....

month and year

From the table below, please indicate your preferred sessions and days of attendance—Poppies accepts enrolments for two or more sessions.

Poppies sessions	Monday	Tuesday	Wednesday	Thursday	Friday
All Day programme 8..30am —2.30 pm (please tick)					
Transition to School sessions					

OFFICE USE ONLY: Sessions accepted Start date

Application Declaration

A \$20 PROCESSING FEE MUST ACCOMPANY THIS APPLICATION FOR ENROLMENT

I have read and agree to the Poppies Terms and Conditions overleaf. Attached is the non-refundable application fee of \$20

Full Name:

Signed: Date:

Terms & Conditions of Enrolment

Eligibility & Fees

I confirm that at the time of enrolment my child will be over two years of age and that the enrolled child is not enrolled at another early childhood service for the same days and hours as they are enrolled at Poppies.

I agree to pay the Poppies fees on the basis of the current Poppies fees schedule and agree to pay the 4/6 week period following and/ or term fees (as applicable) in advance within 7 days of receipt of the account. If I am unable to meet this obligation, I will notify the Manager immediately. I understand that all fees must be paid by way of direct credit or cheque only.

I acknowledge and agree to pay the fees for all enrolled sessions or term even if my child is unable to attend due to sickness, school interviews, holidays or any other reason as listed in the fees schedule. I understand that, unless my child is enrolled on a statutory holiday, Poppies does not offer "make-up" days if my child is absent for any enrolled session however Poppies does offer extra sessions at the standard rate if a place is available on the day required.

I understand and accept that irrespective of any arrangement I may make with any third party to pay the fees (e.g. Income Support Services, Trusts etc), the full responsibility to pay the Poppies fees remains with me.

I understand and accept that if any fee or charge remains unpaid, beyond the time specified above, my child's enrolment may be forfeited and the debt passed on to a Debt Collection Agency for collection. I accept responsibility for any costs incurred in this process.

Closed Periods

I am aware that Poppies is closed for 2 weeks in July (Public School July holiday break) and approximately 5/6 weeks at Christmas time (end Dec and Jan) when fees are not payable.

Notice of Withdrawal

I agree to give 30 days written notice to The Manager and pay the full fees payable prior to withdrawing or reducing my child's enrolment at Poppies. I understand that:

- the 30 days notice is taken from the date my written notice is received by Poppies.
- Poppies management will, on receiving my written notice, notify me of my child's final enrolled session.

Use of and Updating/Providing Information

I shall notify Poppies of any change in the information contained in any and all forms held by Poppies and personally update the details on these forms as soon as is reasonably practical. I agree to complete the necessary alteration form and 20 hours ECE Attestation form (if applicable) each time my child's enrolment is altered.

I give permission for my child to be photographed and/or videoed for assessment documentation, advertising and newsletters and allow these photos and/or footage to be used on occasion for displays and/ or presentations including on the Poppies website. I give permission for personal information on this application to be used in the event of an emergency, for Ministry of Education audits, or as required by law. I agree for my child's name and home phone number to be included on the Poppies Kindergarten List available to all parents with children currently enrolled at the kindergarten.

Arrival and Departure

During my child's enrolment at Poppies, I will sign the daily 'sign in and out' sheets on arrival and departure and advise my child's teacher of their arrival and departure accordingly. I have observed the designated start and finish times of each session and shall deliver and collect my child on time. I will call the staff at Poppies if I am unavoidably late and I acknowledge that the late collection fee applies on each occasion that my child is collected more than 15 minutes after the designated time. I understand that my child cannot be delivered or collected from Poppies by persons under 14 years of age. If my child is to be collected by someone not previously nominated, I will advise Poppies staff prior to collection. To ensure all children's safety, I agree not to inform anyone else other than the regular transporter of my child of the main entrance access code. I will ensure that all doors and/or gates are securely closed each time on entering and exiting Poppies.

Notification to Caregivers

If someone else e.g. nanny, friend or relative is caring for and delivering my child to Poppies, I will ensure that they are made aware of the arrival and departure requirements as aforementioned.

Illness, Absence & Medicine

I agree not to bring my child to Poppies if they are unwell or suffering from any condition that is contagious - details of which are in the handbook and on the Poppies website. I will advise Poppies staff promptly of my child's absence and inform them of the nature of the illness. I authorise Poppies staff to administer medication provided by me for my child and in the event of illness or accident to conduct first aid and/or seek medical advice as the kindergarten deems necessary for my child's best interest. I give permission for Poppies staff to administer homeopathic arnica drops and/or apply arnica cream or hypercal cream, antiseptic liquid and insect bite cream for my child as required. In the event of an emergency, I authorise Poppies staff to seek professional medical assistance or treatment as they deem necessary. I will incur the cost of any such extra services.

I will provide an individual health plan if my child requires category (iii) medication for an ongoing condition such as asthma, eczema or diabetes etc at any time during their enrolment.

Outing/Excursion Authority

I give permission for Poppies staff to take my child on short group educational excursions into the park and/or dairy near to the kindergarten. I agree to the adult:child ratio being a minimum of 1:3 which applies on these local group educational excursions/walks. I also give permission for my child to take part in activities held in the upstairs Poppies Kindergarten gym when a ratio of 1:8 applies. I acknowledge that all outings in a vehicle will require separate consent and an individual form detailing the adult:child ratios of 1:2 for under 3yrs and 1:3 for over 3 yrs will be prepared by Poppies for me to sign prior to the excursion. I will supply a named portable car seat for my child if he/she is going on the outing in a private vehicle.

Policy & Practice Reviews

I agree to & will abide by the Poppies Policies and Practices, as set down by management. I understand that these terms and conditions are not exhaustive and that others are contained in updated published Poppies documents including the current *Fees Schedule* detailing the *Poppies' Fee paying Policies* which is displayed on the kindergarten notice board located in the cloakroom & on the *Poppies website* - www.poppies.co.nz. I accept that Poppies reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices and/or by displaying notification on the kindergarten cloakroom notice board and the Poppies website. I acknowledge that I am welcome to attend the kindergarten management meeting which is held each Wednesday at 3.00pm. I understand that the agenda during these meetings, includes to review policies and practices, kindergarten management plans and the kindergarten self review process. I understand that details of all these review processes are documented and available to all in the kindergarten cloakroom.

Explanation of Terms

Throughout this document the term "Poppies" refers to Poppies Kindergarten which is the trading name of Poppies Limited.

Privacy Statement

I understand that Poppies is collecting personal information on this enrolment form for the purposes of providing early childhood education for my child. Poppies will use and disclose my child's information only in accordance with the Privacy Act 1993. Under that Act I understand I have the right to access and request correction of any personal information Poppies holds about me or my child. Details about my child's identity will be shared with the Ministry of Education so that it can allocate a national student number for my child. This unique identifier will be used for research, statistics, funding and the measurement of educational outcomes. (more information about national student numbers can be found at www.minedu.govt.nz/parents.)

Declaration

I declare that all the information I provide on all forms held by Poppies is true and correct to the best of my knowledge.