

Enrolment Agreement Form – POPPIES KINDERGARTEN

NB: A one-off \$100 fee for all new enrolments is to be paid before commencing (non-refundable).

Child Details:

Child's official given name:	Child's official surname or family name:
Child's official other names/middle names: Please separate names with a comma	
Name your child is known by/preferred name:	
Surname/Family Name:	Given Name:
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 a parent/caregiver can provide it, please state in the enrolment form which documentation you sighted. Official identity verification document/s* sighted by staff:	
<input type="checkbox"/> New Zealand birth certificate <input type="checkbox"/> Foreign birth certificate <input type="checkbox"/> New Zealand passport <input type="checkbox"/> Foreign passport <input type="checkbox"/> Other _____ Staff Initials: _____	
Child's date of birth: dd / mm / yyyy	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnic origin:	Iwi your child belongs to:
	Language/s spoken at home:
Child's primary residential address:	
Postcode	

Parents / Guardians:		Are parents living together <input type="checkbox"/> or separated <input type="checkbox"/> ?	
Given Names:		Given Names:	
Surname/Family Name:		Surname/Family Name:	
Address: <input type="checkbox"/> (Same as Child)		Address: <input type="checkbox"/> (Same as Child)	
Post Code:		Post Code:	
Ph (Work):	Ph (Home):	Ph (work):	Ph (home):
Ph (Mobile):		Ph (Mobile):	
Email:		Email:	
Occupation:		Occupation:	
Relationship to Child:		Relationship to Child:	

Parents / Guardians:		Are parents living together <input type="checkbox"/> or separated <input type="checkbox"/> ?	
Given Names:		Given Names:	
Surname/Family Name:		Surname/Family Name:	
Address: <input type="checkbox"/> (Same as Child)		Address: <input type="checkbox"/> (Same as Child)	
Post Code:		Post Code:	
Ph (Work):	Ph (Home):	Ph (work):	Ph (home):
Ph (Mobile):		Ph (Mobile):	
Email:		Email:	
Occupation:		Occupation:	
Relationship to Child:		Relationship to Child:	

Additional person/s who can pick up your child:			
What is this person's relationship to your child, i.e. Step Parent, Grandmother, Uncle, Family Friend?		What is this person's relationship to your child, i.e. Step parent, Grandmother, Uncle, Family Friend	
Eg. Aunt		Eg. Grandmother	
Given Name:		Given Name:	
Surname:		Surname:	
Address:		Address:	
Post Code:		Post Code:	
Ph (work):	Ph (home):	Ph (work):	Ph (Home):
Ph (Mobile):		Ph (Mobile):	

Additional Emergency Contacts: <i>(also able to pick up your child)</i>			
What is this person's relationship to your child, i.e. Grandmother, Uncle, Family Friend?		What is this person's relationship to your child, i.e. Grandmother, Uncle, Family Friend	
Eg. Aunt		Eg. Grandmother	
Given Name:		Given Name:	
Surname/Family Name:		Surname/Family:	
Address:		Address:	
Postcode:		Postcode:	
Ph (work):	Ph (home):	Ph (work):	Ph (Home):
Ph (Mobile):		Ph (Mobile):	
Email:		Email:	
What is this person's relationship to your child, i.e. Grandmother, Uncle, Family Friend?		What is this person's relationship to your child, i.e. Grandmother, Uncle, Family Friend	
Eg. Aunt		Eg. Grandmother	
Given Name:		Given Name:	
Surname/Family Name:		Surname/Family Name:	
Address:		Address:	
Postcode:		Postcode:	
Ph (work):	Ph (home):	Ph (work):	Ph (home):
Ph (Mobile):		Ph (Mobile):	
Email:		Email:	

Custodial Statement	
Are there any custodial arrangements concerning your child? : <input type="checkbox"/> Yes : <input type="checkbox"/> No	
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:	

◆ Enrolment Details:

Date of Enrolment: ___ / ___ / ___ Date of entry(start date): ___ / ___ / ___ Date of Exit: ___ / ___ / ___

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
TIMES ENROLLED Mornings – <i>2 year olds only</i> <i>Limited spaces apply</i> 8:15am-1pm						Total number of hours
8:15am–3:30pm						Total number of hours:
Transition to School Sessions (Tuesday & Thursdays)						

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours
Please Note: 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there must be no compulsory fees when a child is receiving 20 hours ECE funding. **Please note that Poppies Kindergarten does not provide sessions of six hours or less per day. Poppies charges fees for hours outside the 20 hours ECE maximum per week as our operational costs are not fully covered by the Ministry of Education funding as their funding rates are calculated to cover a minimum standard of regulated care and we surpass this minimum standard.**

20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of hours:

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

◆ 20 Hours ECE Attestation: *(for children aged 3, 4, 5 years only who have opted into 20 ECE Hours)*

1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?

Tick One Yes No

2. Is your child receiving 20 Hours ECE at any other services?

Tick One Yes No

- If yes to either or both of the above, please sign to confirm that:
- Your child does not receive **more than 20 hours** of 20 Hours ECE per week across all services.
 - 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.
 - You consent to the early childhood education service 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.

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

◆ Dual Enrolment Declaration

I hereby declare that my child **is/is not (please circle)** enrolled at another early childhood institution at the same times that he/she is enrolled at Poppies Kindergarten.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Statutory Holidays/Term Breaks/School Holidays

This enrolment agreement is **inclusive** of school term breaks and public holidays. Poppies is closed for all public holidays.

Terms and Conditions of Enrolment:

Term of Enrolment

The term of this agreement, and your child's enrolment in our service, is from the Date of Enrolment to the Intended Date of Exit. However, the continued enrolment of your child until the Intended Date of Exit (often the child's 5th birthday) is not guaranteed. Examples of when an enrolment might be ended earlier:

- If you have not paid fees
- Because on ongoing absences that have affected the funding we receive for your child
- If we consider that this would be in the best interests of the child, other children at the centre or the adults working in our service.

We will always make reasonable efforts to work with you to resolve any issues that have arisen before ending your child's enrolment early for one of the reasons set out above. We will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment before the Intended Date of Exit.

Frequent Absences

All MOE funding rules must be adhered to. Should this relate to your child, you will be notified and required to sign and confirm enrolment. In cases where funding is lost (absence for 3 continuous weeks or more), Poppies Kindergarten reserves the right to cancel your child's enrolment. Alternatively you may be charged the full funding rate for the hours lost. We will always make reasonable efforts to work with you to resolve any ongoing absence issues and will give you reasonable notice if we decide to end your child's enrolment early.

Child Behaviour - Poppies Kindergarten holds the right to enrolment.

Illness, Absence and 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 Poppies Handbook. I will advise Poppies staff promptly by no later than 9am each morning 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. 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.

Outing/Excursion Authority – Permission for the child to take part in regular Excursions (under the conditions stated in the services excursions policy)

I give permission for Poppies staff to take my child on short group educational excursions (Out & About Nature Walks) for between 30 minutes to 2 hours. I agree to the adult/child ratio being a minimum of 1:5 which applies on these local group educational excursions via walking. I also give permission for my child to take part in activities held in the upstairs Poppies Kindergarten gym daily as well as using the gated driveway area during bike days when a ratio of 1:10 applies.

Location of Excursions.

St Michaels School	Victoria Avenue School	Ayr Street Reserve	Newmarket Park
Shore Road Reserve	Whaitaramoa Reserve	Wharua Reserve	Thomas Bloodworth Park

Risk assessments of these different excursions are available to parents.

Policy Statement: Poppies Kindergarten has a number of policies that set out the procedures that are in place for the care and education of the children who attend. 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.

Arrival and Departure

During my child's enrolment at Poppies, I will sign the daily sign in and out sheets on arrival and departure. Please note that your child must attend for a minimum of 6 hours per day. I will call the staff at Poppies if I am unavoidably late and I acknowledge that the late collection fee applies on every occasion that my child is collected more than 15 minutes after 3:30pm. I understand that my child can not be delivered or collected from Poppies by persons under 16 years of

age. If my child is to be collected by someone not previously nominated, I will advise the 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 gates are securely closed each time on entering and exiting Poppies.

I agree to the terms and conditions above:

Signature: _____ **Date:** _____

Fees Policy:

- I agree to pay for the Poppies fees on the basis of the current fees schedule and agree to pay the 4-6 week **period in advance** and/or term fees as applicable by internet banking or direct credit within **7 days of receipt of account**. No cheques will be accepted at the Kindergarten.

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- Fees are required to be paid for all days a child is enrolled **regardless of attendance** which is affected by health, personal reasons or public holidays. We are open during the school holidays and fees are chargeable regardless of attendance during the holidays. Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- The centre will be closed on all public holidays. However, fees are **still required to be paid** for these days as staff are paid for statutory holidays.

- Fees will **not** be charged for the Christmas Holiday period when the kindergarten is closed. Closing dates for the Christmas Holiday period are two-three weeks and these dates will be given to you in advance.

- I agree to give two weeks written notification for child absence for holidays. Two weeks at 50% off will be given once a child has been **attending for more than 6 months**. Holidays at 50% off are to be taken in full week blocks (Monday to Friday). A holiday from Wednesday to Tuesday is considered 2 weeks holiday. Holidays of more than 3 weeks will be charged a holding fee of 50% of normal fees per week to keep the space open for your child as Poppies will no longer receive any govt funding.

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- I agree to notify the centre in writing at least **four weeks in advance** (not including Xmas close down) prior to the child finishing at the kindergarten. Fees are payable during this notice period.

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- Work and Income subsidies are available for families who qualify for this. I agree to pay **full fees until a subsidy has been approved** and the kindy has been paid by WINZ. Any resulting monies due back to the family will be credited to the child's account. Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- Families receiving WINZ subsidies are responsible for ensuring their subsidy is maintained and reviewed as necessary. If a subsidy amount decreases or stops completely the family will be liable for all fees owing to the kindergarten.

- Any delays or under-payment by WINZ as a result of family inattention to the subsidy will be charged directly to the family.

- Family Boost Rebate Scheme** – Poppies Kindergarten will provide a copy of statement of Childcare fees paid, so parents can claim the subsidy.

- I agree to advise in **writing two weeks in advance**, of any changes to their child's enrolment hours. Poppies does not provide make up days or allow days to be swapped around. Poppies does offer extra sessions at the standard rate if a place is available on the day required.

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- Additional fees may be requested for extra-curricular activities such as excursions.

- The fee schedule will be reviewed annually to ensure the centre is able to meet the needs of the budget and stay in keeping with inflation and current market expectations. One months notice will be given.

- Sibling discount** - a 5% discount will be offered, for the oldest child enrolled only, to families with 2 or more children enrolled at the kindergarten

- Late Fee** - While we understand that emergencies arise from time to time, consistent lateness will incur a late fee of \$20 for every 15 minutes after your enrolled session ends. This late fee will be added to your account and paid to the staff members who stayed late with your child. I agree to pay late fees charged after the session finishes.

Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

- Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed on to a debt collection agency. I agree that any costs incurred in the recovery of the overdue fees will be payable by me. Fees that are overdue by more than two weeks will incur a 10% penalty
- Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____

◆ Fee Agreement

I understand and agree that I will pay all fees due to Poppies Kindergarten;

- ✓ At least one month in advance
- ✓ By internet or automatic payment by 7 days from receipt of invoice.
- ✓ For all of the days and hours my child is enrolled regardless of absence
- ✓ I agree to provide 4 weeks paid notice for my child's cessation.
- ✓ Failure to make arrangements for any overdue account balance may result in a child's enrolment being forfeited and the debt being passed onto a debt collection agency. Parents will be responsible for any associated costs incurred.

Fee Payment Starting from: _____ Total Weekly Fee Due: _____

Parent/Guardian Signature: _____

Childs's Doctor

Name:

Phone:

Name of medical centre:

Address:

Health

Please list any previous or current illness or allergies your child has that we will need to be aware of:

The following Ministry of Health's link can be accessed to provides guidelines on best practice food to be included in children's lunchboxes. [Reducing food-related choking for babies and young children at early learning services - Ministry of Health](#)

Please list any foods your child should not eat at the kindy if we were to have a shared morning tea/ lunch etc:

Please follow the link for Healthy food and drink guidance for Early Learning Centres.

[Healthy Food and Drink Guidance - Ministry of Health](#)

Medicines

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 etc and is for the use of that child only.

For staff: Individual health plan sighted and a copy taken:

Tick

Ye
s

No

One:

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: ____ / ____ / ____

N.B. for any ongoing illness or allergies that require regular medication, emergency medication or treatment, a health care plan will need to be written in partnership with the Poppies staff.
 In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by centre staff and if necessary, taken to hospital in an ambulance. Parents or a contact person will be notified immediately.

About your child	
Our centre is committed to inclusive education, as per Te Whāriki Principals, Strands, Goals and Learning Outcomes (the Curriculum Framework).	
If your child has an illness, condition or special learning need, what are the implications or actions to be taken in relation to the child's illness or condition? For example, does the child's illness or condition require an individual health plan?	
For this purpose, please indicate whether you would like to book a meeting to share any health, wellbeing, and/or education and child development information with the centre. This will assist the centre to help your child settle in as well as possible and receive the appropriate health care.	
	Yes, I would like to book a meeting in to discuss my child's individual health plan.
	No, I would not like to book a meeting to discuss my child's individual health plan.
Likes and dislikes	
To help us care for your child and make them feel comfortable at our centre, it is helpful for us to know as much as possible about your child's needs, e.g. favourite phrases, toys, or songs and what comforts your child; does your child have any dislikes or triggers we should be aware of? Please provide any further information you would like us to know about:	

Additional Consents - I give permission for:
<ul style="list-style-type: none"> ○ My child to be taken on spontaneous short walks outside the kindergarten with a ratio of at least 1 adult for every five children ○ My child's photographs to be displayed in the kindergarten and used for assessment, planning and evaluation ○ My child's photographs to be displayed on the kindergarten's website ○ My child's photographs/videos to be displayed on the kindergarten's Social Media sites ○ My child's photographs to be used for promotion of the kindergarten and in newsletters or brochures ○ My child to be observed and photographed by student teachers for learning purposes <p>Signed: _____ Date: _____</p>
Other Relevant Information
<ul style="list-style-type: none"> ▪ 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.
<p>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).</p>

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 [Find your 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.

◆ Parent Declaration

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

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

◆ Service Declaration

On Behalf of Poppies Kindergarten, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: _____ Date: ____ / ____ / ____

Information	Location
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html Foyer, induction process
Licensing criteria for centre-based ECE services (as at 20 April 2026)	https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/new-licensing-criteria-for-centre-based-ece-services-v1 Foyer, induction process
ERO review reports	https://www.ero.govt.nz/audience/early-learning Foyer
Centre information, e.g. philosophy	Website, Policy folder in Foyer
Centre's complaints process / procedure and contact information for the local Ministry of Education office	Foyer noticeboard, Policy folder in Foyer https://www.education.govt.nz/our-work/about-us/contact-us/regional-offices
Centre's licence and licence changes, if required	Noticeboard in foyer
Information on amounts and details of Ministry funding	Foyer Folder
Full names and qualifications of each person counting towards regulated qualification requirements	Foyer Noticeboard
Information concerning their child	Child portfolio, meetings

Information	Location
Fees charged by the service	Parents Enrolment Pack , Poppies's Fees Policy, on foyer noticeboard
How parents can be involved in the service	Discussed during settling visits, foyer folder
The service's operational documents	Rhiannon Davies
Child Protection Policy	Foyer Folder
Planned reviews and consultation	Rhiannon Davies, Foyer
<u>Healthy Food and Drink Guidance - Ministry of Health</u>	Foyer Folder
<u>Reducing food-related choking for babies and young children at early learning services - Ministry of Health</u>	Foyer Folder