



The Cottage

Kindergarten

Te Pahī Whare Kōhungahunga

Welcome to The Cottage Kindergarten

Nau mai, haere mai

We warmly welcome you to The Cottage Kindergarten whānau

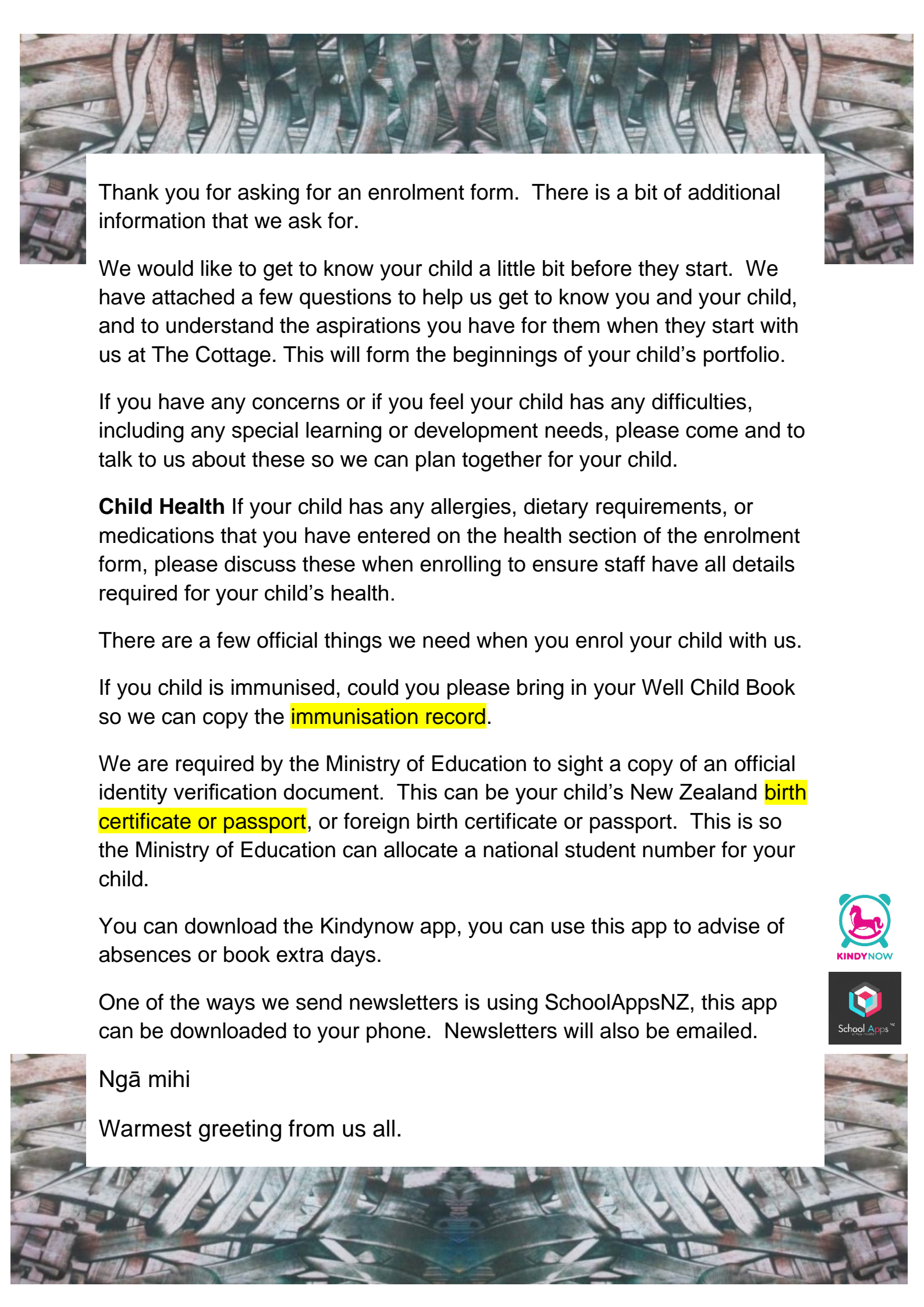
A home away from home for play and learning

Where Your Place Meets Our Place



This place is now your place too. Take some time browse our website, you will find out a bit more about us, our philosophy and how we teach and learn together. Talk with us about what is important to you and your family. Please share the aspirations you have for your child with us so we can work in partnership as your child flourishes through playing and learning in a loving, caring, and nurturing environment.

A place we call
The Cottage.



Thank you for asking for an enrolment form. There is a bit of additional information that we ask for.

We would like to get to know your child a little bit before they start. We have attached a few questions to help us get to know you and your child, and to understand the aspirations you have for them when they start with us at The Cottage. This will form the beginnings of your child's portfolio.

If you have any concerns or if you feel your child has any difficulties, including any special learning or development needs, please come and to talk to us about these so we can plan together for your child.

Child Health If your child has any allergies, dietary requirements, or medications that you have entered on the health section of the enrolment form, please discuss these when enrolling to ensure staff have all details required for your child's health.

There are a few official things we need when you enrol your child with us.

If your child is immunised, could you please bring in your Well Child Book so we can copy the **immunisation record**.

We are required by the Ministry of Education to sight a copy of an official identity verification document. This can be your child's New Zealand **birth certificate or passport**, or foreign birth certificate or passport. This is so the Ministry of Education can allocate a national student number for your child.

You can download the Kindynow app, you can use this app to advise of absences or book extra days.

One of the ways we send newsletters is using SchoolAppsNZ, this app can be downloaded to your phone. Newsletters will also be emailed.

Ngā mihi

Warmest greeting from us all.





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Te Pahī Whare Kōhungahunga

Hi, I am _____

These are the people who are special to me in my family

These are the things I like

The things that are special to my family are (for example, your pepeha, ancestry, culture, language, activities, hobbies, values and beliefs, faith)

I might need some help to

My family hope that I grow, learn and play at The Cottage. These are the things they hope I will learn.

When I am upset or sad these things help me feel better



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Te Pahī Whare Kōhungahunga

Enrolment Agreement Form

181 Taha Rd, RD 1

Ph 4117058/0275481057 Email info@thecottagekindergarten.co.nz

Waimauku

◆ Child's details:

Child's **official surname** or **family name**:

Child's **official given 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:

Copy of official identity verification document* collected by staff:

New Zealand birth certificate

Foreign birth certificate

New Zealand passport

Foreign passport

Other _____

Staff initials: _____

Child's date of birth: / /

Male

Female

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

◆ Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 2020. Under that Act you have the right to access and request correction of any personal information we hold about you or your child.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: www.minedu.govt.nz/parents

* Information about acceptable identity verification documents is available online at www.lead.ece.govt.nz and www.minedu.govt.nz/parents.

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Any changes to this form **must** be signed and dated by the parent/guardian.

Parents / Guardians:	
1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Daytime):	Phone (Daytime):
Phone (Evening):	Phone (Evening):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

Additional person/s who can pick up your child:	
Given names:	Given names:
Surname / family name:	Surname / family name:
Relationship to child:	Relationship to child:
Phone (mobile):	Phone (mobile):
Phone (Daytime):	Phone (Daytime):
Phone (Evening):	Phone (Evening):

Custodial Statement	
Are there any custodial arrangements concerning your child?	
If YES , please give details of any custodial arrangements or court orders (a copy of any court order is required)	
Person/s who <u>cannot</u> pick up your child:	
Name:	Name:
Name:	Name:
Additional Emergency Contacts (also able to pick up child):	
1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Relationship to child:	Relationship to child:
Phone (Daytime):	Phone (Daytime):
Phone (Evening):	Phone (Evening):
Phone (Mobile):	Phone (Mobile):

Any changes to this form **must** be signed and dated by the parent/guardian.

Child's doctor:	
Name:	Phone:
Name of medical centre:	

Health			
Does your child have any illness/allergies:			
Special Dietary requirement: ie vegetarian,			
I understand that my child cannot attend if they are unwell, if they present flu like symptoms or have a temperature.	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Is your child immunised? (Please provide verification of all immunisations)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
For staff: Immunisation records sighted and details recorded:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Medicine	
Category (i) Medicines	
A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.	
Note: The service must provide specific information about the category (i) preparations that will be used.	
Do you approve category (i) medicines to be used on your child?	Tick One Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
▪ Arnica	▪ Lavender
▪ Diffuser Essential Oil Child Immune Care Absolute Essential	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____
Category (ii) Medicines	
Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is used for a specific period of time to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.	
I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____
Category (iii) 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 One: Yes <input type="checkbox"/> No <input type="checkbox"/>
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: ____ / ____ / ____

Any changes to this form **must** be signed and dated by the parent/guardian.

◆ Enrolment Details:

Date of Enrolment: ___ / ___ / ___ Date of Entry: ___ / ___ / ___ Date of Exit: ___ / ___ / ___

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours:
Times Enrolled:						

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

20 ECE Hours (Only for Children 3 years old and over) 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 see Optional charges declaration.

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours

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

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

◆ 20 Hours ECE Attestation:

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** enrolled at another early childhood institution at the same times that he/she is enrolled at The Cottage Kindergarten.

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

Any changes to this form **must** be signed and dated by the parent/guardian.

◆ Optional Charges: 3 year old children and over.

1. The optional charge is for:

- Above the Early Childhood Regulations (2008) child to teacher ratios
- Being above 10:1 qualified child to teacher ratio

2. I understand that if I agree to pay for the optional charge, The Cottage Kindergarten Ltd may enforce payment.

3. The agreement to pay the optional charge will last for the time of enrolment

4. The rules about making changes to the agreement are 5 working days.

5. I understand that that optional charge is not compulsory and if I choose not to pay there will be no penalty.

6. I **agree/do not agree** (*select one*) to pay the optional charge for the activities/items specified in this enrolment agreement form.

Payment of Fees. I agree to pay the fees set by The Cottage Kindergarten one week in advance by automatic or bill payment, cash or cheque.

I understand that The Cottage Kindergarten charges fees only for the days they are open. And I agree to pay for the days my child is enrolled regardless of absence due to illness, family vacations or days away.

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

◆ Statutory Holidays / Term Breaks

This enrolment agreement is **inclusive** of school term breaks.

The Cottage Kindergarten is open over the school term breaks, however we will be closed for a notified period (usually two to three weeks) over the summer holidays including the four days public holidays, dates to be advised each year. We do not charge for the days your child's enrolled days fall on a public holiday, or over the summer break when we are closed.

The Cottage Kindergarten is closed on the following public holidays if they fall on a weekday.

New Year's Day	<input checked="" type="checkbox"/>	Easter Monday	<input checked="" type="checkbox"/>	Christmas Day	<input checked="" type="checkbox"/>
Day after New Year's Day	<input checked="" type="checkbox"/>	ANZAC Day	<input checked="" type="checkbox"/>	Boxing Day	<input checked="" type="checkbox"/>
Waitangi Day	<input checked="" type="checkbox"/>	Queen's Birthday	<input checked="" type="checkbox"/>	Local Anniversary Day	<input checked="" type="checkbox"/>
Good Friday	<input checked="" type="checkbox"/>	Labour Day	<input checked="" type="checkbox"/>		

◆ Child Protection Policy and Procedure

We are committed to the safety and protection of children. The Cottage Kindergarten Ltd considers child abuse and neglect unacceptable in all circumstances and always aims to provide the safest possible environment for children. The most effective way to safeguard children is to have a comprehensive and effective policy, with robust practices and guidelines. Our policy is developed in accordance with Children's Action Plan and Children's Act 2014, and our legal responsibility to protect children from harm. Our child protection policy is available via our website, policy folder or on request.

◆ Reducing food-related choking for young children at early learning services

The Ministry of Education requires us to draw your attention to and promote the safety guidelines to reduce food related choking. These can be found at <https://www.health.govt.nz/publication/reducing-food-related-choking-babies-and-young-children-early-learning-services>. Any food prepared or served at The Cottage must meet this regulation. Food from home remains at the discretion of families. Please talk to us if you have any questions or concerns. We meet the H&S guidelines, of first aid certificated teachers, children supervised and seated when eating.

Any changes to this form **must** be signed and dated by the parent/guardian.

Required Information for Licensing Purposes	
<ul style="list-style-type: none"> ▪ Excursions: Permission is given for my child to participate in spontaneous local excursions such as walks to neighbouring bush, paddocks and the lawn area of private dwelling. Teacher to child ratios are listed on our excursion risk management plan. 	Y/N
<ul style="list-style-type: none"> ▪ Illness: I agree to the Child Health Policy and will keep my child at home if they are unwell. 	Y/N
<ul style="list-style-type: none"> ▪ Medical emergency: I give permission for staff to seek immediate medical attention where it is in the best interest of my child in the case of illness or an accident. 	Y/N
<ul style="list-style-type: none"> ▪ If my child needs to go to hospital or the doctor in the case of a medical emergency I give permission for my child to leave The Cottage Kindergarten in the care of a staff member either in a private car to the doctor or in an ambulance. 	Y/N
<ul style="list-style-type: none"> ▪ Photo/video: As part of recording my child's learning and development I give permission for my child to be photographed. His/her photograph may be used for the purposes of assessment, planning and evaluation and may appear in the personal journal of another child if they are playing together. Photographs may be used in documentation of visual learning on the walls of the centre. 	Y/N
<ul style="list-style-type: none"> ▪ I give permission for my child's photograph to be used on the secure website of The Cottage Kindergarten, newsletters or promotional material. Permission will always be asked prior to publishing. 	Y/N

Other information	
<ul style="list-style-type: none"> ▪ Policy Statement: The Cottage 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. 	
<ul style="list-style-type: none"> ▪ Health and Safety: I will take reasonable care for my own health and safety. Take reasonable care that my behaviour does not adversely affect the health and safety of others. Comply with any reasonable instruction from staff. 	Y/N
<ul style="list-style-type: none"> ▪ Visiting children and siblings must be supervised and remain with you at all times. 	
<ul style="list-style-type: none"> ▪ Our web site: Please visit our website, www.thecottagekindergarten.co.nz. Here you will find information about our centre, policies, guidelines, fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service. 	
<ul style="list-style-type: none"> ▪ Sunsafe policy. I agree that staff may apply sunscreen to my child twice daily. 	Y/N
<ul style="list-style-type: none"> ▪ Privacy Statement: All personal information on your child will be kept securely and remain confidential 	

◆ 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 The Cottage Kindergarten I declare that this form has been checked and all relevant sections have been completed.	
Service Provider Signature: _____	Date: ____ / ____ / ____

Any changes to this form **must** be signed and dated by the parent/guardian.

Fees

Children 2 Years Old	
Morning session to 12	28.00
up to 6 hour day	34.00
6 ½ hour day	40.00
7 hour day	46.00
8 hour day	58.00
8.5 hour day	64.00

Children 3 Years & over	With 20 ECE hours	No 20 ECE hours
up to 6 hour day	12.50	34.00
6 ½ hour day	20.00	34.00
7 hour day	28.00	40.00
8 hour day	40.00	52.00
8 ½ hour day	46.00	64.00

Funding explained

The Ministry of Education partially funds all children who attend Early Childhood Centres to a maximum of 30 hours per week. The 20 Hours ECE scheme is available for three to five-year-old children, up to a maximum of 20 hours per week, with a maximum of 6 hours per day. If your child is 3 years of age or over, they are entitled to receive 20 hours ECE. **If your child is 2 years of age the 20 ECE hour funding does not apply.**

Why we ask you to pay \$12.50 per day when the Ministry of Education funds 20 ECE hours.

We are required by law to call this charge an optional charge. We ask families to pay over and above the 20 ECE hours funding from the Ministry of Education. This is because we aim to maintain a 1 teacher to 7 children ratio; this is above the 1 teacher to 10 children the *Early Childhood Regulations* staff ratio requirements. We feel these ratios are optimal in providing the very best in early Childhood Education and Care and align with our philosophy. We ask on enrolment that you agree to pay the optional charge for our “up to 6 hour” programmes. This charge contributes to the cost of this above teacher to child ratio.