



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

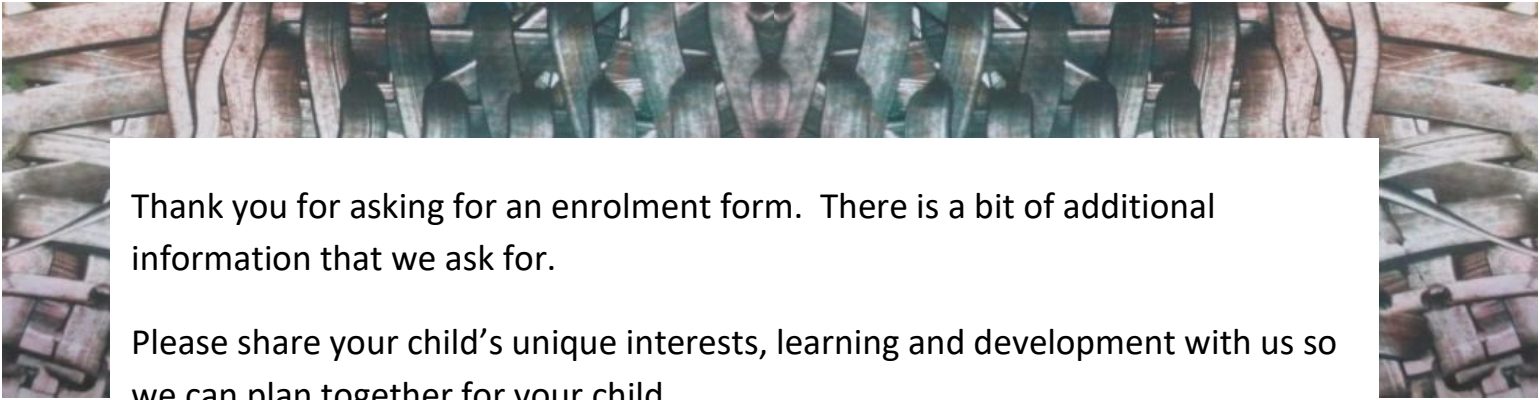
Where Your Place Meets Our Place



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.

181 Taha Rd R D 1, Waimauku, 0881, Auckland.
Ph 0275481057 Email info@thecottagekindergarten.co.nz



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

Please share your child's unique interests, learning and development with us so we can plan together for your child.

We would like to get to know your child a little bit before they start, we know that you know your child best of all and have hopes for their play and learning while they are with us at The Cottage. We have attached a few questions to help us get to know your child and your family. This helps us begin to understand the aspirations you have for them when they start. This will form the beginnings of your child's special book, pukapuka taonga, that will fill with wonderful learning stories over the time they are with us.

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.

We are a Nut FREE centre. Please do not provide food in lunchboxes that contain nuts or nut-based products.

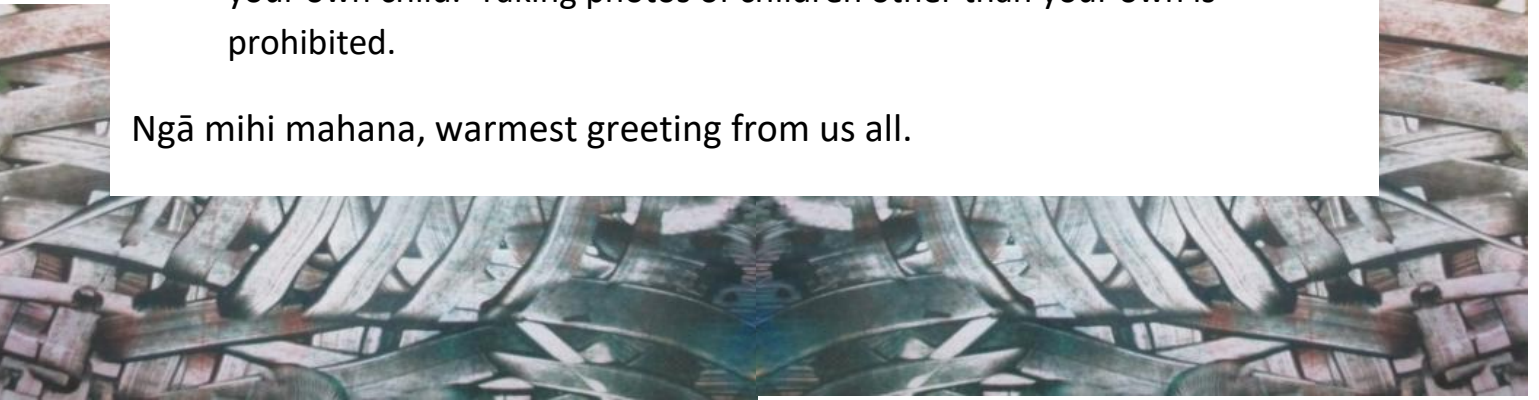
There is one official document we require when you enrol your child with us.

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. We do not keep copies of birth certificates.



Digital safety message: when using digital devices please respect the privacy of children and adults at The Cottage, you must only photograph your own child. Taking photos of children other than your own is prohibited.

Ngā mihi mahana, warmest greeting from us all.





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Te Pahī Whare Kōhungahunga

Getting to know your child and your family

We would like to get to know a little bit about your child and the aspirations you have for them before they start with us at The Cottage Kindergarten. We know that you know your child best. We have a few questions that will help us begin to know you, your child, and your family. This helps us to build an understanding of what is important to your family. We use this, along with your child's interests, and activities they enjoy, to support their settling in, and set planning goals for their learning

There will be things that your child observes, experiences, and participates in, at home and within the community. We call these home-life, or real-life experiences. Teachers use home-life experiences to launch children's learning. Knowing what your child enjoys at home helps us build connections between what they do at home and what they do at The Cottage. We can better understand and interpret the play we observe. Examples are, playing at home, cooking together, watching or engaging in events in the community, shopping, going fishing or tramping, holidays.



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

My child's name is _____

Who are the people that are special to your children in your family. Pets are special too, so let us know about them also.

We believe in supporting children in being active autonomous learners, this means choosing their own play, becoming creative, adaptable, resilient, and independent, therefore choosing things for themselves. **What are some of your child's home-life experiences? What are the things they like to do?**

What might your child need help with at the moment?

We aim to connect the experiences at The Cottage to those experiences children have at home and in the community. **What interests, activities or hobbies do you do together as a family at home or away from home or in the community?**

Our hope is that children grow, learn and play at The Cottage. **What aspirations, hopes and goals do you have for your child's learning?**

We celebrate the diversity of all people in Aotearoa/New Zealand. **Do you have beliefs, culture, celebrations, values, faith, ancestry, or language that you would like to share with us?**

Starting somewhere new can be emotional for some children and their families. Has your child had prior experience being away from family, either in another early learning setting or home carer? Y/N **If your child is upset or sad, what things help to make them feel better?**



The Cottage

Kindergarten

Te Pahī Whare Kōhungahunga

Enrolment Agreement Form		
◆ 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: name:		Given
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:		
Child's Identification: <i>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.</i>		
Official Identification document/s sighted by staff:		
☐ New Zealand birth certificate	☐ Foreign birth certificate	
☐ New Zealand passport	☐ Foreign passport	
Other _____	Staff initials: _____	

Statement required by The Ministry of Education

◆ 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 Privacy [Principles 3 and 3A - Collection of information](#)). Additionally, all Privacy statements must include the exact wording below:

We collect information, including personal information (e.g. enrolment and attendance) about your child, which is shared with the Ministry of Education, who stores it securely and treats it in accordance with the Privacy Act 2020.

The Ministry of Education collects and holds this information for the following purposes:

- for funding allocation
- for monitoring compliance with the Education (Early Childhood Services) Regulations 2008 and related criteria, and the ECE Funding Handbook
- to assign a National Student Number* to your child,
- for statistical and resourcing purposes
- to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under Education and Training Act 2020,
- as permitted by the Privacy Act 2020.

Information collected may be shared with other government agencies where required by legislation, or to meet an agreed purpose, and in accordance with the government's direction for greater inter-agency data sharing.

You have the right to request access to or correction of personal information that the Ministry of Education holds about you. Contact information for the Ministry can be found here: [National office - Ministry of Education](#).

Completed enrolment forms and related information may be accessed by authorised Ministry officials on request, for monitoring, licensing, and funding administration purposes.

* 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 [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.

Parents / Guardians:	
1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:
3. Given names:	4. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
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:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

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

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 cannot 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:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

Phone (Mobile):

Phone (Mobile):

Email:

Email:

3. Given names:

4. Given names:

Surname / family name:

Surname / family name:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

Phone (Mobile):

Phone (Mobile):

Email:

Email:

◆ Child's doctor:	
Name:	Phone:
Name of medical centre:	
◆ Health	
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 ☐ No ☐

Medicine non-prescription	
Medicines	
Non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) are medications that are not ingested, used for the 'first aid' treatment of minor injuries and provided by The Cottage Kindergarten. These are kept in the first aid cabinet as part of our first aid supplies.	
Do you approve the medicines below to be used on your child?	Tick One Yes ☐ No ☐
Name/s of specific non-prescription medicines that can be used on my child.	
▪ Arnica	▪ Calamine
▪ Diffuser Essential Oil Child Immune Care Absolute Essential	▪ Stingose
Parent/Guardian Signature: _____ Date: ____ / ____ / ____	

◆ Medicine	
Category (i) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as Weleda teething powder, 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 (i) 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 (ii) 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 ☐ No ☐
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: ____ / ____ / ____

◆ 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: ____ / ____ / ____

◆ 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	☒	Easter Monday	☒	Christmas Day	☒
Day after New Year's Day	☒	ANZAC Day	☒	Boxing Day	☒
Waitangi Day	☒	Kings Birthday	☒	Local Anniversary Day	☒
Good Friday	☒	Labour Day	☒	Matariki	☒

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 in our 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. Link <https://www.health.govt.nz/system/files/documents/publications/reducing-food-related-choking-babies-young-children-early-learning-services-apr21.pdf>. Any food prepared or served at The Cottage must meet this regulation. While food from home is at the discretion of families, we encourage and promote the above guidelines. 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. Please refer to "Reducing food-related choking for babies and young children" attached.

Required Information for Licensing Purposes	
▪ Illness: I agree to the Child Health Policy and will keep my child at home if they are unwell.	Y/N
▪ 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
▪ 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
▪ Photo/video: As part of recording my child's learning and development I give permission for my child to be photographed. Their 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
▪ Retaining images. I give permission for my child's photograph to be used in documenting centre events and learning projects. These stories are kept after my child's enrolment ceases.	Y/N
▪ I give permission for an image(s) of my child to be kept to document the history of The Cottage	Y/N
▪ 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	
▪ Policy Statement: The Cottage Kindergarten policies set out the procedures that are in place for the health & safety, 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.	
▪ 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. The Health & Safety register is available.	Y/N
▪ Visiting children and siblings must be supervised and remain with you at all times.	
▪ Our web site: www.thecottagekindergarten.co.nz . Here you will find information about our centre	
▪ Sunsafe policy. I agree that staff apply sunscreen as per sunsafe policy.	Y/N
▪ If N I will provide sunscreen OR please do not apply sunscreen. (delete one)	
▪ Privacy Statement: All personal information regarding your child will be kept securely and remain confidential	

▪ Excursions: Permission is given for my child leave the grounds on walking excursions. Teacher child ratios are as follows. Walking (small group) within the boundary of 181 Taha Rd, paddocks and the lawn area of private dwelling 1:4. Walking (whole centre) Teacher to child 1:8. Walking (whole centre) neighbouring properties, walking along the grass verge of Taha Rd. Teacher to child 1:8. Using the car park for bike riding Teacher to child ratio 1:10
Parent/Guardian Signature: _____ Date: ____/____/____

◆ 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: ____/____/____

Charges & Fees	3 years old plus with 20 ECE hours	2 years old and over or No 20 ECE hours
up to 6 hour day optional charge 20 ECE hours	16.50	
Morning session 8-12		30.00
up to 6 hour day		40.00
6 ½ hour day	24.50	48.00
7 hour day	32.50	56.00
7 ½ hours	37.50	61.00
8 hour day	42.50	66.00

Account details: The Cottage Kindergarten Ltd 02-0152-0262587-00

Additionally, when your child attends outside the hours you have booked, a fee will be charged. Charges will default into the next time brackets.
We do allow 5 minutes leeway either side of drop-off and pick up as we know all too well the challenges of day to day life. Please note a late drop off does not equate to a late pickup, unless this has been agreed by mutual agreement.
A late fee will be charged when your child is collected after 4.00pm at \$1.00 per minute after this time.

Holidays and general absences When your child is away sick, has a day off or is away for a family holiday, full daily rates are charged.

Centre closure, statutory holidays. When The Cottage Kindergarten is closed for public holidays, emergency closures and over the Christmas holidays, no fees are charged.

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 \$16.50 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.

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

March 2021

New Zealand Government

Providing appropriate food

Research shows that some food poses a greater risk of choking on. To reduce the risk, early learning services should not provide high-risk foods and change the texture or size and shape of others.

High-risk food to exclude

Exclude the following foods. They have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:

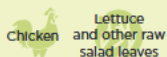
- | | |
|--|-----------------------------------|
| ✗ whole nuts or pieces of nuts | ✗ hard rice crackers |
| ✗ large seeds, like pumpkin or sunflower seeds | ✗ dried fruit |
| ✗ hard or chewy sweets or lollies | ✗ sausages, saveloys and cheerios |
| ✗ crisps or chippies and corn chips | ✗ popcorn |
| | ✗ marshmallows. |

High-risk food to alter

Foods to alter, why and how to do it for different age groups¹.

Food with skin or leaves

For example:



Choking risk

Food skins and leaves are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove skin from chicken.
- Finely slice or chop salad leaves, lettuce, spinach and cabbage.

Small hard food

For example, pieces of raw:



Choking risk

Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.

Options for tamariki of all ages:

- Grate raw carrot, apple or celery; **or**
- Spiralise to create vegetable or fruit spirals; **or**
- Slice thinly using a mandolin or vegetable peeler; **or**
- Cook until soft² and cut into strips (around 4–6cm long) that can be picked up with one hand.

For tamariki aged 4–6 years you can also:

- Cut raw vegetables or fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Thick pastes

For example:



Choking risk

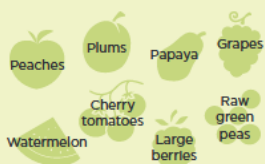
Can fit to the shape of a child's airway or stick to side of airway.

Options for tamariki of all ages:

- Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.

Small round or oval food

Small round fruit and vegetables, and fruit with stones and large seeds or large pips, for example:



Choking risk

Small round foods can lodge in children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Remove large seeds or large pips.
- Quarter or finely chop grapes, large berries and cherry tomatoes to an 8mm x 8mm size or smaller.
- Cook raw or frozen green peas and squash with a fork.

For tamariki aged 4–6 years you can also:

- Cut into sticks (around 4–6cm long) that can be picked up with one hand.
- Halve or quarter grapes, large berries and cherry tomatoes.
- Whole cooked green peas are acceptable.

Fruit with skin

For example:



Choking risk

Fruit skins are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Grate raw apple or pear, **or** slice thinly using a mandolin or vegetable peeler.
- Cook until soft³ and cut into strips (around 4–6cm long) that can be picked up with one hand.
- Finely chop tomato to an 8mm x 8mm size or smaller.

For tamariki aged 4–6 years you can also:

- Cut raw fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Fibrous or stringy food

For example, pieces of:



Choking risk

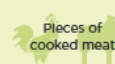
Fibres make it difficult for children to break up the food into smaller pieces.

Options for tamariki of all ages:

- Peel the skin or strong fibres off where possible; **and**
- Slice these foods thinly across the grain of fibres.

Compressible foods

For example:



Choking risk

Can fit into the shape of the airway and get wedged tightly.

Options for tamariki of all ages:

- Mince, shred or chop meat to 8mm x 8mm sized pieces; **and**
- Cook meat until very tender.

For tamariki aged 4–6 years you can also:

- Offer thin strips of meat (around 4–6cm long) that can be picked up with one hand or with a fork.

1. This advice is for children aged 1–6 years of age.

2. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.

3. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue. Tinned fruit (in natural juice and drained) is acceptable.