



Junior Junction Hamilton

Early Childhood Education Centre

07 839 4588

Section One: Child's Details

National Student Number:

Preferred First Name:

Preferred Last Name:

Preferred Middle 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 Official Full Name (If different from above)

Gender: Male

Female

Child's Primary Residential Address:

Address:

City:

Postcode:

Child's Alternative Address (if required)

Address:

City:

Postcode:

Child's Ethnic Origin/s:

Iwi Your Child Belongs To:

Language/s Spoken at Home:

Birth Date:

Application Date:

Starting Date:

Date of Exit (to be entered by staff upon exit)

Privacy Statement

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 www.nzqa.govt.nz/login/national-student-number-nsn/

Section Two: Medical Details

Legal Requirement	Child's Doctor:						
	Name of Medical Centre:						
	Medical Centre Address:						
	Phone Number:						
Admin	Does our child have any allergies?	Can the following be eaten?					
		Chicken Yes/No	Lamb Yes/No	Beef Yes/No			
		Fish Yes/No	Halal Only Yes/No	Vegetarian Yes/No			
	Any other foods to be excluded:						
Immunisation							
Admin	Is your child up-to-date with immunisations?				Tick One	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	For staff: Immunisation records sighted, and details recorded:				Tick One	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medicine: Category One							
A category (i) medicine is a non-prescription preparation provided by the centre (such as arnica cream, antiseptic liquid, insect bite treatment, nappy cream). It is not ingested, used for the 'first aid' treatment of minor injuries and kept in the medicine cabinet.							
Do you approve category one medicines to be used on your child?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Circle the specific category (i) medicines that can be used on your child.							
Antiseptic Cream		Nappy Cream		Cancer Society Pure Kids Sunblock			
Pawpaw Cream (used for dry skin)		Arnica Cream (used to prevent bruising)		Saline Solution (used to clean wounds)		Insect Bite/Sting Treatment (Vinegar)	
Parent/Guardian Signature:				Date:			
Medicine: Category Two							
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:			
Medicine: Category Three							
Category (iii) relates to ongoing medical requirements. These require your child to have an individual health plan, for conditions such as asthma or eczema etc. and is for the use of that child only. Please request a 'Chronic Illness Form' from the centre should your child have ongoing medical requirements.							
Does your child require an ongoing individual health plan?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Admin	Parent/Guardian Signature:				Date:		
	For Staff: Individual health plan sighted, and a copy taken:					Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section Three: Enrolment Details

Date of Entry:

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.

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Start Time:						
Finish Time:						

20 Hours Attestation – fill out boxes below with the hours attested (**over threes only**)

Enter Zero if no hours		Monday	Tuesday	Wednesday	Thursday	Friday	Total
	ECE Hours at this service						
	ECE Hours at other service						

Parent/Guardian Signature:

Date:

20 Hours ECE Attestation:

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

Yes: No:

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

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 Junior Junction Hamilton.

Parent/Guardian Signature:

Date:

Section Four: Parent/Guardian Details

Child's Primary Contact:	First Name:	Last Name:
	Middle Name:	Title:
	Relationship to Child:	
	Address:	
	City:	
	Postcode:	
	Day Time Phone	Evening Phone
	Mobile:	Occupation:
	Email:	

Secondary Contact:	First Name:	Last Name:
	Middle Name:	Title:
	Relationship to Child:	
	Address:	
	City:	
	Postcode:	
	Day Time Phone	Evening Phone
	Mobile:	Occupation:
	Email:	

Additional Persons who have authority to pick up your child:

Additional Contact:	First Name:	Last Name:
	Middle Name:	Title:
	Relationship to Child:	
	Day Time Phone	Evening Phone
	Mobile:	Occupation:

Additional Contact:	First Name:	Last Name:
	Middle Name:	Title:
	Relationship to Child:	
	Day Time Phone	Evening Phone
	Mobile:	Occupation:

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)

Persons who CANNOT pick up your child:

Admin

Section Five: Centre Information and Required Information for Licencing Purposes

	Enrolment Terms	Junior Junction reserves the right to cancel this enrolment at any time. This enrolment will be cancelled automatically on the child's 5 th birthday unless a prior arrangement has been authorised.
	Policy Statement	Junior Junction 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 by accessing them on our online platform Educa, or via the parent policy book which is located in the foyer. 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.
	Parent Information	I confirm that I have/have not received and acknowledged the information on the food related choking guidelines, welcome booklet and settling into care pamphlet.
	Ratios	Junior Junction endeavours to operate in accordance with the minimum requirements as stated in the Education (Early Childhood Services) Regulations 2008 and the Licensing criteria for ECE and Care centres 2008 during operating hours and planned/local excursions.
Admin	Excursions	My child does/does not have my permission to participate in appropriate walks around the local area with other children and staff. These excursions will be staffed at a ratio that meets all regulations – no more than five children per adult for those under the age of two, and no more than six children per adult for children aged over two. Further details can be viewed via our excursion policy.
Admin	Photography	I do/do not authorise the centre to take photographs, video and sound recordings of my child for educational and security purposes.
Admin	Social Media	I do/do not give permission for my child's photo and first name to be posted on online platforms such as Facebook, Instagram, Junior Junction Website or other promotional platforms.
Admin	Parent Information	I confirm that I have/have not received and acknowledged the information on the food related choking guidelines, welcome booklet and settling into care pamphlet.
	Fee Payment	I agree to pay all childcare fees one week in advance. I understand that absences and statutory days will be charged at the normal rate. If any outstanding debt is longer than 60 days, I understand it will be passed on to debt collectors with the recovery charge added to the debt.
	Fees	The centre reserves the right to review and amend fee structures at any time. Should a fee change be deemed necessary, one month's notice will be given before change comes into effect.
	Notice of Leaving	I agree that a minimum of two weeks' notice will be given before the cancelation of enrolment from Junior Junction.
Parent/Guardian Signature:		Date:

Section Six: Parent Declaration and Authorisation Agreement

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

Parent/Guardian Signature:

Date:

Section Seven: Service Declaration

On behalf of Junior Junction, I declare that this form has been checked and all relevant sections have been completed.

Admin
Service Provider Signature

Date: