

# Application For Enrolment At Acorn Early Learning Centre

54 Sierra Street, St. Heliers Tel: 575 2130

## CHILD:

Surname: ..... First names:.....

Date of Birth:..... Gender.....

Ethnicity: ..... Iwi: ..... Language spoken at home:.....

.....

Home address:.....

Home Email:.....

Home Phone:.....

Proposed entry date (month and year) to *Acorn Early Learning Centre*:.....

Actual start date (month and year) to *Acorn Early Learning Centre*: .....

Leaving date (To be filled in by centre staff on departure).....

## DAYS REQUIRED:

DAYS/TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30am - 3.30pm					
7.30am - 5.30pm					

## PARENTS:

### **MOTHER**

Name in full:.....

Home address:.....

Occupation: ..... Business name:.....

Business address:.....

Business No. & extn: ..... Mobile:.....

Work hours:..... Email:.....

### **FATHER**

Name in full:.....

Home address:.....

Occupation: ..... Business name:.....

Business address:.....

Business No. & extn: ..... Mobile:.....

Work hours: ..... Email:.....



**PERSON RESPONSIBLE FOR PAYMENT OF FEES:**

Name: .....

Address:.....

Telephone number: ..... Mobile:.....

Do both parent have legal custody of your child?.....

If no, which parent has legal custody of the child? .....

Please supply a copy of the custody papers to the Centre - confidentiality assured. (Required by the Ministry of Education)

**EMERGENCY CONTACTS:**

The following people may be contacted in an emergency if the parents cannot be contacted:

1 Name: ..... Relationship: .....

Address: .....

Phone: ..... Mobile number: .....

2 Name: ..... Relationship: .....

Address: .....

Phone: ..... Mobile number: .....

3 Name: ..... Relationship: .....

Address: .....

Phone: ..... Mobile number: .....

**DOCTOR:**

Name: ..... Phone number: .....

Address: .....

Is your child under long term medical treatment or under the care of a specialist? YES/NO

If yes, for what reason? .....

Does your child have any allergies or dietary requirements?.....

Has your child been immunised? YES/NO Immunisation Record sighted by staff? YES/NO (Please bring for manager to view. Please keep us informed of additional immunisation- we will need to sight this also)

Has your child ever experienced any language or speech difficulties, physical problems or other health related difficulties? .....

What would you like your child to achieve while at *Acorn Early Learning Centre*? .....

.....  
.....  
.....  
.....

## Fees For Acorn Early Learning Centre

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### **BOND:**

When enrolling your child with Acorn Early Learning Centre, you will be required to pay a \$200.00 bond to secure their position as well as a \$30 enrollment fee to cover administration costs. If you are planning to withdraw your child from Acorn ELC after their commencement with us, you must give one months written notification to the Manager. Your enrolment bond (\$200) will be deducted off your final account if the correct notification procedure has been followed. If you are on our waiting list and a position becomes available at Acorn ELC for your child and you do not wish to accept it, your enrolment bond and enrollment fee will not be refunded, regardless of notice.

### **TUITION FEES:**

	8.30am - 3.30pm	7.30am - 5.30pm
Under 2.5 Years		
Daily	\$88	\$101
Attends 3 days	\$262	\$303
Attends 4 days	\$349	\$404
Attends 5 days	\$430	\$500

All figures are GST inclusive

	8.30am - 3.30pm	7.30am - 5.30pm
Over 2.5 Years (No 20 hours ECE)		
Daily	\$82	\$96
Attends 3 days	\$246	\$287
Attends 4 days	\$328	\$384
Attends 5 days	\$410	\$477

All figures are GST inclusive

### **20 Hours ECE fees for children who are 3 and 4 years of age (minimum 3 days enrolment at Acorn Early Learning Centre for this fee structure).**

	8.30am - 3.30pm	7.30am - 5.30pm
Attends 3 days	\$162	\$205
Attends 4 days	\$234	\$282
Attends 5 days	\$302	\$359

All figures are GST inclusive

Every year the fees for children will be reviewed in July. We will notify parents and caregivers of any changes in August, with any adjustments to take effect from the 1<sup>st</sup> September of that year.

Parents will be eligible for a 10% discount on children's fees if they have who have two or more children enrolled in our centre. This will apply to each enrolment within this family.

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### **LATE FEE:**

For children who are picked up after the Centres conclusion, the parents will incur a late fee that is payable directly to the staff member on duty. They will be issued with a late fee slip which denotes the amount owing. The fee for this is \$1.00 per minute with a grace of 10 minutes on the first occasion.

### **WHEN FEES ARE PAYABLE:**

Fees are payable for *Acorn Early Learning Centre* days that fall on Public holidays, if your child is absent through illness, family holidays or for any other reason. Where a child is absent from the centre for a period of two weeks or more, a holding fee of 50% of the child's normal weekly fee is payable.

At Acorn ELC, we offer parents 3 make-up days in lieu of child sickness. This means that on the first 3 occasions of illness occurring with their child, parents may request three other days to make-up for their child's absence without extra payment. Make-up days will be granted subject to availability and solely at the discretion of Acorn ELC. Make-up days will only be granted for illness. Holidays or other absences do not qualify. To be eligible to apply for make-up days, parents must call the Centre before 9am on the morning of their child's illness, or contact the Centre the day before.

Please note that parents who wish to book extra paid days of care for their child will be offered any available spaces before any make-up days may be granted for that day.

### **PAYMENT OF FEES:**

On your child's first week of attendance, fees are to be paid monthly in advance (in the first week of the month). Parents may be required to withdraw their child for whom fees have not been paid within a period specified by management. *Acorn Early Learning Centre* prefers that fees are paid by direct debit or cheque by the 7th of each month to avoid a 10% penalty.

### **GOODS AND SERVICES TAX:**

All fees are stated inclusive of Goods and Services Tax.

### **NOTICE OF WITHDRAWAL FROM ACORN EARLY LEARNING CENTRE:**

A minimum of one months notice must be given in writing to the Centre Manager to withdraw a child from *Acorn Early Learning Centre*.

### **CHANGE OF SESSIONS:**

If you wish to change your child's enrolled sessions of attendance, you must fill out the appropriate "Change of Session" form and this request will be actioned depending on availability. Changes cannot usually be made or confirmed more than two weeks in advance. This is due to changes in families circumstances and as a result, our inability to predict when spaces will be available too far into the future. Please do not be offended if we cannot accommodate your request. We will do our very best to help and find the days you need, however we do recommend that you also make other arrangements that you can use to guarantee care for your child incase we are unable to help.

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# Enrolment Application Terms and Conditions and Required Declaration For Acorn Early Learning Centre

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## **PLEASE READ AND AGREE TO THE FOLLOWING BEFORE SIGNING THE APPLICATION:**

### **OUTSIDE VISITS AUTHORITY:**

In signing this enrolment form, I authorise *Acorn Early Learning Centre* staff to take my child on short outside walks and visits to the park etc in-groups. In addition, all excursions in a vehicle will require separate approval. A form will be sent home prior to each excursion.

### **NO ACCESS TO MY CHILD:**

The following person is not allowed access to my child: ( a photo is available to management)

Name: .....

Reason: .....

### **NO SICK CHILDREN:**

In signing this enrolment form, I agree to the *Acorn Early Learning Illness* policy, which stipulates that I am not to bring my child to *Acorn Early Learning Centre* when they are ill or suffering from any condition that is able to be passed on to other children. I will notify the centre if my child is not attending and inform the nature of the illness immediately.

I understand that I may apply to have 3 make-up days for my child on his or her first 3 days of illness. I understand that make-up days will be granted subject to availability and solely at the discretion of Acorn ELC and they will only be granted for illness. Holidays or other absences do not qualify. To be eligible to apply for make-up days in the future, I must call the Centre before 9am on the morning of my child's illness, or contact the Centre the day before. I understand that parents who wish to book extra paid days of care for their child will be offered any available spaces before any make-up days may be granted for my child for that day.

### **TREATMENT AND TESTING CONSENT:**

In signing this enrolment form, I authorise the management of *Acorn Early Learning Centre* to administer medication authorised in writing by me for my child from time to time and in the event of any illness, medical condition and/or accident or where the child's health could be at risk, I authorise the management of *Acorn Early Learning Centre* to seek such professional or medical advice or treatment as they deem necessary for the best interests of my child. I agree that the cost of any services will be my responsibility. I consent to vision, hearing and language tests and consent to the results of these tests being discussed with my child's teacher and management, if necessary.

### **AGREEMENT TO CHARTER, RULES AND PROCEDURES:**

In signing this enrolment form, I agree to the Charter and agree to abide by the procedures and rules of *Acorn Early Learning Centre* as set down from time to time by management and expectations as set out in the parent information booklet.

### **FEES AGREEMENT:**

In signing this enrolment form, I agree to pay fees on the basis of the fee schedule that is current at the time and I will pay, in advance, in accordance with the Fee Policy of *Acorn Early Learning Centre*. I acknowledge and agree to pay appropriate fees for an enrolled day even if unable to attend due to sickness, holidays or statutory holidays. I understand and accept that irrespective of any arrangement with any third party (e.g. other adult, Income Support Services, ACC, Trusts or budget service etc) to pay the fees, the full responsibility to pay remains with me. I understand and accept that if any fee or charge remains unpaid, beyond the time specified in the fee policy, 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.

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## **TERMINATING YOUR CHILD'S ENROLMENT:**

*Acorn Early Learning Centre* requires one month's written notice prior to a child leaving a full or part time position. If notice is not given, the bond will not be refundable.

## **PARENT PERMISSION:**

- I give permission for Acorn to film my child for centre dvd purposes such as the Christmas production and allow Acorn to use my child's photos and achievements for display on their website. Please note that the website personal child information and pictures are accessed through a pin number system given at enrolment. Added permission will be sought for any photos for the public access area of the website.
- I give permission for my child to be photographed for documentation in the classroom, advertising and for newsletters.
- I am aware that *Acorn Early Learning Centre* closes at Christmas time for approximately two weeks.
- I agree to notify *Acorn Early Learning Centre* promptly regarding any absence and the reasons for the absence.
- I have completed the *Acorn Early Learning Centre* enrolment form for my child and agree that all the information contained in it is correct as at date of signing.

## **ESCORTING:**

I will sign the daily attendance record and advise a staff member of my child's arrival before leaving my child. I agree that I will advise a staff member before taking my child from *Acorn Early Learning Centre* and I will sign the attendance record again.

## **TRANSPORTING CHILDREN:**

I agree by signing this form to always transport my child/ren safely in the appropriate manner. I will use certified car seats and will always ensure they are appropriately restrained when travelling by car. Helmets will be worn if travelling by bike. I will ensure that any other person(s) collecting my child will also follow this statement. I understand that if my child is collected without a car seat, or safe transport by any person, that Acorn ELC staff will not release my child until appropriate measures have been implemented.

## **SAFETY IN THE CAR PARK:**

I am aware that the car parking areas can be dangerous places and I will ensure that my child/ren are aware of dangers and I will take appropriate precautions as follows. Children should walk sensibly and hold hands with the supervising adult until they are safely in the car. It is important to remember that small children are very difficult to see from a car at times, and we urge all parents to keep this in mind when using the areas for parking, reversing or walking to their car. No child, regardless of age is permitted in the car parking area without an adult present.

## **LOST PROPERTY:**

Please label all children's clothing items including sunhats and shoes with their name and second initial. We ask all parents to regularly check the lost property box for lost items. Any unclaimed lost property will be donated to charity. Notice will be given of one week to families when this is due to occur.

## **NO DUPLICATE ENROLMENT:**

I confirm that the child referred to on the reverse of this form is not enrolled at another early childhood service for the same days and hours as they are enrolled in *Acorn Early Learning Centre*. (required by the Ministry of Education).

## **CENTRE RULES AND POLICIES:**

I understand that the terms and conditions noted on this form are not exhaustive and that others are contained in published *Acorn Early Learning Centre* policy documents, rules, procedures, Charter, notices, parent handbooks etc. I accept that the *Acorn Early Learning Centre* reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices or by posting notification on one of the Centre notice boards. I have attached a cheque for \$200 as the Bond Agreement for my child.

## **I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS WHICH I HEREBY ACCEPT.**

Signed: ..... Parent/Guardian/Other: .....

Name: ..... Date: .....

