

Bizzy Buddyz Ltd

P.O. Box 827, Whakatane 3158. Phone 0800 084314

Enrolment Form: *Confidential*

D.O.B. _____
(copy of birth certificate supplied Y/N)

Name Child is known as: _____

Address: _____ Phone (home): _____

Ethnic Origin: _____ Male/Female

If your child identifies as Maori, please name Iwi: _____

Parent/Guardian/Whanau:

First Names: _____ Surname: _____

Address: _____ Phone (home): _____

_____ Phone (work): _____

Email: _____ Phone (mobile): _____

Parent/Guardian/Whanau:

First Names: _____ Surname: _____

Address: _____ Phone (home): _____

_____ Phone (work): _____

Email: _____ Phone (mobile): _____

Emergency Contacts: (other than above)

Name: _____ Phone: _____ Mobile: _____

Name: _____ Phone: _____ Mobile: _____

Other persons who can pick up your child: only those persons named on enrolment will have the authority to collect your child from the Educarers home (unless special arrangements are made prior to pick up)

Name: _____	Name: _____
Phone: _____ Mobile: _____	Phone: _____ Mobile: _____

Custodial Statement:

Are there any custodial arrangements concerning your child? Yes / No

Have the court document/custody order been provided to management to be sighted? Yes / No

Medical Information:

Family Doctor: _____ Phone: _____

Please record details of any special needs (e.g. physical, allergies etc and any medication required).

For long term medication e.g. Ventolin, parents must give the Educarer written permission to administer.

Immunisations:

Vaccine Schedule for children born after Feb 2002.

Yes / No

6 Weeks	DTAP-IPV, Hib, Hep B
3 Months	DTAP-IPV, Hib, Hep B
5 Months	DTAP-IPV, Hep B
15 Months	MMR, DTAP/Hib
4 Years	DTAP-IPV, MMR

◆ Enrolment Details:

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

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. *There are no optional charges when enrolling with Bizzy Buddyz Ltd

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
Times Enrolled:							

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

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

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

(*Any changes to enrolment hours or 20 Hours ECE can be recorded on a change of details form)

◆ 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: ___/___/___

WINZ Subsidy:
Is your child eligible for a subsidy? Yes / No Hours per week _____ Application Date: _____

Website Consent

Dear Parent/Guardian/Whanau

Bizzy Buddyz Ltd has a website for Parents, Educarers and the general public to find out about us. It is our aim to have photo albums on the website so that parents may access them and see what their child/ren have been up to at playgroups and other activities the children have been doing. No names will be published, just the photos. To do this we need consent for your child/ren..... photo/s to be on our website.

I do/do not consent to my children's photos being used on the Bizzy Buddyz website.

Parent Signature: _____ Date: ___/___/___

◆ Statutory Holidays / Term Breaks

This enrolment agreement is [inclusive/exclusive] of school term breaks.

If your service is open on Statutory Holidays, parents need to confirm enrolment for each individual statutory holiday.
Note: Please inform us of any alteration in hours.

Bizzy Buddyz Ltd is open on the following public holidays if they fall on a weekday. Please tick the days you wish your child to be specifically enrolled for:

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

◆ Dual Enrolment Declaration

I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at: Bizzy Buddyz Ltd

Parent/Guardian Signature: _____

Date: ____/____/____

◆ Home-Based Education and Care Services Only

This section is a compulsory requirement for Enrolment Agreement Forms used by Home-Based Services

Is the educator who will be providing education and care for your child a member of the child's family?

Tick One Yes No

If yes, what is the relationship of the educators to your child?

Parent/Guardian Signature: _____

Date: ____/____/____

Other information:

- **Policy Statement:** Bizzy Buddyz Ltd has a number of policies that set out the procedures that are in place for the care and education of the children who attend. Every Educarer has a copy of Bizzy Buddyz Ltd policies and we strongly urge you to read these. The signing of this enrolment form indicates that you will abide by the policies of this service, and understand that you can have input to policy review.
- **Parent Information Book:** Please ensure you have read the information in the parent handbook as it covers such things as the enrolment process, finding the right Educarer for you and your child/ren, your responsibilities as a parent and ways in which we can help you and your child settle into the service.
- **Privacy Statement:** All personal information on your child will be kept securely and remain confidential.
- **Child's strengths, interests and preferences:** Please tell us about your child's strengths, interests and preferences, there is a form for this, so please ask your Educarer.

I HAVE READ AND UNDERSTOOD THE FOLLOWING:

- Bizzy Buddyz Management reserves the right to seek professional guidelines in cases of suspected child abuse.
- the Ministry of Education regulations forbids the use of corporal punishment.
- I give permission for the Educarer to apply basic First Aid and sunscreen products to this Child, and to change his/her soiled clothing when necessary. This permission is also for bathing my child if he/she becomes dirty or soiled while in care.
- I will provide a copy of my child's birth certificate or passport with enrolment form
- I give my permission for this child to travel in the Educarers vehicle in an approved child restraint
- I give permission for this child to be taken for walks and outings by the Educarer maintaining 1:4 ratios.
- I give my permission for this child to be taken to an alternative emergency location e.g. Civil Defence Centre in the event of an emergency.
- I give permission for a photograph to be taken of my child for their profile book.
- I will be provided with a choice of Educarer wherever possible
- I will give the Educarer all the necessary details to help in providing care and education of my child e.g. Routines, any health problems etc.
- I will notify the Educarer immediately if I cannot pick up my child as arranged. Extra time will be charged for.
- I understand that if my child becomes ill, I will be notified and may be required to collect my child immediately. I will not take a sick child to the Educarer.
- I will be notified as soon as possible in case of accident or illness. I will also be responsible for any medical expenses in the case of urgent treatment for my child.
- I will be expected to spend time settling my child into care.
- I will be responsible for supplying my children meals and drinks.
- I will, for babies, supply enough nappies, bottles and changes of clothes. I will bring my child dressed appropriately for the weather and play AND provide sunhats, jackets, warm hats and spare clothes.
- I will give written advice on who is permitted to pick my child up.
- I will notify changes of address immediately as they are important in emergencies
- I will notify the Educarer immediately if my child will be absent.
- I will be courteous to the Educarer by notifying any changes to arranged hours or circumstances.
- I will ask Bizzy Buddyz for alternative or emergency care when their usual Educarer is unavailable.
- I will be welcome to attend training, playgroups or other meetings arranged by Bizzy Buddyz.
- I will be welcome to discuss my child's progress and any concerns with the Educarer or Bizzy Buddyz Management.
- I will be welcome to discuss with Bizzy Buddyz Management any conflicts or concerns about the child/ren or care situation I may have.
- I will give one weeks' notice of care finishing in writing to both the Educarer and Bizzy Buddyz.
- I understand it is my responsibility to sign my child's weekly timesheet, and check the recorded daily start and finish times.
- I agree to pay the enrolled hours or the actual, whichever is the greater.
- I agree to pay for absences where I have not given five working days notice.
- I will pay for time and .62c per km if my Educarer has to deliver or collect from Kindergarten.
- I have not enrolled my child at any other Service (e.g. Day Care, Kindergarten) for the same hours of attendance.
- I agree that if a debt remains after two reminder notices have been sent, the debt will be sent to a Debt Collection Agency for recovery and I will be liable for collection and legal costs as well as the original amount. Care will be discontinued if this event arises.

Parent and Service Declaration:

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

Parents/Whanau: _____ Date: ___/___/___

Care Arranger: _____ Date: ___/___/___

Educarer:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Emergency Educarer:

Name: _____

Address: _____

Phone: _____ Mobile: _____