



Country Kids Enrolment Agreement

302 Henderson Valley Road, Henderson Valley, Auckland, 0612

◆ Child's Details

Child's official surname or family name:					
Child's official given name:					
Child's official other names / middle names:					
Name your child is known by / preferred names:					
Surname / family name:				Given name:	
Male		Female		Child's date of birth: dd / mm / yyyy	
Child's primary residential address:					
				Post code:	
Child's identification: 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.					
Official documentation documents sighted by staff. Tick one					
New Zealand birth certificate				Foreign birth certificate	
				Other	
New Zealand passport				Foreign passport	
Date sighted		dd / mm / yyyy		Staff member initials	
Child's ethnic origins:		Iwi your child belongs to:		Language(s) spoken at home:	

◆ 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 [Principle 3 – Collection of information from subject](#)). Additionally, all Privacy statements must include the exact wording below: 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 for 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 [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.

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Parent/Guardians					
Parent/Guardian #1 Details					
Given names:				Surname / family name:	
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
				Post code:	
Parent/Guardian #2 Details					
Given names:				Surname / family name:	
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
				Post code:	
Parent/Guardian #3 Details					
Given names:				Surname / family name:	
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
				Post code:	
Parent/Guardian #4 Details					
Given names:				Surname / family name:	
Relationship to child:					
Email:					
Phone (h):		Phone (w):		Phone (m):	
Address:					
				Post code:	

Additional person/s who can pick up your child			
Additional person #1		Additional person #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Address:		Address:	
Relationship to child:		Relationship to child:	
Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile):		Phone (mobile):	

Emergency contacts (also able to pick up child)			
Emergency contact #1		Emergency contact #2	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Relationship to child:		Relationship to child:	
Phone (home)	Phone (work)	Phone (home/}	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email
Emergency contact #3		Emergency contact #4	
Given names:		Given names:	
Surname/family name:		Surname/family name:	
Relationship to child:		Relationship to child:	

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Phone (home)	Phone (work)	Phone (home)	Phone (work)
Phone (mobile)	Email	Phone (mobile)	Email

Custodial Statement

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

Please advise us immediately if there are any changes to custodial arrangements concerning your child, or to the persons who cannot pick up your child, including because of court orders.

Child's Doctor

Name:		Phone:	
Name of medical centre:			
Address of medical centre:			
In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by centre staff and if necessary, taken to hospital. Parents or a contact person will be notified immediately.			

Child's Health

Does your child have any specific illness, allergies or dietary requirements? If yes, please specify:		
Is your child up-to-date with immunisations?	Yes	No

Category (i) Medicines

Category (i) 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 (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 ongoing 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:	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:	

First Aid Supplies

Do you give permission for the following products, provided by service, to be used on your child if needed ☐ YES ☐ NO	
- Surf Life Saving Sunscreen SPF 50+ - Aerogard Body Odourless Protection	- Papaya Gold PAW.PAW. PAPAYA - Naturo Pharm Arnica Cream

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• Anthisan Cream	• Zinc and castor oil nappy rash cream
Parent / Guardian signature:	

Enrolment							
Country Kids delivers quality early childhood education and care in line with our philosophy and Te Whāriki, while keeping children and staff safe and managing risks as required under the Health & Safety at Work Act 2015. This agreement covers your child's enrolment from the start date to the intended date of exit (usually their 5th birthday). You can end enrolment at any time with two weeks' notice. We may also review and end enrolment before the intended exit date: • if you have not paid fees • because of ongoing absences that have affected the funding we receive for your child (if applicable) • if we consider that this would be in the best interests of the child, other children at the centre or the adults working in our service. We will make reasonable efforts to resolve any issues before ending enrolment and will give notice where possible. Enrolment also depends on the service remaining licensed, operational, and compliant with all regulatory requirements, including the Health and Safety at Work Act 2015.							
◆ Enrolment details							
Date of enrolment	dd / mm / yyyy		Date of entry	dd / mm / yyyy		Date of exit	dd / mm / yyyy
	Monday	Tuesday	Wednesday	Thursday	Friday	Total no. of hours:	
Times enrolled							
◆ 20 Hours ECE							
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. For 20 Hours ECE fill out the boxes below with the hours attended e.g. 6 hours							
	Monday	Tuesday	Wednesday	Thursday	Friday	Total no. of hours:	
20 Hours ECE at this service							
20 Hours ECE at another service							
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?						Yes / No	
2. Is your child receiving 20 Hours ECE at any other service?						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 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 the other early childhood education services your child is enrolled at, about the information contained in this box. Attendance 1) You will need to verify your child's attendance at our service for each day that they are enrolled. 2) Please inform us promptly of any changes to your child's enrolment details, including attendance hours and 20 Hours ECE status. All changes must be written in pen and dated. v							
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 Country Kids

Parent/guardian signature

Date

Person responsible for paying your fees

First name

Surname

Relationship to child

Email

Phone (h)

Phone (w)

Phone (m)

Address

Post code

I/We agree to pay \$_____ per week

Parent/Guardian Signature:

Work and Income Childcare Subsidy

I am applying for a Work and Income Childcare Subsidy prior to my child starting at this Centre

Yes / No

If yes, I understand that even if eligible for a Work and Income Childcare Subsidy I am responsible for paying my fees in full until my subsidy is approved.

I understand that I am responsible for any fees not covered by my subsidy.

I am responsible for ensuring Work and Income is kept informed of any changes that may affect my subsidy.

Any over-payment made by Work and Income will not be offset against any outstanding balance or paid out to the person responsible for payment of fees.

I confirm that I have made a full application for a subsidy prior to my child starting at Country Kids

Application date:

Absences

You must advise us of any about any absences, planned or unplanned. including if your child is sick or has an injury, will be away for holidays (outside of any holidays where the centre is closed), or any other reason.

Continuous or frequent absences impact on the funding that we get from the Ministry of Education.

- A continuous absence is when an enrolled child is absent for a period of more than three weeks.
- A frequent absence is when an enrolled child's actual attendance in a month does not match their enrolled hours for at least half of that month.

If continuous absence happens, we may review, adjust or reconfirm your child's enrolment hours. In some cases, we may end your child's enrolment with us early because of continuous or frequent absences. We will always make reasonable efforts to work with you to resolve any ongoing absence issues, and will give notice where possible if we decide to end your child's enrolment early.

♦ Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of school term breaks.

Country Kids will not be open for any public holidays. Fees are payable for enrolled days even if my child does not attend or the day is Statutory Holiday.

◆ Permissions and Parent declaration

- 1) I declare that all the above information is true and correct to the best of my knowledge.
- 2) I will verify my child's attendances as required by the Centre and the Ministry of Education, and notify absences (planned or unplanned, including due to illness or injury) as required.
- 3) I attest to the 20 Hours enrolment hours detailed in this agreement.
- 4) I confirm that:
 - a. My child does not receive more than 20 hours of 20 Hours ECE per weeks across all services.
 - b. I agree for the Ministry of Education to make enquiries regarding the information provided in this enrolment agreement, if deemed necessary and to the extent necessary to make decisions about my child's eligibility for 20 Hours ECE.
 - c. I consent to this centre providing relevant information to the Ministry of Education, and to other early childhood education services my child is enrolled at, about the information contained in this agreement.
- 5) **Enrolment, Attendance and Fees**
 - a. I agree to pay the fees charged for my child's enrolment at the centre in accordance with the Fees Schedule.
 - b. I understand that the fees and applicable charges may change from time to time. I will be provided with written notification of any fee changes.
 - c. I agree to pay fees weekly in advance of attendance, by automatic payment. (AP)
 - d. I understand that fees are payable for enrolled days even if my child does not attend or the day is Statutory Holiday, or in event of an unforeseen/emergency closure.
 - e. If I disagree with an invoice, I will query it with management within one week.
 - f. I agree that early/late pick-up charges, as set out in the current fee policy, are payable if my child is not picked up promptly at the end of the enrolled times. Early drop-off/ Late pick-up is by prior arrangement only and may incur an additional fee
 - g. I agree at least two weeks advance notice in writing is required before withdrawing my child from the Centre. If I fail to do so, I agree to pay the subsequent fee/s in lieu of notice.
 - h. I agree to pay any outstanding fees to the centre by the due date and understand that, if I fail to do so, I will be liable for any additional debt collection costs, and that the centre may review my child's ongoing enrolment and end that enrolment early if I do not pay fees owed.
 - i. I understand that provided my account is kept up to date, I may be eligible for 50% rebate on my fees for up to 3 weeks, pro rata, in each calendar year.
 - j. I understand that I am responsible for payment in advance even where some or all of my child's fees maybe paid by a third party.
- 6) My child may only be collected by authorised adults listed on the enrolment form, or by others I have approved in writing
- 7) By enrolling, you agree to follow Country Kids' policies, as outlined in this document, the parent pack, and other communications.
- 8) I have read and understand the Privacy Statement on page one of this agreement.
- 9) I **understand** that my child may be photographed or videoed from time to time as part of the centre's assessment, planning and evaluation practices.
- 10) I **DO/ DO NOT** give permission for photos, videos, and names to be used on the Country Kids website, social media platforms, and other promotional or educational materials produced by Country Kids.
- 11) I **AGREE / DO NOT AGREE** for my child to join regular supervised excursions to Kiwi Valley Farm Park and the onsite garden, with a 2:10 adult-to-child ratio. Travel to these locations is always by foot. Please refer to our Excursion Policy and Procedure for more information.
- 12) The risk assessment for our regular excursions is available at the centre. Signing below confirms you have seen it.
- 13) Parents' prior written approval is sought for each special excursion.

Parent/guardian signature

Date:

♦ Service Declaration

On behalf of Country Kids,
I declare that this agreement has been checked and all relevant sections have been completed.

Service provider signature

Date

Parent Access to Information (GMA102)

Information	Location
Education (Early Childhood Services) Regulations 2008	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Licensing criteria for centre-based ECE services (as at 20 April 2026)	https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/new-licensing-criteria-for-centre-based-ece-services-v1
ERO review reports	https://www.ero.govt.nz/audience/early-learning
Centre information, e.g. philosophy	Website and centre notice board
Centre's complaints process / procedure and contact information for the local Ministry of Education office	Centre's notice board https://www.education.govt.nz/our-work/about-us/contact-us/regional-offices
Centre's licence and licence changes, if required	Centre's noticeboard
Information on amounts and details of Ministry funding	Centre's noticeboard
Full names and qualifications of each person counting towards regulated qualification requirements	Centre's noticeboard
Information concerning their child	Child portfolio available on Storypark. An invite will be sent to your email address.
Fees charged by the service	Fees schedule available at the office. Contact the Centre Manager for more details
How parents can be involved in the service	Regular newsletters, storypark community notice board. Meetings with your child's teacher can be arranged by request.
The service's operational documents	The Centre Manager is responsible for providing access to policies and operational documents
Child Protection Policy	The Centre Manager is responsible for providing access to policies and operational documents
Planned reviews and consultation	The Centre Manager is responsible for providing access or review schedule on Centre's noticeboard
Healthy Food and Drink Guidance - Ministry of Health	Follow the link to read the Ministry guidance. Also included in the welcome pack
Reducing food-related choking for babies and young children at early learning services - Ministry of Health	Follow the link to read the guidance. Also included in the welcome pack