

Please bring/include a copy of your child's

<sup>1</sup>immunisation certificate,

<sup>2</sup>birth certificate &

<sup>3</sup>passport

with you when you enrol so we can take  
copies of them for our records,  
as required by the Ministry of Education

## INFORMATION FOR PARENTS & GUARDIANS OF PUPILS

Welcome to Westminster Christian Preschool. The information we collate on this Enrolment Form will assist us to provide an excellent service for your child & family and will remain confidential to the teachers and management.

Westminster Christian Preschool provides the vital beginning of a child's formal education, which can be continued through the Primary departments of Westminster Christian School. Being a Christian preschool, everything is taught from a biblical perspective. This means we teach biblical truths and morals, because we believe the Bible to be God's written word, to all people everywhere, in every generation.

The programme we run is designed to include emergent reading, writing and number skills, plus a wide range of activities that are developmentally appropriate for individual and group learning. All programmes include the Ministry of Education's Te Whaariki Curriculum guidelines.

### PRESCHOOL SCHEDULE

Monday, Tuesday, Wednesday, Thursday, Friday

Morning session : 8.50am-11.50am (half day)

Afternoon session : 11:50am-2:50pm (half day)

Full day session : 8:50am-2:50pm (full day)

Please collect your child on time. If for any reason you are going to be late PLEASE PHONE ACCORDINGLY. Extra time may possibly be arranged with the supervisor outside of these hours on an individual basis.

### FEE SCHEDULE

Preschool fees are higher than school fees, because of the very low pupil/teacher ratio required by law and all the separate facilities required for Early Childhood Education.

From Term 4 2017 / OCTOBER 2017

	<b>FULL DAYS</b>	<b>MORN./AFTR.SESIONS</b>
		minimum <b>2</b> sessions
<b>2</b>	<b>\$ 105.00</b>	<b>\$ 60.00</b>
<b>3</b>	<b>\$140.00</b>	<b>\$ 80.00</b>
<b>4</b>	<b>\$165.00</b>	<b>\$ 90.00</b>
<b>5</b>	<b>\$192.00</b>	<b>\$105.00</b>

ALL FEES ARE INCLUSIVE OF GST @ 15%

TUESDAY MID-DAY: 35+min/session of playball \$45.00 per term ~ ~ FRIDAY AFTERNOONS: Swimming is an extra \$15.00 per lesson

### ENROLMENT FEE

Each day your child is enrolled, must be paid for (including statutory Public Holidays). There is no refund for absences. We are not able to offer make-ups for absences. *Please note:* if withdrawing your child from preschool two weeks notice is required (in writing please).

TELEPHONE: 09 444 1906

EMAIL: [westminsterpreschool@xtra.co.nz](mailto:westminsterpreschool@xtra.co.nz) INTERNET: [www.westminster.school.nz](http://www.westminster.school.nz)

POSTAL & PHYSICAL: 31 WESTMINSTER GARDENS, UNSWORTH HEIGHTS, ALBANY 0632

## LICENSING

Our centre is licensed for maximum 35 children aged between 2-5 years of age

## MINIMUM ATTENDANCE

The minimum childcare attendance is two sessions/days per week to enable regular settled care to progress and relationships to develop while your child is with us. This encourages strong, stable & long term friendships to develop with other children, the teachers and families.

## ADMINISTRATION FEE

A \$30.00 Administration Fee is payable upon acceptance of your child's enrolment. This fee covers initial administration costs and your child's individual portfolio and educa profile.

## HOLDING FEE

A holding fee of \$30.00 per week (\$6 per day) is payable should your child be absent for holiday time (2+ weeks/overseas) or extended sick leave. A signed letter of explanation is required (Ministry requirements).

## OVERDUE FEES

Term fees MUST BE fully paid within two weeks of receipt of invoice to be entitled to the **5%** discount (date on invoice). Fees not paid by the end of week:4 may result in your child being excluded from Preschool until such time that outstanding fees are paid in full. You are most welcome to make a direct payment arrangement for your fees (weekly/fortnightly/monthly) – please see the office to set this up.

## SHOW & TELL

For 'Show & Tell', children could bring something from nature, e.g. cicada skeletons, beach shells, an interesting leaf etc. If your child chooses to bring a favourite toy please ensure that it is visibly marked with their name to avoid any tears at home time. Please ensure their 'Show & Tell' comes in their special bag (given by preschool in your first week). No bag – no 'Show & Tell'. 'Show & Tell' is done on Monday through to Thursday afternoons (usually 12:30pm). We have swimming on Friday afternoons, so no 'Show & Tell'.

## HOLIDAY SCHEDULE

Westminster Christian Preschool follows the four term primary school year and is closed for the primary school holidays.

## ATTENDANCE SHEET

This **must** be signed on arrival and departure each day by the adult responsible (this is for legal and safety reasons). Please do not allow your children to write on these sheets as they are legal documents.

## FOOD

Westminster Christian Preschool provides morning tea – fruit, sandwiches and water. Full day & afternoon children - your child needs to bring lunch and a drink in named containers, not plastic bags. We encourage healthy foods and other foods are not necessary. Shared Birthday Cakes for morning/afternoon tea are welcomed & encouraged (prior arrangement with staff is required please).

## IMMUNISATION

Please bring a copy of your child's <sup>1</sup>immunisation certificate, <sup>2</sup>birth certificate & <sup>3</sup>passport with you when you enrol so we can take copies of them for our records, as required by the Ministry of Education.

## CHILD ABSENCES

Please phone the preschool staff before 8:30am if your child is going to be absent for the day.

## PARENT HELP & INVOLVEMENT

We do appreciate help if needed on outings and trips if you are available.

## PLAYBALL

On Tuesday's between 11:15am-12:45pm we have the fantastic 'playball' on offer. This programme helps develop building blocks to sport, agility, balance, co-ordination as well as building physical fitness (endurance, strength & flexibility). Best of all, **playball** is fun – learning in action!!


## SWIMMING

If your child (3+years) is to be involved in Friday's Millennium Swim Programme, please ensure they have the correct swim wear and all gear is to be clearly labelled and bagged in a good sized backpack for ease of carrying by your child. During the cooler months children are best dressed in baggy track pants, zipped up hooded polar fleeces & easy to wear gumboots (no jeans, tights or stockings).

ADMIN # \_\_\_\_\_  
(OFFICE USE ONLY)

MSN # \_\_\_\_\_

CHILD			
First name		Middle name	Surname
Name your child is known by			Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's date of birth	DAY	MONTH	YEAR
Nationality			
Child's home address/es			
Postcode			

**BEST** email address your child's  -portfolio

PARENTS / GUARDIANS	
First Names	First Names
Surname	Surname
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email
First Names	First Names
Surname	Surname
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email

EMERGENCY CONTACTS	
First Names	First Names
Surname	Surname
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email

PERSON/S WHO CAN PICK UP YOUR CHILD	
First Names	First Names
Surname	Surname
Address	Address
Post Code	Post Code
Phone (home)	Phone (home)
Phone (work)	Phone (work)

CUSTODIAL STATEMENT	
Are there any custodial arrangements concerning your child?	
If <b>YES</b> , please give details of any custodial arrangements or court orders (a copy of any court order is required)	
Person/s who <u>cannot</u> pick up your child	
Name	Name
Name	Name

HEALTH	
Illness/allergies	
Is your child up to date with immunisations? (please provide verifications of all immunisations)	Tick one Yes <input type="checkbox"/> No <input type="checkbox"/>
Immunisations record sighted and details recorded:	Tick one Yes <input type="checkbox"/> No <input type="checkbox"/>

MEDICINE	
Category (i) Medicines	
A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet/office/kitchen.	
Do you approve of category (i) medicines to be used on your child?	Tick one Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
▪	▪
▪	▪
Parent/Guardian Signature _____	Date ____ / ____ / ____

Category (ii) Medicines	
A category (ii) medicine are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as 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.	
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 ____ / ____ / ____

Category (iii) 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	
Individual health plan completed and signed:	Tick one Yes <input type="checkbox"/> No <input type="checkbox"/>
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 ____ / ____ / ____

**FAMILY DOCTOR**

Name	Phone :
Address	

Is there anything else you would like to share with us about your child?

**STATUTORY HOLIDAYS / TERM BREAKS**

This enrolment agreement is exclusive of school term breaks.

Westminster Christian Preschool is open on the following public holidays if they fall on a weekday.

New Years Day	N/A	Easter Monday	N/A	Christmas Day	N/A
Day after New Years Day	N/A	ANZAC Day	N/A	Boxing Day	N/A
Waitangi Day	N/A	Queen's Birthday	N/A	Auckland Anniversary	N/A
Good Friday	N/A	Labour Day	N/A		

Do you have intentions of sending your child to WESTMINSTER CHRISTIAN SCHOOL when they are 5+ years old? Tick one Yes  No

If **yes** - please ensure you visit the primary school office next door as soon as possible to enrol. Just because your child has attended preschool with us **does not** guarantee them a place at the school.

**Name of Christian Church** presently attending

Church Referee (pastor/elder/deacon) Name

Phone :

**POLICY STATEMENT:** Westminster Christian Preschool 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 encourage 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. You accept that the centre reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices or posting notification on one of the centre notice boards.

**ENROLMENT DETAILS**

DATE OF ENROLMENT \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF ENTRY \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF EXIT \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>SESSIONS ENROLLED</b>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	<b>TOTAL NUMBER OF HOURS:</b>
MORNINGS 8:50AM-11:50AM						
AFTERNOONS 11:50AM-2:50PM						
FULL DAYS 8:50AM-2:50PM						

**DUAL ENROLMENT DECLARATION**

I hereby declare that my child is not enrolled in another early childhood institution at the same times that he/she is enrolled at Westminster Christian Preschool

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

THE INFORMATION CONTAINED IN THIS ENROLMENT FORM WILL REMAIN CONFIDENTIAL TO THE TEACHERS & MANAGEMENT AT WESTMINSTER CHRISTIAN PRESCHOOL.  
ANY CHANGES TO THIS FORM MUST BE SIGNED AND DATED BY THE PARENT/GUARDIAN



CHILD'S NAME : \_\_\_\_\_

TODAY'S DATE : \_\_\_\_\_

I UNDERSTAND AND CONSENT TO BIBLICAL CHRISTIANITY BEING TAUGHT THROUGH THE PRESCHOOL CURRICULUM.

I GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN APPROPRIATE SUPERVISED EXCURSIONS WITHIN THE WESTMINSTER SCHOOL GROUNDS.

I UNDERSTAND THAT MY CHILD MAY NOT ATTEND ANOTHER LICENCED AND CHARTED EARLY CHILDHOOD SERVICE FOR THE SAME HOURS FOR WHICH THEY ARE ENROLLED AT WESTMINSTER CHRISTIAN PRESCHOOL.

IN SIGNING THIS ENROLMENT FORM I AUTHORISE THE CENTRE TO ADMINISTER TO MY CHILD MEDICATIONS IN ACCORDANCE WITH THE MEDICINE ADMINISTRATION POLICY OF THE CENTRE.

IN THE EVENT OF AN ACCIDENT OR EMERGENCY, I AUTHORISE THE CENTRE TO SEEK SUCH ADVICE OR TREATMENT AS IT DEEMS NECESSARY IN THE BEST INTEREST OF MY CHILD.

I HAVE READ THE INFORMATION SHEET ATTACHED TO THIS APPLICATION FORM FOR ENTRY OF MY CHILD INTO WESTMINSTER CHRISTIAN PRESCHOOL AND AM SATISFIED I UNDERSTAND THE TERMS AND CONDITIONS APPLICABLE AS CONTAINED THEREIN.

I/WE AGREE TO PAY ALL FEES DUE IN ACCORDANCE WITH WESTMINSTER CHRISTIAN PRESCHOOL'S FEE SCHEDULE.

I/WE ACKNOWLEDGE THAT PHOTOS AND VIDEOS OF MY CHILD WILL BE TAKEN AND WILL BE USED IN THE CHILDREN'S EDUCATION.

**PARENT DECLARATION**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SERVICE DECLARATION**

On behalf of Westminster Christian Preschool, I declare that this form has been checked and all relevant sections have been completed.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Dear Parents / Caregivers

The Westminster Preschool programme is based on observations. This enables us to provide a developmentally appropriate programme that meets the individual needs of your child.

It is also important that we understand what your expectations are for your child, could you please answer the following questions and hand it back to us. Please feel free to write a sentence or two or add another page if you wish.

By the time your child leaves preschool, what do you hope he/she will have achieved?

---

---

---

---

What are your child's interests?

---

---

---

---

What do you feel are your child's areas of need?

---

---

---

---

What do you feel are your child's strengths?

---

---

---

---

DATE



Could you please complete the following information page – this will be included in your child’s portfolio on commencement at  
Preschool 😊

*thank you*



Westminster Christian  
Preschool

# ALL ABOUT ME

What I like to be called .....

The people in my family are .....

I live in a .....

My best friend is .....

The thing I like to do best is .....

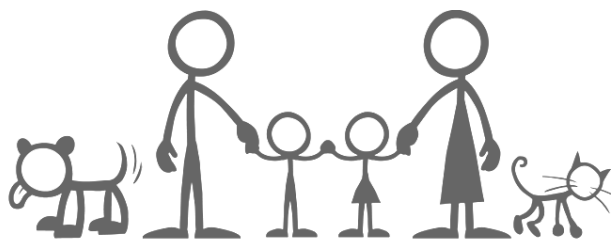
My favourite food is .....

My favourite colour is .....

My favourite story is .....

My favourite toy is .....

The animals in my home are .....





Dear Parent/Guardian,

Portfolios are an invaluable tool to track the learning of your children. However, with your busy lives, you are often rushed to read and hear about your child's day. **Online E-Portfolios** allow you to access your child's portfolio from your home or work computer at any time. You are able to make comments, read learning stories and newsletters, and share this information with other family members you have given authorized access to.

Educa is a **secure web-based portfolio system** specifically designed for New Zealand Early Childhood Education Centres and parents. It significantly improves communication with parents and whānau. The idea behind Educa is to provide a secure and interactive environment where teachers and parents/whānau can share learning stories, photos and videos, and collaborate on children's learning. Educa has also released apps for both the iPhone and the Android, which are available for parents to follow children's learning on the go.

To begin using Educa we'd like to have your permission for uploading photos, videos, learning stories and artwork of your child to Educa. Please also provide your email address so we can send you an invitation to join Educa. If you require access for other family members, please provide their full name, relationship to the child and email address in the *Other family Member Information* section.

**Name of child care centre:** .....*Westminster Christian Preschool*.....

**Name of child:** .....

As the parent, guardian or responsible adult for the above child, I consent to the above child care centre's collection, use and display of my child's information on the Educa Application in accordance with the Privacy Policy set out on the Educa website: <http://www.educa.co.nz/privacy-policy>.

**Date:** .....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
email

Other Family Member Information/emails you would like to invite to view your child's portfolio also:

\_\_\_\_\_  
Name & relationship

\_\_\_\_\_  
email

\_\_\_\_\_  
Name & relationship

\_\_\_\_\_  
email

*Note: For further information about Educa, visit [www.educa.co.nz](http://www.educa.co.nz). For technical inquiries, you can contact Educa support team at [support@educa.co.nz](mailto:support@educa.co.nz)*