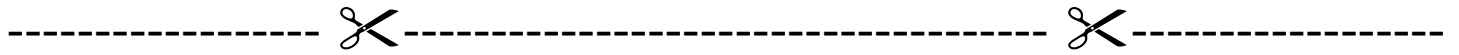


Enrolment Check List

- I have completed & signed the enrolment form
- I have included a copy of a **Birth Certificate** or valid **Passport**
- I have included a copy of the **Immunisation record**
- I have made a time for an informal **Meet & Greet** to have within the first two weeks of attending



Best time for my **Meet & Greet** and to share my hopes & dreams for my child...

(circle one) Monday / Tuesday / Wednesday / Thursday

(circle one) 9:00am / 9:15am / 2:30pm / 2:45pm

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 – 3 hours)

Afternoon session : 11:50am-2:50pm (half day – 3 hours)

Full day session : 8:50am-2:50pm (full day – 6 hours)

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.

Fees are \$20 per session – all ages. Minimum 2x 3-hour sessions (eg:x 2 mornings).

From Term 2 2020 / MARCH 2020

	MORNING SESSION	AFTERNOON SESSION	FULL DAY
SESSIONS	8:50am – 11:50am	11:50am – 2:50pm	8:50am – 2:50pm
2	\$ 40.00		\$ 80.00
3	\$ 60.00		\$120.00
4	\$ 80.00		\$160.00
5	\$100.00		\$200.00

ALL FEES ARE INCLUSIVE OF GST @ 15% ~ FRIDAY AFTERNOONS: Swimming is an extra \$15.00 per lesson ~

ENROLMENT FEE

Each day your child is enrolled, must be paid for (including statutory 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, fees are payable during this time.

TELEPHONE: 09 444 1906

EMAIL: westminsterpreschool@xtra.co.nz INTERNET: 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 \$40.00 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). No 'Show & Tell' on Friday's as we are away at swimming.

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 their own 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 ¹immunisation certificate, ²birth certificate & ³passport 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.

CONCERNS & COMPAINTS PROCEDURE

(Policy available in the office) Any concerns or complaints, please speak with the Supervisor first. If this doesn't answer your concerns you can contact the Service Provider (through the Supervisor). Should this not resolve your query, then the Ministry of Education is to be contacted. Please refrain from posting negative comments on the internet (ie social media etc).

PARENT HELP & INVOLVEMENT

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

SWIMMING


If your child 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 or crocs (no jeans, tights or stockings or shoes with laces & buckles please).

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  e-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 (if we can't contact you)

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 (other than parents ie: Grandparent, Aunt, Uncle)	
First Names	First Names
Surname	Surname
Address	Address
Post Code	Post Code
Phone (home)	Phone (home)
Phone (mobile)	Phone (mobile)

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)	
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 primary 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 ____/____/____

SESSIONS ENROLLED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL NUMBER OF HOURS:
MORNINGS (3hrs) 8:50AM-11:50AM						
AFTERNOONS (3hrs) 11:50AM-2:50PM						
FULL DAYS (6hrs) 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

Meet & Greet questions

As part of getting to know you and your precious child better we have a time for an informal Meet & Greet together with you and the teacher/s assigned to oversee your child's portfolio. It would be super if you are able to share with us your hopes & dreams for your child below...

How would you describe your child's character?

How does your child respond to new situations?

Are there any challenges you are having with your child at the moment?

How are you working through this at home? How can we support you in this?

What are your child's current interests?

What goals would you like us to work on together in the coming months?

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

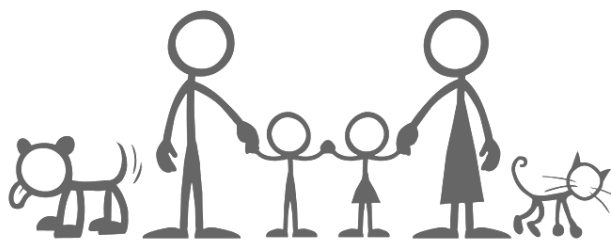
My favourite food is

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, add stories from home and read newsletters & important notices, 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 e-portfolio also:

Name & relationship

email

Name & relationship

email

Note: For further information about Educa, visit www.educa.co.nz. For technical inquiries, you can contact Educa support team at support@educa.co.nz

WORKING FOR FAMILIES CHILDCARE ASSISTANCE (Work & Income subsidy)

The government department, Work & Income provide a childcare subsidy to help pay for your Preschool fee costs if you qualify. Westminster Christian Preschool is licensed by the Ministry of Education to receive Childcare Subsidies and we have found that this subsidy has benefited many of our families. Many families are unaware that they may qualify for Childcare Assistance. You will need to make direct contact with WINZ to check your eligibility. The subsidies are based on your household income.

Below are the present [Childcare Subsidy](#) income thresholds and maximum rates at 1 April 2019.

Number of children	Gross weekly income	Childcare Subsidy (per hour, per child)
1	Less than \$800.00	\$5.22
	\$800.00 to \$1,199.99	\$4.16
	\$1,200.00 to \$1,299.99	\$2.91
	\$1,300.00 to \$1,399.99	\$1.62
	\$1,400.00 or more	nil
2	Less than \$920.00	\$5.22
	\$920.00 to \$1,379.99	\$4.16
	\$1,380.00 to \$1,489.99	\$2.91
	\$1,490.00 to \$1,599.99	\$1.62
	\$1,600.00 or more	nil
3 or more	Less than \$1,030.00	\$5.22
	\$1,030.00 to \$1,539.99	\$4.16
	\$1,540.00 to \$1,669.99	\$2.91
	\$1,670.00 to \$1,799.99	\$1.62
	\$1,800.00 or more	nil

Should you be eligible for a Childcare Subsidy, the subsidy will be paid out from the date you contact your local Work & Income office, so you are best to contact them as soon as possible.

If you require further explanations, please visit the preschool office or take a look at the WINZ website (<https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>).