



*The Kids Club*  
**ENROLMENT FORM**

**CHILD'S DETAILS:**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_ M / F:  
Date of Birth: \_\_\_\_\_ (please bring a copy of the child's birth certificate).  
Ethnicity: \_\_\_\_\_ Iwi (If applicable) \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ E Mail address: \_\_\_\_\_  
What Language/s does the Child speak/understand? \_\_\_\_\_

**PEOPLE PROVIDING DAY-TODAY-CARE:**

Name: _____	Name: _____
Relationship to Child: _____	Relationship to Child: _____
Home Address: _____	Home Address: _____
Phone: _____ Mobile: _____	Phone: _____
Work Address: _____	Work Address: _____
Work Phone: _____	Work Phone: _____

I authorise the following persons to collect my child:

Name: _____	Relationship to child: _____	Phone: _____
Name: _____	Relationship to child: _____	Phone: _____
Name: _____	Relationship to child: _____	Phone: _____

Names of people who are forbidden to have access to the child or have access with conditions: \_\_\_\_\_

Legal papers copied and filed. Yes / No

**EMERGENCY CONTACT DETAILS** If unable to contact the people above we will contact:

Name: _____	Relationship to child: _____	Phone: _____
Name: _____	Relationship to child: _____	Phone: _____

**HEALTH INFORMATION**

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Information concerning health / medical / allergies etc:  
\_\_\_\_\_  
\_\_\_\_\_

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The Child is immunised as follows:

Polio \_\_\_\_\_ Tetanus \_\_\_\_\_ Hib \_\_\_\_\_ Mumps \_\_\_\_\_ Hepatitis B \_\_\_\_\_  
Diphtheria \_\_\_\_\_ Pertussis \_\_\_\_\_ Measles \_\_\_\_\_ Rubella \_\_\_\_\_ 4 year Old Booster \_\_\_\_\_  
Meningitis B1 \_\_\_\_\_ Meningitis B2 \_\_\_\_\_ Meningitis B3 \_\_\_\_\_ Meningitis B4 \_\_\_\_\_

Please bring the child's immunisation record with you (certificate or plunket book).  
Immunisation Certificate sighted Yes / No

**OTHER INFORMATION:**

Does your child have any particular fears? \_\_\_\_\_ Interests?

Names and ages of brothers and sisters:

Other comments that you wish to make about your child that would be helpful to staff:

Does your child attend another Early Childhood Centre? Where and on what days and times?

How did you find out about The Kids Club?

Why did you choose The Kids Club for your child's early care and education?

Will your child receive *20 hours ECE* for up to 6 hrs a day, 20 hrs per week at The Kids Club. Yes/  
No

Is your child receiving *20 Hours ECE* at any other service? Yes/ No

**FEES AND SURCHARGES:** (Please see fee/holiday sheet for full information)

For children over the age of three years who will not be claiming *20 Hours ECE* (the govmt Free Scheme) at The Kids Club:

I agree to pay the following fees: \$6.65 *per hour* for the duration of the enrolled session.

For Children over the age of three years who will be receiving *20 Hours ECE*:

(Note: you are not required to pay fees for the *20 Hours ECE* hours your child is receiving at The Kids Club)

\$3.65 *per hour* Quality Education Surcharge up to 6 hours per day, 20 hours per week.

\$6.65 *per hour* for time over 6 hours per day, 20 hours per week.

I agree to pay \$2.00 *per hour* for the duration of the sessions enrolled under *20 Hours ECE* as part of the Quality Education Surcharge Agreement. This charge is to cover the additional costs associated with exceeding educational standards required under ECE regulations.

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THE Kids Club

P O Box 21105 Hamilton, Phone 854 6250, Fax 854 6250

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\*Philosophy support- our programme philosophy dictates that we provide all children in an ongoing manner with resources which support literacy, numeracy and language development. These include specific individual story writing books, individual homework books, extensive use of ICT resources.  
\* Resources - We have an ongoing programme of investment in new resources which support our unique philosophy and reflect current pedagogy on best teaching practices to enhance this.  
\* Portfolios- we provide children's individual learning portfolios and in these incorporate extensive use of digital technology to record and monitor child development.  
\* Group size- we endeavour to maintain our group size to thirty children per session to support The Kids Club's unique philosophy; that is exploration of language, literacy and early mathematical concepts within a semi-structured environment.

I have agreed to pay the above Fee and/or Surcharges:

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:**

I give permission for my child to be taken to a medical practitioner, and receive necessary treatment, in the event of an emergency at my expense. Yes/ No

I give permission for my child to have his/her ears and eyes checked periodically by visiting vision and hearing technicians. Yes / No

I give permission for my child to go on short walks around the local area with ratio maintained as per policy. Yes / No

I give permission for my child's activities to be observed and recorded (including written records and photographs) for the purpose of assessment and programme planning. Yes/ No

I have read and understood the Fees/Holidays/Surcharges sheet and agree to abide by these conditions. Yes/ No

I have read, understand and agree to abide, by The Kids Club Policies. Yes / No

My child is not currently enrolled at another Early Childhood Centre for the days and times enrolled at The Kids Club.

If claiming *20 Hours ECE*, my child does not receive more than 20 hours per week across all services.

I authorize the Ministry of Education to make necessary enquiries to investigate my child's eligibility for *20 hours ECE*. and consent to The Kids Club providing information to the Ministry to make informed decisions regarding this.

The information given on this enrolment form is true and correct to the best of my knowledge:

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

**Office use**

Computer inputted: \_\_\_\_\_ Notice pocket: \_\_\_\_\_ Name tags: \_\_\_\_\_ Immun Sched: \_\_\_\_\_  
Free ECE Attestation Form completed and attached: \_\_\_\_\_  
Enrolment information Completed and attached: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Finish Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for finishing: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Kids Club Enrolment Information for:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start time						
Finish time						Total hrs enrolled
20 hrs at TKC						Total 20 hrs at TKC.
20 hrs at another service						

**Date effective from** \_\_\_\_\_ **. Parent signature:** \_\_\_\_\_

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start time						
Finish time						Total hrs enrolled
20 hrs at TKC						Total 20 hrs at TKC.
20 hrs at another service						

**Date effective from** \_\_\_\_\_ **. Parent signature:** \_\_\_\_\_

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start time						
Finish time						Total hrs enrolled
20 hrs at TKC						Total 20 hrs at TKC.
20 hrs at another service						

**Date effective from** \_\_\_\_\_ **. Parent signature:** \_\_\_\_\_

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start time						
Finish time						Total hrs enrolled
20 hrs at TKC						Total 20 hrs

						at TKC.
20 hrs at another service						

**Date effective from** \_\_\_\_\_ . **Parent signature:** \_\_\_\_\_

*20 hours ECE is relevant to those children over the age of three years using the Government 20 hrs ECE scheme. While children can attend for longer, a maximum of 6 hours a day, 20 hours a week can be claimed under this scheme. **Please ensure that the changes to enrollment are signed by the child's parent/caregiver.***