



## CHILD ENROLMENT FORM

\_\_\_\_\_ Playcentre

### CHILD'S DETAILS:

Child's official surname or family name:

Child's official given name:

Child's official other name/ middle names:  
(Please separate names with a comma):

Name your child is known by/preferred name: (If different from above)

Surname:

Given name:

#### ORIGINAL OF CHILD'S OFFICIAL IDENTITY VERIFICATION DOCUMENT SIGHTED:

New Zealand Birth Certificate

New Zealand Passport

Foreign Birth Certificate

Foreign Passport

Other \_\_\_\_\_

Sighted/Signed \_\_\_\_\_

**N.B. It is recommended that for Bulk Funding purposes, a copy or photo of ID is retained with this enrolment form.**

Child's Date of Birth:

Male

Female

Child's Ethnic Origin/s:

Iwi your Child belongs to (if applicable):

Language/s Spoken at Home:

Child's Primary Residential Address:

Post Code:

#### PRIVACY STATEMENT:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child. We will use and disclose your child's information only in accordance with the Privacy Act 1993. Under that Act you have the right to access and request correction of any personal information we hold about you or your child. Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes. You can find more information about national student numbers at: [eli.education.govt.nz](http://eli.education.govt.nz) \*

\* Information about acceptable identity verification documents is available online at [eli.education.govt.nz](http://eli.education.govt.nz)

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

<b>PARENTS / GUARDIANS:</b>	
<b>1. Given names:</b>	<b>2. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Phone (Home):</b>	<b>Phone (Home):</b>
<b>Phone (Work):</b>	<b>Phone (Work):</b>
<b>Phone (Mobile):</b>	<b>Phone (Mobile):</b>
<b>Email:</b>	<b>Email:</b>
<b>Relationship to child:</b>	<b>Relationship to child:</b>

**ADDITIONAL PERSON/S WHO CAN PICK UP YOUR CHILD:**

<b>Given names:</b>	<b>Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Phone (Home):</b>	<b>Phone (Home):</b>
<b>Phone (Work):</b>	<b>Phone (Work):</b>

**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):

Custody/Access Papers Sighted:  YES  NO

Signature:

Date:

**PERSON/S WHO CANNOT PICK UP YOUR CHILD:**

**Name:**

**Name:**

<b>HEALTH:</b>	
<b>CHILD'S DOCTOR:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Name of Medical Centre:</b>	
<b>Illness/allergies:</b>	
<b>Special Needs:</b>	
<b>Special Medication (Instructions for dispensing):</b>	
(Please leave detailed instructions for dispensing medications on each session that the child attends in the sign in book).	
<b>IMMUNISATION:</b>	
If the child is older than 15 months the parent/caregiver must supply a "duly completed immunisation certificate in respect of that child." Please note that only the official Ministry of Health Vaccination Certificate is applicable.	
Date Certificate has been sighted: _____	
Signature of authorised centre member: _____	
IMMUNISATION COMPLETE: (PLEASE INDICATE)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If the child is aged below 15 months, record the date that the certificate should be sighted: _____	
UPDATED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you do not wish to divulge your child's immunisation records, please sign and date the declaration below: I/ We declare we do not wish to divulge the immunisation records of my/our child:	
Signed: _____	Date: _____

**DECLARATION:**

**I wish to enrol my child at Playcentre and apply for membership for my family.  
I understand that Playcentre is a Parent Co-Operative and am prepared to share this responsibility.  
I agree to complete "Introducing Playcentre" within two terms of joining. (Bylaw 2011 clause 17.16).  
My phone number/email can be placed on a list and given to others within Playcentre.**

YES       NO

**I have read and agree to abide by the policies of this Playcentre.  
I agree that occasionally, spontaneous trips will occur. I have sighted the Regular Excursion Hazard ID  
and the Excursion Policy.  
The information I have given on this enrolment form is true and correct.**

**Signed:** \_\_\_\_\_

**Enrolment Date:** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_

**Finish Date:** \_\_\_\_\_

**Please note:**

- **Please complete E3 'Days Enrolled' Form to show which days the child will be attending.**
- **This form must be kept for 7 years after the child's finish date. (Relevant Licensing Criteria 2008 – GMA10)**

## PHOTO AND VIDEO RELEASE

As parent or guardian of \_\_\_\_\_ I hereby give permission for individual or group photographs and videos of my child to be used for the following purposes by the Playcentre, Te Akoranga Playcentre Association and the New Zealand Playcentre Federation as indicated below:

Please tick:

✓	For use in Playcentre observations and portfolios.
	For use in promotional material for my Playcentre, including flyers and website images. Child will only be identified by first name and the name of their Playcentre.
	For use in promotional material for my Association, including flyers and website images. Child will only be identified by first name and the name of their Playcentre.
	For use in promotional material for my Playcentre, including the Playcentre Journal and website images. Child will only be identified by first name and the name of their Playcentre.

<b>Parent/Guardian's Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

### PHOTOGRAPHIC GUIDELINES FOR PLAYCENTRE:

Photographs are an excellent way to capture and illustrate the learning that is occurring in your Playcentre.

However there are a few things to keep in mind.

- Try not to distract the child from what they are involved in. Especially do not try to pose photos or ask children to pose for the camera. Try to capture the natural, spontaneous moments.
- If you are using a camera other than the 'Playcentre Camera,' inform others that you are taking photos and let them review any photos that you have taken of their children.
- Children should never be undressed at Playcentre, togs or undies at least.
- Any photos printed at Playcentre expense are for Playcentre use only.