

THE LEARNING CORNER

CONDITIONS OF ENTRY – PRESCHOOL

Child's Name: _____

Please read this agreement carefully, and discuss anything that is not clear with the Centre Manager.

1. Hours

The operating hours are:

7.30am – 5.30pm Monday to Friday

If you are going to be late collecting your child, please advise us by telephone. A late fee will be charged.

2. Health

Owing to the risk of infection, we are unable to take care of sick children. Your child should be kept at home if there are any of the following symptoms:

A high temperature (38°C or above)

Inflamed throat or eyes

An unidentified rash

An upset stomach or diarrhea

If your child is unable to attend, please notify the Centre by 8.30am. A doctor's release statement must be presented if the illness is communicable. We expect our staff to abide by these same health policies. Following these rules assists in having a safe centre.

If a child becomes ill during the course of the day, you will be notified and the child will be isolated from the other children until taken home. A sick child will be placed in isolation but will always remain under supervision. When notified of a child's illness a parent or emergency contact person are required to collect the child immediately. To ensure the health of children at the centre sick children are required to be kept away from the centre for 24 hours.

3. Fees

Our terms of trade are that the weekly fee is paid in advance of the week your child is enrolled by automatic payment (i.e. Friday morning payments should be covering fees for the coming week). An admin fee maybe applicable where fees are not paid by automatic payment or direct debit.

In terms of our current debt policy, when fees are the equivalent of 2 weeks in arrears, a child's place in the Centre may no longer be made available to them, and the debt, along with any fees incurred in the collection of this debt, will be referred to a debt collection agency, unless a prior arrangement is made with management. We do not extend credit to our customers.

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot give fee refunds for periods which your child is absent or deductions

for statutory holidays. Any time a child is taken off the rolls, the place may be filled by someone on the waiting list. Re-enrollment when possible will necessitate a further registration fee.

A late charge will be payable for each 15 minutes or part thereof that your child is collected after the Centre closing time. The charge is payable immediately to The Learning Corner. It is our policy to review fees regularly.

4. 20 Hours ECE

20 Hours ECE is available for three and four year olds for up to 6 hours per child per day, and up to a maximum of 20 hours per child per week.

As a parent you can chose to accept the 20 hours ECE at The Learning Corner or you can choose to use your 20 hours ECE at another service provider.

As such The Learning Corner has 2 fee structures for our preschool room.

Fee Structure "A" is the fee charged for a child enrolled to accept the 20 hours ECE at The Learning Corner. As we are a full day service provider, and the 20 hours ECE only covers the first 6 hours per child per day and up to a maximum of 20 hours per child per week this fee structure charges for the additional hours only. Any hours not covered by the 20 hours ECE is a compulsory fee and is covered under clause 3. In addition a declaration form must also be completed.

Fee Structure "B" is the fee charged for a child enrolled with The Learning Corner who has chosen not to accept the 20 hours ECE.

Government Funding and Accountability:

The full cost of THE LEARNING CORNERS quality childcare service is high. Your fees are topped up by bulk grant funding. To ensure that no child is "double funded" or exceeds the funding limit, a declaration concerning your child's enrolment follows. Copies of the relevant early childhood regulations, desirable objectives and practices and any recent Education Review Office Report can be made available to you at the Centre.

5. Registration

A registration fee and the first week's tuition fee is due at the time of enrolment per child. The registration fee is a once only payment, unless the child is taken off the roll and later wishes to re-enroll. It is not refundable and it is not applied to tuition.

6. Termination of Enrollment

2 weeks notice in writing needs to be given should you no longer require your child's place with The Learning Corner.

THE LEARNING CORNER

WORKING TOGETHER - AGREEMENT

Please read this agreement carefully, and discuss anything that is not clear with the Centre Manager.

This agreement will begin on _____ and will cease on _____, this being when your child turns 5 years old.

1. Program

So that your child is encouraged to develop to full potential, there will be participation in a well-planned program in which growing, sharing and learning experiences are incorporated into all activities of the day. Typically, the daily program will include a balance of directed activities and self-initiated discovery. Early Childhood Teachers will be with your child to support learning and growth. Questions and suggestions from parents about specific aspects of the program will be welcomed by the Centre Manager and Teachers.

2. Parent Participation

At The Learning Corner we value the importance of families and whanau. We encourage all parents and whanau to share in their child/s day and talk with the teachers openly.

Learning portfolios are created for each child, which showcases what your child has been doing with us, and what they are developing. These are available for parents to look over and make comments in.

The Learning Corner also has a set of policies which are available in the office at anytime for parents to review.

3. Emergency Contacts

Each parent will be asked to provide the Centre with the name and telephone number of at least 2 relative's or friend's who can be contacted in case of an emergency when the parent cannot be contacted. Any address change, or change to work and home phone numbers, must be advised immediately.

4. Cleanliness

It is important for children to arrive clean and for babies to have had a fresh change prior to arrival.

5. Discipline

Harsh or threatening methods of discipline are not permitted at THE LEARNING CORNER. Our staff are selected for their ability to relate to children and are trained to deal with problems in a positive but firm manner.

6. Special Needs

If an individual child has special needs, a conference will be held between the parent(s) and Centre Manager, to determine how best to serve the child in the early childhood centre environment.

7. Clothing

Please clearly name all of your child's clothing. Each child must have a change of clothing that is bought to the Centre daily for use in emergencies. Children should wear washable clothing in which they will be comfortable. As some time will be spent outdoors regularly, it is important that they wear clothing appropriate to the weather.

8. Nappies, Wipes, Bottles

All nappies, wipes and bottles with formula or milk need to be supplied to the centre. This is important as change in products may cause allergies.

9. Food

We discourage the sending of sweets or food with the children, as "snacks" tend to reduce interest in a wholesome menu. THE LEARNING CORNER serves nutritious meals. Food exceptions cannot be made for

individual children, except in the case of allergies.

10. Medication

Medication is divided into 3 categories.

1- Medication used for first aid that is not ingested. This signed enrollment form gives us permission to administer first aid should your child require it with the use of such creams as Arnica cream, antiseptic liquid and Calendula cream.

2 - Prescription medication provided by the parent for a specific child for a specific period e.g. antibiotics, ear/eye drops or non prescription e.g. paracetamol, cough syrup. Parents must sign the medicine register daily.

3 - Prescription medicine provided by the parent for a specific child for ongoing treatment e.g. inhalers, epilepsy medication, or non prescription medicine e.g. antihistamines used for the treatment of an on-going pre-diagnosed condition. Parents must sign the medicine register weekly and discuss the condition and medicine with the centre manager. Action plans will be required for allergies and asthma.

11. Things from Home

Personal toys are easily lost or mislaid and THE LEARNING CORNER cannot assume responsibility for loss or damage incurred; however, we welcome such things as books that can be shared easily with the child's group. Therefore, other than bringing a favourite toy during that period of time while the child is adjusting to the newness of the Centre, we ask you to help your child understand that it is not wise to bring valuable toys or things your child may not wish to share.

12. Supervision

Parents are expected to bring their children into the building and see that they are under the teacher's supervision before leaving the premises. We cannot accept responsibility for children "dropped off" at the gate. Children should not be encouraged by parents, or even permitted, to open the gates. This is strictly ADULTS ONLY. Please adhere to this in the interest of safety.

13. Rest

Pre-school children will have the opportunity of an early afternoon nap in an assigned cot/bed. Depending upon their needs, children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so.

14. Excursions

Charges for field trips will be determined for each trip, considering admission and transport costs. All children will be charged this cost. Parents written consent will be required prior to any trip. The staff : child ratio will be stated on the consent form. Parents are welcome to accompany us on trips and need to indicate when notification is first given whether they will accompany us.

I have read The Learning Corner Conditions of Entry, and Working Together Agreement and accept and agree to the conditions stated herein.

.....
Mother or Guardian Date

.....
Father or Guardian Date

.....
Centre Director Date

THE LEARNING CORNER

CHILD'S INFORMATION - PRESCHOOL

CHILD'S DETAILS

Doctors name

Address

Phone

Childhood Diseases, Vaccinations, Allergies, Special Diets. (Please attach a vaccination certificate)

Brothers & Sisters Names and Ages

Ethnic Group / Iwi
Rohi (iwi home area)

Languages spoken at home

CHILD'S ROUTINES

Other information relevant to your child e.g. family values, aspirations, issues, custody (Please attach certified custody documentation)

I wish to enrol my CHILD with THE LEARNING CORNER

Mothers signature

Date

Father's Signature

Date

20 HOURS ECE DETAILS

Is your child receiving 20 Hours ECE for up to 6 hours per day, 20 hours per week at this service?

Yes No

Is your child receiving 20 Hours ECE at any other services?

Yes No

I have agreed to pay the following fees:
\$_____ per week

I authorise the Ministry of Education to make any enquiries it deems necessary regarding the information provided in the 20 hours ECE details box to the extent necessary to make decisions about my child's eligibility for 20 hours ECE. I also consent to The Learning Corner 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 box.

Childs Name: _____

Effective date for allocation of 20 hours ECE: _____

	M	T	W	TH	F	TOTAL
ECE hours at this service						
ECE hours at another service						
Times enrolled						

I declare that the child named above receives no more that 6 hours per day and no more than 20 hours per week "20 hours ECE" across all services.

Parent Signature: _____

I declare that all above information is correct

Signed

Date

DECLARATION FOR MINISTRY OF EDUCATION

To the Ministry of Education

This is to confirm that my child will not be enrolled in any other early childhood service while enrolled at THE LEARNING CORNER.

Signed

Date

I declare that my child is not enrolled in another early childhood service at the same times that he/she is enrolled at THE LEARNING CORNER.

Signed

Date

THE LEARNING CORNER

CONTACT INFORMATION

Child's Name

Date of Birth

Present Age

Address

FAMILY DETAILS

Mother's Name

Address

Email

Ph: Home

Mobile

Father's Name

Address

Email

Ph: Home

Mobile

Mother's Employer

Name & Address

Email

Occupation

Ph: Work

Mobile

Father's Employer

Name & Address

Email

Occupation

Ph: Work

Mobile

Emergency Contacts and Those Authorised to Collect Child from the Centre

1. Name

Address

Ph: Home

Work

Mobile

Relationship

Signature

2. Name

Address

Ph: Home

Work

Mobile

Relationship

Signature

3. Name

Address

Ph: Home

Work

Mobile

Relationship

Signature

THE LEARNING CORNER

POLICIES OF CENTRE

- I give authorisation for staff to seek emergency medical treatment for my child.
- I give authorisation for the use of Arnica cream /Arnica spray/Pamol (please circle) for my child (see **Administering Medication Policy**).
- I give authorisation for my child's hair to be regularly checked for headlice/kutu. This is to stop infestations within the centre.
- I give permission for photographs of my child to be used for promotional purposes.
- I authorise my child's first name to be used in observations, on photos and displays.
- I give permission for my child to walk on excursions in the local area with a ratio of one (1) adult to a maximum of four (4) children.
- I give permission for the Centre's sunscreen to be applied to my child (see **Sun Safety Policy**).
- Fees must be paid one week in advance. (see **Fees Policy**).
- A one off admin set up fee of \$20 is required to be paid prior to the child's start date.
- This unpaid account will be subject to all expenses incurred, including solicitors costs or debt collector's fees (see **Fees Policy**).
- I have read the policies of The Learning Corner.
- I have read and agreed to the conditions of entry.

PRIVACY ACT

Information collected will only be used for the purpose of completing Government

I hereby consent to the use of this information for the purpose outlined.

Signed: _____ Date: _____

Centre Signature..... Action Date: Finish Date: