

THE LEARNING CORNER

CONDITIONS OF ENTRY – UNDER 3 YEARS OLD

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:

1. A high temperature (38°C or above)
2. Inflamed throat or eyes
3. An unidentified rash
4. 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, apart from our current policy. 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. Absences

The Centre will be closed on statutory holidays. 2x enrollment days are available for any absences at a 50% discounted rate. When booking holidays a leave form must be completed 2 weeks prior to taking this leave. Where a form is not completed or your child's absence leave allowance has been used full fees will apply.

In circumstances where the child does not attend the centre for more than 20 days a child's place in the centre may no longer be made available unless prior arrangements are made with the Centre Manager.

The anniversary for holidays is 30 November each year. In circumstances where a child is withdrawn and re-enrolled the anniversary can only be applied once.

5. Government Funding and Accountability:

The full cost of THE LEARNING CORNER'S 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.

6. 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.

7. Termination of Enrollment

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

THE LEARNING CORNER

CHILD'S INFORMATION - UNDER 3

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)

FEE DETAILS

I have agreed to pay the following fees:

\$_____ per week

I authorise the Ministry of Education to make any enquiries it deems necessary with regards to my child's enrolment. 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.

Effective date:_____

	M	T	W	TH	F	TOTAL
Times enrolled						

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:.....

I wish to enrol my CHILD with THE LEARNING CORNER

Mothers signature

Date

Father's Signature

Date

THE LEARNING CORNER

CONTACT INFORMATION

Child's Name

Date of Birth

Present Age

Address

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

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