



## Enrolment Agreement

Child's Full Name.....Date of Birth.....  
Preferred names  
(nicknames).....  
Male/Female.....Ethnicity.....Iwi.....

Primary  
Caregiver.....Relationship.....  
Address.....  
Ph (Home)..... (Mobile) ..... (Work) .....  
Email .....

Secondary  
Caregiver.....Relationship.....  
Address.....  
Ph (Home)..... (Mobile) ..... (Work) .....  
Email .....

Emergency  
Contact.....Relationship.....  
Address.....  
Ph (Home).....(Mobile).....(Email).....  
(To be used in the event that we cannot contact you first).

Immunisations current? Y/N

Family GP.....Phone.....  
Address.....

Health Problems/Dietary Concerns/Allergies/Medications required:  
*Medications must be signed for or staff cannot administer.*

.....  
.....  
.....



Special Needs .....

.....

.....

Cultural or Religious Considerations (e.g. Languages spoken at home).....

.....

.....

Permission to use Arnica/Bepanthen/Sunscreen/Zinc and Castor Oil Cream/Antiseptic/Antihistamine Cream if required Y/N (signature).....

Enrolment date:..... Start Date:..... Finish Date: .....

Day/Term Enrolled \_\_\_\_\_



Persons who may collect your child from The Forest (anyone other than listed on front page:

Name:	Name:
Address:	Address:
Phone:	Phone:

Persons who may **NOT** collect your child from The Forest:

Name:	Name:
Details:	Details:

Custodial arrangements: (please attach any court orders, protection orders, or advise of any access with conditions in place for this child)

.....

.....

.....

I have read the Fees and Policies information and agree to abide by the payment terms referred to in the document. I hereby declare all the information in this enrolment application is true and correct.

Signed..... Date.....



### **Enrolment Information**

#### **Payment of fees**

Term payment is due on invoice, however by arrangement, instalments may be made.

#### **Illnesses**

Will be charged at your normal day rate.

#### **Permanently leaving The Forest**

Two weeks notice is required of intention to withdraw your child from the school, or normal payment of fees for this time. If your child is absent for three weeks without notification, enrolment is automatically cancelled unless we have been notified and in agreement with the prolonged absence

#### **Website**

Observations will be done on your child and photographs taken. Sometimes these photographs may be used on the School's website or Facebook site with your permission. YES/NO

#### **Medical Care**

In the event of emergency, staff will take all actions necessary to safeguard your child's wellbeing and administer treatment of any illness/injury through the necessary channels, e.g: calling an ambulance if required, this will be at the parents' expense.

I agree to the terms and conditions of enrolment, and agree to pay the term fee of \$800 prior to my child starting as set out in the above policy. I understand that my place is not confirmed until the fee is paid.

Acceptance of enrolment of my child at this service is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary the conditions.

**Parents Signature.....Date.....**