



**MAGNOLIA MONTESSORI  
ENROLMENT FORM**

START DATE	
EXIT DATE	

(Office Use Only)

**22a Taylor Street, Cambridge**

**[admin@cmps.co.nz](mailto:admin@cmps.co.nz)**

**Phone: 07 8235949 (Taylor & Magnolia)**

Child's details:		
Child's <b>official surname</b> or <b>family name</b> :		
Child's <b>official given name</b> :		
Child's <b>official other names / middle names</b> : (please separate names with a comma):		
<b>Name your child is known by / preferred name:</b>		
Surname / family name:		Given name:
Copy of official identity verification document* collected by staff:		
<input type="checkbox"/> New Zealand birth certificate		<input type="checkbox"/> Foreign birth certificate
<input type="checkbox"/> New Zealand passport		<input type="checkbox"/> Foreign passport
<input type="checkbox"/> Other _____		Staff initials: _____
Child's date of birth:    dd   /   mm   /   yyyy		Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's ethnic origin/s: _____ _____ _____	Iwi your child belongs to: _____ _____ _____	Language/s spoken at home: _____ _____ _____
Child's primary residential address: _____ _____ _____		
Post Code:		
Privacy Statement:		
<p>We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.</p> <p>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.</p> <p>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.</p> <p>You can find more information about national student numbers at: <a href="http://www.minedu.govt.nz/parents">www.minedu.govt.nz/parents</a></p> <p>* Information about acceptable identity verification documents is available online at <a href="http://www.lead.ece.govt.nz">www.lead.ece.govt.nz</a> and <a href="http://www.minedu.govt.nz/parents">www.minedu.govt.nz/parents</a>.</p> <p><b>The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.</b></p>		

Parents / Guardians:	
<b>1. Given names:</b>	<b>2. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:
<b>3. Given names:</b>	<b>4. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

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>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

Custodial Statement	
Are there any custodial arrangements concerning your child?	
If <b>YES</b> , please give details of any custodial arrangements or court orders (a copy of any court order is required)	
<b>Person/s who <u>cannot</u> pick up your child:</b>	
Name:	Name:
Name:	Name:

Additional Emergency Contacts (also able to pick up child):	
<b>1. Given names:</b>	<b>2. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
<b>3. Given names:</b>	<b>4. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

Child's doctor:	
Name:	Phone:
Name of medical centre:	

Health	
Illness/allergies:	
Is your child up-to-date with immunisations?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please provide verification of all immunisations)	
<b>For staff:</b> Immunisation records sighted and details recorded:	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Medicine</b>	
<b>Category (i) Medicines</b>	
<p>A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.</p> <p>Note: The service must provide specific information about the category (i) preparations that will be used.</p>	
<p>Do you approve category (i) medicines to be used on your child? <span style="float: right;"><i>Tick One</i></span></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Name/s of specific category (i) medicines that can be used on my child, <b>provided by service</b>:</p>	
<ul style="list-style-type: none"> <li>▪ Arnica cream</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stingose cream</li> </ul>
<ul style="list-style-type: none"> <li>▪ Bapanthen cream</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<p>Parent/Guardian Signature: _____ Date: ____ / ____ / ____</p>	

<b>Category (ii) Medicines</b>	
<p>Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is used for a specific period of time to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.</p>	
<p>I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.</p>	
<p>Parent/Guardian Signature: _____</p>	<p>Date: ____ / ____ / ____</p>

<b>Category (iii) Medicines</b>	
<p>To be filled in if your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma or eczema etc and is for the use of that child only.</p>	
<p><b>For staff:</b> Individual health plan sighted and a copy taken: <span style="float: right;"><i>Tick One:</i></span></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Name of medicine:</p>	
<p>Method and dose of medicine:</p>	
<p>When does the medicine need to be taken: (State time or specific symptoms)</p>	
<p>Parent/Guardian Signature: _____</p>	<p>Date: ____ / ____ / ____</p>

Enrolment Details:						
Date of Enrolment: ____ / ____ / ____		Date of Entry: ____ / ____ / ____		Date of Exit: ____ / ____ / ____		
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total hours:
Parent/Guardian Signature: _____ Date: ____ / ____ / ____						

Dual Enrolment Declaration
I hereby declare that my child <b>is/is not</b> enrolled at another early childhood institution at the same times that he/she is enrolled at Magnolia Montessori.
Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Anti – Chocking guidelines in Early Childhood Centres
I confirm that I have received a copy of the <i>Reduced food- related chocking for babies and young children at early learning services</i> document provided by the Ministry of Health and have read and understood it.
Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Application Fee
Payment of a \$85 non-refundable Application Fee for Magnolia Montessori per family. These payments will confirm a place at our Montessori subject to availability. Your name will be kept on our database. <b>See ‘Fees information’ pamphlet for further details</b>
Parent/Guardian Signature: _____ Date: ____ / ____ / ____
<b>(Office use only)</b> <b>Payment Received :</b> ____ / ____ / ____ <b>Staff initials:</b> _____

### Statutory Holidays / Term Breaks

Magnolia Montessori **will not** open on any of the following public holidays:

- New Year's Day
- Day after New Year's Day
- Waitangi Day
- Good Friday
- Easter Monday
- ANZAC Day
- King's Birthday
- Matariki
- Labour Day
- Christmas Day
- Boxing Day
- Local Anniversary Day

### Short Excursion Procedure

Parents/Guardians have the choice as to whether or not their child can be taken on short walk/visits in the local area. The correct ratios of 1:4 (one adult to four children) will be maintained at all times.

I **DO** give permission for my child to go on short walks/visits in the local area.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I **DO NOT** give permission for my child to go on shorts walks/visits in the local area.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Photograph / Video Permission

Photographs and videos are used for the purposes of planning, assessment and evaluation. Children, teachers and student teachers can utilise this media to further their exploration, learning and creativity. Some of these photographs may be used on our website or any other media associated with Magnolia Montessori e.g. newsletters.

I **DO** give permission for my child's photograph/video to be used for the purposes described above.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I **DO NOT** give permission for my child's photograph/video to be used for the purposes described above.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Your Child/Children's Strengths, Interests & Preferences

▪ **Strengths:**

▪ **Interests:**

▪ **Preferences:**

### Other information

- **Policy Statement:** Magnolia Montessori has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review.
- **Parent Information Book:** Please ensure you have read the information in the parent handbook as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

### Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge.

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

### Service Declaration

On behalf of Magnolia Montessori, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change of Days/Times of Enrolment:						
Effective Date of Change: ____/____/____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
Parent/Guardian Signature: _____ Date: ____/____/____						

Change of Days/Times of Enrolment:						
Effective Date of Change: ____/____/____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
Parent/Guardian Signature: _____ Date: ____/____/____						

Change of Days/Times of Enrolment:						
Effective Date of Change: ____/____/____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
Parent/Guardian Signature: _____ Date: ____/____/____						

Change of Days/Times of Enrolment:						
Effective Date of Change: ____/____/____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
Parent/Guardian Signature: _____ Date: ____/____/____						



**Change of Days/Times of Enrolment:**

**Effective Date of Change:**    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total

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