



# Bethlehem Community Pre-School Inc.

"Your Caring Community Pre-School in the heart of Bethlehem"

53 Bethlehem Road, Bethlehem,  
Tauranga 3147

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Website: [www.bethlehemcommunitypreschool.co.nz](http://www.bethlehemcommunitypreschool.co.nz)

## Enrolment Form

**CONFIDENTIAL**

### Child's Details

**Official Surname or Family Name:** \_\_\_\_\_

Child's **official given name:** \_\_\_\_\_

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

**Name your child is known by / preferred name:**

Surname /family name: \_\_\_\_\_ Given name: \_\_\_\_\_

### Copy of official identity verification document\* collected by staff:

New Zealand Birth Certificate

Foreign Birth Certificate

New Zealand Passport

Foreign Passport

Other \_\_\_\_\_

**\*Staff initials:** \_\_\_\_\_

**Child's date of Birth:** \_\_\_\_\_  
(DD / MM /YYYY)

Male  Female

Child's Ethnic Origin/s \_\_\_\_\_

Iwi your child belongs to: \_\_\_\_\_

Language/s spoken at home \_\_\_\_\_

### Child's Primary Residential Address

Address \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Any changes to this form **must** be signed and dated by the parent/guardian.

<b>Parents / Guardians:</b>	
<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:
<b>Emergency Contacts and Additional person/s who can pick up your child:</b>	
<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)
<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):

Any changes to this form **must** be signed and dated by the parent/guardian.

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:

Child's Doctor	
Name	Phone
Name of Medical Centre	

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Medical Information
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Is your child up to date with immunisations? Yes/No

Additional Needs Yes/No  
 If "Yes" please specify: \_\_\_\_\_

Additional Health Needs: Please record any special health needs including any allergies and any medication that may be required to be documented in a separate Health Care Plan.

Please advise if your child has food intolerances/allergies? Yes/No  
 If "Yes" please specify:

\_\_\_\_\_

Please advise if your child has a long-term illness? Yes/No  
 If "Yes" please specify:

\_\_\_\_\_

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## Medicines

Bethlehem Community Pre-School teachers hold a current First Aid qualification. They will not administer any medicine to your child without written consent. We do not supply any medicines on our premises for administration to children.

### Category (i) Medicines

Definition - a 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; and 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.

*Authority required* - a written or digital authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

### Category (ii) Medicines

Definition - a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is: used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and provided by a parent for the use of that child only.

*Authority required* - a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.

If a child has required PAMOL (PARACETOMAL) or NUROFEN (IBOPROFEN) prior to attending, they are to remain home until pain relief is not required and no child will be given paracetamol / ibuprofen while in attendance.

I acknowledge that written authority from a parent is to be given (Health Care Plan) before any category (i) or 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.

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

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

## Committee

Would you be interested in joining our Management Committee?

Yes/No

Would you be interested in assisting or supporting our Committee?

Yes/No

Are there any special skills/talents/interests that you think you could offer the Preschool?


## Occupation/Skills

What is your occupation \_\_\_\_\_

Are there any special skills/talents/interests/cultural talents that you think you could offer the Preschool? \_\_\_\_\_

What jobs could you assist with at our Community Preschool?

Painting	Yes/No	Preschool Washing	Yes/No
Waterblasting	Yes/No	End of term general cleaning	Yes/No
Spraying/Gardening	Yes/No		
Building/Maintenance	Yes/No		

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## Enrolment Details:

Date of Enrolment: \_\_\_ / \_\_\_ / \_\_\_

Date of Entry: \_\_\_ / \_\_\_ / \_\_\_

Date of Exit: \_\_\_ / \_\_\_ / \_\_\_

Please tick the box that you would like to enrol your child for:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Mornings	8.30am – 12.30pm	8.30am – 12.30pm	8.30am – 12.30pm	8.30am – 12.30pm	8.30am – 12.30pm	
All Day	8.30am – 3.15pm	8.30am – 3.15pm	8.30am – 3.15pm	8.30am – 3.15pm	8.30am – 3.15pm	
20 Hours ECE at this service						
20 Hours ECE at another service						

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

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

**Please Note:** 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there **must be no** compulsory fees when a child is receiving 20 Hours ECE funding.

If your child is going to be absent for more than 3 continuous weeks, then the Pre-School will enforce their Policy for Attendance. This states that the child will be removed from the roll and given the next available position.

## 20 Hours ECE Attestation

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

If **yes** to either or both of the above, please sign to confirm that:

- Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.
- You authorise the Ministry of Education to make enquiries regarding the information provided in the Enrolment Agreement Form, if deemed necessary, and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.
- You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained in this box.

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

Date \_\_\_\_\_

Any changes to this form **must** be signed and dated by the parent/guardian.

## Dual Enrolment Declaration

I hereby declare that my child **is / is not** enrolled at another Early Childhood Institution at the same times that he/she is enrolled at Bethlehem Community Preschool Inc.

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

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

## Fees

All fees invoices will be e-mailed out and are to be paid weekly, monthly, or a full term in advance. Should this cause any difficulty please feel free to discuss alternative arrangements with us. WINZ may be available – see Administrator or Centre Manager for further details.

I agree to pay the fees charged for my child's enrolment at the centre, in accordance with the Fees Schedule published at the time. Should the parent/guardian/caregiver fail to pay, their child's place will go to the next child on the waiting list.

Two week's written notice of child's last day is required or one week's fee payment in lieu.

I agree to pay the Bethlehem Community Pre-School Fee of \$8.00 per hour.

Signed \_\_\_\_\_

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

## Optional Charges:

Bethlehem Community Pre-School Inc. has an Optional Charge from February 1<sup>st</sup> 2011 until further notice.

### Optional Charge - \$0.80c per hour:

1. The optional charge is for:  
Subsidising our visits and trips, cooking and baking and extra-curricular activities.
2. I understand that if I agree to pay for the optional charge, Bethlehem Community Pre-School may enforce payment.
3. The agreement to pay the optional charge will be reviewed on the anniversary of your child's start date ( / / )
4. Any changes to this Optional Charge will be required in writing and further agreement sought by way of an additional declaration by myself.
5. I understand that the optional charge is not compulsory and if I choose not to pay there will be no penalty.
6. I **agree/do not agree** (select one) to pay the optional charge for the activities/items specified in this enrolment agreement form.

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

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

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## Permission

### I Agree:

- Staff are responsible for this child only during session times and that I am responsible for seeing that this child gets to and from the Pre-School safely.
- To give permission for staff to apply basic First Aid and sunscreen products to this child and to change his / her soiled or wet clothing when necessary.
- To accept responsibility for any expenses incurred in obtaining treatment for this child in an emergency situation.
- To give permission for this child to be taken to an alternative emergency location, if required, e.g. Bethlehem School, in the event of an emergency.
- That staff may take my child on spontaneous group excursions on foot in the close vicinity of the Pre-School. This includes Bethlehem School, Wharekura, Betlehem Shops, Palmers Garden Center, and Te Paeroa Road Playground, and adult: child ratios will always be adhered to of 1:6. Please Tick

OR

If I do not wish my child to participate in these trips, then only the following options are available:

- I will join in on the trip
  - I will uplift my child for the duration of the trip
  - My child will not attend the session
  - I will give temporary written permission for my child to attend
- That I will be required to give further written consent for any excursion not in the immediate vicinity of the Pre-School on which this child is required to travel by motor vehicle / bus and adult: child ratios will be adhered to.
  - That I will give two weeks' notice if this child is being removed from Pre-School before his/ her 5<sup>th</sup> Birthday.
  - To give permission for the Pre-School to give this child's name and date of birth to the school he/she will attend.

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

## Optional Permission

### I Agree To:

Please Circle

- |  |          |
|--|----------|
| Give permission for this child's name to be published in newsletters.  | Yes / No |
| Give permission for this child to be photographed / videoed whilst at Pre-School.  | Yes / No |
| Give permission for any such video / photograph to be used for publicity purposes, including our website and Facebook/Instagram and other centre managed social media platforms. | Yes / No |
| Give permission for my telephone number and/or address to be made available to the Pre-School committee for fundraising purposes.  | Yes / No |
| Give permission for my child to participate in routine Vision & Hearing checks run by Western Bay Health.  | Yes / No |

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

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## Primary School

School my child is likely to attend: \_\_\_\_\_

## Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of pre-arranged optional attendance during school term breaks.

We are not open on any Statutory Holidays.

## Policies and Procedures

I understand that Bethlehem Community Pre-School has a number of policies that set out Procedures that are in place for the care and education of the children who attend and that I should read these.

The signing of this Enrolment Form indicates that I will abide by the policies of this service and understand that I can have an input into policy review.

A copy of our policies and the latest ERO report are displayed in our parent information area and are available at any time for your pursuit.

Bethlehem Community Preschool Inc. is an Incorporated Society. When enrolling and signing this enrollment declaration you are agreeing to become a member of Bethlehem Community Preschool Incorporated Society.

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

## Privacy Statement

All early childhood services must meet their responsibilities under the Privacy Act 2020, which include providing a Privacy statement on enrolment agreements which meets the requirements of that Act (see [Principle 3 – Collection of information from subject](#)). Additionally, all Privacy statements must include the exact wording below: Personal information about your child collected on this enrolment form is shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Information is disclosed to the Ministry:

- For funding allocation purposes
- For monitoring purposes
- To allow the assignment of a National Student Number\* to your child, and
- To allow the Minister or Secretary for Education to exercise any of their other powers or responsibilities under the Education and Training Act 2020, and as permitted by Privacy Principles 10 and 11.

Completed forms may also be viewed by Ministry officials on request for the purposes of monitoring and licensing. \*A National Student Number is a unique identifier for your child within the education system. You can find more information about National Student Numbers and what they are used for at [National Student Number \(NSN\) » NZQA](#). Early childhood services can find out more information about NSN assignment – including acceptable identity verification documents – at: [National Student Numbers \(NSN\) – Education in New Zealand](#).

***The Ministry recommends keeping a record of identity verification documents that have been sighted, but not retaining copies of identity verification documents, which if received, should be securely destroyed once verified.***

## 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 Bethlehem Community Pre-School Inc., I declare that this form has been checked and all relevant sections have been completed.

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

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Parent Access to Information (GMA102)	
Information	Location
Education (Early Childhood Services) Regulations 2008	<a href="https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html">https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html</a> In folder provided by Preschool Notice board
Licensing criteria for centre-based ECE services (as at 20 April 2026)	<a href="https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/new-licensing-criteria-for-centre-based-ece-services-v1">https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/new-licensing-criteria-for-centre-based-ece-services-v1</a> In folder provided by Preschool notice board
ERO review reports	<a href="https://www.ero.govt.nz/audience/early-learning">https://www.ero.govt.nz/audience/early-learning</a> In folder provided by Preschool Notice board and website
Centre information, e.g. philosophy	Preschool Notice Board and Children's Portfolios
Centre's complaints process / procedure and contact information for the local Ministry of Education office	Displayed on parent notice board Parents are shown this when they visit and again when they are inducted by a kaiako
Centre's licence and licence changes, if required	In folder provided by Preschool Notice board
Information on amounts and details of Ministry funding	In folder provided by Preschool Notice board
Full names and qualifications of each person counting towards regulated qualification requirements	Preschool Notice board
Information concerning their child	Child's Portfolio and emails/informal and formal meetings
Fees charged by the service	Preschool Notice board/enrolment information/Fees policy
How parents can be involved in the service	Enrolment information / induction pack / newsletters and meetings
The service's operational documents	Parent Notice Board
Child Protection Policy	Policy Folder
Planned reviews and consultation	Policy Folder/Board Meetings
<a href="#">Healthy Food and Drink Guidance - Ministry of Health</a>	Parent Induction Information
<a href="#">Reducing food-related choking for babies and young children at early learning services - Ministry of Health</a>	Parent Induction Information

Any changes to this form **must** be signed and dated by the parent/guardian.

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

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

Days Enrolled	Monday	Tuesday	Wed.	Thurs.	Friday	Total
Times Enrolled						
For <b>20 Hours ECE</b> fill out boxes below						
<b>20 Hours ECE at this service</b>						
<b>20 Hours ECE at another service</b>						

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

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

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

Days Enrolled	Monday	Tuesday	Wed.	Thurs.	Friday	Total
Times Enrolled						
For <b>20 Hours ECE</b> fill out boxes below						
<b>20 Hours ECE at this service</b>						
<b>20 Hours ECE at another service</b>						

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

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

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

Days Enrolled	Monday	Tuesday	Wed.	Thurs.	Friday	Total
Times Enrolled						
For <b>20 Hours ECE</b> fill out boxes below						
<b>20 Hours ECE at this service</b>						
<b>20 Hours ECE at another service</b>						

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

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