

Application for Pipitea Childcare Centre Waiting List



Information about your child/ren:

First Name.....Surname.....DOB.....M/F

First Name.....Surname.....DOB.....M/F

Ethnic grouping of child/ren.....

If the child identifies as Maori, please enter the name(s) of his/her iwi. You may enter more than one iwi. If you do not know the iwi, please enter "Don't Know".

Iwi.....Rohe (iwi home area).....

Iwi.....Rohe (iwi home area).....

To be completed by child's parent or guardian:

Name:.....email.....

Address.....

Phone (home).....(work).....

Occupation.....Employer.....

To be completed by partner, where applicable:

Name:.....email.....

Address.....

Phone (home).....(work).....

Occupation.....Employer.....

Please note: This childcare centre is primarily for the children of public servants. Priority is given to family's where at least one parent is currently employed as a public servant

Person (other than parents) who can be contacted in the event of an emergency (this could be a grandparent, family friend, neighbour etc).

Name.....Phone (day).....

Relationship to child.....

Type of childcare sought: Full-time Part-time

If part-time please circle the days you would prefer (minimum 2 days per week)

Mon Tue Wed Thu Fri

Please note: Full-time care means that the parent pays a flat rate for 5 days care per week. Part-time care means that parents pay for full days, regardless of hours used. Those wanting full-time places will get priority.

Preferred date for childcare to commence.....

If currently on parental leave, to which employer does parent intend to return.....

.....

Name of family doctor.....

Phone.....Address.....

If your child is not yet born you will not be able to answer the following 6 questions.

Do(es) your child/ren have any special dietary needs? Yes/No

Please give details.....

.....

Does your child have any special needs/disabilities/requirements/allergies etc which should be discussed prior to enrolment?.....

.....

.....

Please state what inoculations your child/ren have had to date. **Please note that all children need an Immunisation Certificate whether or not they have been immunised. This Certificate should be shown at enrolment.**.....

.....

.....

Is/are your children in nappies? Yes/No

The centre's policy is that children wear disposable nappies provided by parents.

Arrival: who will bring your child.....

Departure: who will collect your child.....

Is there anyone who is specifically not authorised to pick up your child?.....

.....
Please note: Preference may be shown to parents with special circumstances, such as financial hardship. Please state if you feel that preference might be given to your application in these terms.....
.....
.....

Parents contract

Pipitea Childcare Centre is an incorporated society. When you accept a place for your child at Pipitea Childcare Centre you become members of the incorporated society. By signing this form you agree to abide by the rules of the Constitution and the policies of the Centre. Acceptance of enrolment of your child at this centre is no guarantee of continued enrolment under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary the conditions.

- I/we undertake to let the supervisor know if I/we make other permanent childcare arrangements so that my child's name can be removed from the waiting list.
- I/we undertake to ensure that my/our children are not enrolled at another pre-school service for the same hours of attendance.
- I/we agree to make fortnightly payments in advance by automatic bank deduction only. This includes the period covering the Christmas/New Year closedown as the total annual costs of the Centre have been averaged over 26 fee payments per year.
- I/we agree to ensure the supervisor has an up-to-date record of the contact phone numbers for both parents.
- I/we agree not to send a sick child to the Centre in accordance with the Centre's policy.
- I/we give permission in the event of illness or injury, and when parents are unable to be contacted, for the Centre to arrange for the child to be taken to the nearest medical centre or doctor.
- I/we agree to advising the centre supervisor if my child/ren will not be attending. This applies to all absences including sickness, if a parent wishes to collect a child early or if a child is to be collected by someone other than yourself.
- I/we agree to advise the supervisor with written proof of any custody orders or access agreements pertaining to my/our children.
- I/we agree to give one month's notice **in writing** if I intend to withdraw my child/ren from the Centre.
- I/we give permission for the information collected in this application to be used for any purposes that fall within the realm of the primary function, which is childcare, of the Centre.

I/we agree to abide by the above contract:

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