



Education
Dunedin Rudolf Steiner
 Learning with head, heart and hands

Office Use Only:

NSN: _____

Birth Cert/ Passport sighted:

Kowhai / Rata / Playgroup

Kindergarten and Playgroup Enrolment Form

'Receive the child in Reverence, Educate the child with Love, Let each go forth in Freedom'
– Rudolf Steiner

Personal Details

Child's Family Name			
Child's First and Given Names			
Date of Birth		Male	Female
Siblings			
Ethnic Origin/s		Religion	
Iwi your Child belongs to			
Home Language(s)			

Parent / Guardian's Name			
Relationship to Child			
Address			
Address			
Contact Details	Hm	Wk	Cell
Email			
Do you wish to receive the weekly newsletter by email?	Yes	No	
I consent to my/ our contact details being published on the school, kindergarten & playgroup phone list.	Yes	No	
Occupation			

Parent / Guardian's Name			
Relationship to Child			
Address			
Address			
Contacts	Hm	Wk	Cell
Email			
Do you wish to receive the weekly newsletter by email?	Yes	No	
I consent to my/ our contact details being published on the phone list.	Yes	No	
Occupation			

Intended Start Date: _____

Actual start date and room to be agreed upon between the Teacher and Parent/s.

Kindergarten

Playgroup

How did you hear about the Dunedin Rudolf Steiner School, Kindergarten?

Do you intend for your child to continue on to the Dunedin Rudolf Steiner School? Yes / no / maybe

Office Use Only: APT _____ Email _____ Enrollment Fee _____ Waiting List _____

Do you intend for your child to continue on to the Dunedin Rudolf Steiner Kindy? **Yes / no / maybe**
Emergency Contacts (please provide 2 emergency contacts in addition to parents detailed on front)

Emergency Contact 1	Name		
	Relationship to Child		
Contact Details	Hm	Wk	Cell

Emergency Contact 2	Name		
	Relationship to Child		
Contact Details	Hm	Wk	Cell

Custodial Statement

Are there any custodial arrangements concerning your child?	Yes	No
If yes, please supply details of custodial arrangements or court orders (a copy of any court order is required).		
Name/s of persons who cannot collect your child		
Name/s of persons who can collect your child		

Information Required for Licensing

<ul style="list-style-type: none"> Please read the attached Excursions Procedure and provide consent for your child to take part in local excursions on foot as stated in that procedure. The adult to child ratio is 1 adult to 6 children (2 years and older). 2 adults are present for between 7 and 16 children. For under 2 year olds the ratio is 1 adult to 5 children.
<ul style="list-style-type: none"> Do you give your permission for your child to be photographed by teaching staff for the purposes of assessment, planning and evaluation and / or promotional material? YES / NO
<ul style="list-style-type: none"> Policy Statement The Dunedin Rudolf Steiner Kindergarten 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.
<ul style="list-style-type: none"> Parent Handbook 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. It also highlights the expectations of families with regard to the special character of the Dunedin Rudolf Steiner School, Kindergarten and Playgroup. The Kindergarten expects parents to participate in fundraising events, working bees and community activities as required.
<ul style="list-style-type: none"> Privacy Statement All personal information on your child will be kept securely and remain confidential.
<ul style="list-style-type: none"> Statutory Holidays / Term Breaks The normal kindergarten sessions stop as per the Ministry of Education term dates. We run holiday sessions and keep the kindergarten open during the holidays if there is enough demand from families.

Health & Well-Being

Picture of Early Childhood Experiences <i>(birth, feeding, talking, child's likes and dislikes, and / or any aspect of your child or child's family you would like to comment on).</i>	
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Doctor	Name
	Phone

Does your child have any allergies or illnesses? If so, please describe.		
Your child's immunizations: <i>Please provide a copy of immunization certificate.</i>	Complete 15 months	Some
Immunization certificate sighted and recorded by the office?	Complete 4 years	I do not wish to share information about my child's immunization status

Medicine

A <i>category (i)</i> medicine is a non-prescription preparation (such as rescue remedy 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. The kindergarten uses arnica and calendula cream. Sun cream is also administered daily.		
Do you approve category (i) medicines to be used on your child?	Yes	No
Details and exceptions		
A <i>category (iii)</i> medicine is medication your child requires 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		
Individual Health Plan completed and signed? <i>(if appropriate)</i>	Yes	No

Parent / Guardian Declaration

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

Parent / Guardian Signature:	Date:
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Service Declaration

On Behalf of the Dunedin Rudolf Steiner Kindergarten and Playgroups, I declare that this form has been checked and all the relevant sections have been completed.

Head Teacher _____ **Date:** _____

Checklist for Kindergarten Parents (and Playgroup*)

- I have a Welcome Letter
- I have a Parent Handbook*
- I have the Steiner Federation Curriculum Guidelines*
- I have a copy of the Excursions Procedure
- I have paid my Enrolment Fee
- I have a copy of the Schedule of donations*
- I have received a Philosophy Statement*
- I have supplied a copy of my child’s birth cert/passport*
- I have a Vision & Hearing Screening Form
- I have a list of what my child needs to bring to kindergarten
- I am aware of the procedures for absence, notification of extended absence, change of hours and updating personal details
- I have attended a Special Character Talk

20 Hours ECE Attestation
(Children age 3, 4 or 5 years old)

Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?	Yes	No
Is your child receiving 20 ECE at any other services?	Yes	No
<p>If yes to either or both of the above, please sign to confirm that :</p> <ul style="list-style-type: none"> Your child does not receive more than 20 hours of 20 Hours ECE per week across all services. You authorize 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: ____ / ____ / ____	

Kindergarten Enrolment details

Date of Enrolment:		Start Date:				
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Morning Session 8.45am – 1pm (4.25hrs)						
Afternoon Session 1pm – 3pm (2hrs)						
Hours Enrolled						
For 20 Hours ECE fill out boxes below with hours attested e.g. 6 hours 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.						
20 Hours ECE at this service (4.25 or 6hrs p/day)						Total hours
20 Hours ECE at another service						Total hours
Parent/Guardian Signature: _____				Date: ____ / ____ / ____		

Playgroup Enrolment details

Date of Enrolment:		Start Date:				
Days Enrolled:	Monday Playful Weka's	Tuesday	Wednes day	Thursday	Friday Kereru's Nest	Total hours
9:15am – 11:15am (2hrs) 1.15pm – 3.15pm (2hrs)						
Hours Enrolled						
For children over 3 20 Hours ECE fill out boxes below with hours attested e.g. 2 hours Please Note: 20 Hours ECE is for up to six hours per day, up to 20 hours per week across all childcare services and there must be no compulsory fees when a child is receiving 20 Hours ECE funding.						
20 Hours ECE at this service (2 hours per session)						Total hours
20 Hours ECE at another service						Total hours
Parent/Guardian Signature: _____				Date: ____ / ____ / ____		

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