

## ENROLMENT FORM

### CHILD INFORMATION

Child's full name:			
Date of Birth:	(dd/mm/yy)	Gender: M/F (circle)	
Nationality:		Country of origin:	
Mother tongue:		Second language:	
Language spoken at home:			

### PARENT/GUARDIAN INFORMATION

Guardian Name 1:			
Relationship to child			
Occupation			
Home address			
Home Phone Number:		Cellphone Number:	
Employer:		Work Number:	
email address:			

Guardian Name 2:			
Relationship to child			
Occupation			
Home address			
Home Phone Number:		Cellphone Number:	
Employer:		Work Number:	
email address:			

### DROP-OFF AND COLLECTION OF CHILD

Please name the people who are authorised/not authorised to drop off and pick up your child (other than those stated above). For any changes please let the teachers know at the beginning of the session.

Name:	Name:
Phone:	Phone:
Relationship to child:	Relationship to child:
Authorised/Not authorised (Please circle)	Authorised/Not authorised (Please circle)

**MEDICAL INFORMATION**

Is your child up to date with their immunisation record?	
Known medical conditions or disabilities (allergies, hearing, vision, learning disability, please specify)	
Medication? (all medication administered must be signed in the medication register by a parent or guardian)	
Child's doctor:	Phone:

**PRIVACY PERMISSION**

For minor accidents/incidents teachers may elect to use products such as arnica cream etc. I give permission for such products to be used on my child.	Yes/No
I give permission for my child to participate in supervised play in the neighboring park and playground.	Yes/No
I give permission for the teachers to apply sun block on my child.	Yes/No
I give permission for my child to be given basic First Aid treatment by the teachers.	Yes/No
I give permission for my child to be photographed or film purely for educational purposes. All footage will remain within the framework of La Petite École.	Yes/No

**WHAT TO BRING**

- Please provide your child with morning tea, a healthy lunch and a water bottle.
- A sunhat is required from October to April. We also advise application of sun block during the summer months.

**WHAT WE NEED TO KNOW**

- If your child is on any medication. Please sign the medication register if medication is to be administered.
- If your child contracts an infectious disease. Please do not bring them to La Petite École.
- If anybody other than yourself will be picking up your child at the end of the session. Please inform the teachers via the 'Communications' sheet in the hall entrance.

I hereby agree that I can be contacted at the above numbers at all times and will be able to resume responsibility for my child at short notice.

Parent/Guardian Signed: \_\_\_\_\_

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

Please see below information about sessions available from Term 1, 2015 and fees.

### RE-ENROLMENT PROCESS

The enrollment of your child will automatically be renewed at the end of each term for the following term, unless you notice a change to the manager via email ([info@lapetiteecole.co.nz](mailto:info@lapetiteecole.co.nz)) at least 2 weeks before the start of the following term. Without a notice, you might be charged up to 50% of the term cost.

Price and schedule are subject to change from a term to another. You will be notified by email if there is a change. You will have a 2 weeks' notice to inform the manager if you want to stop your child's enrollment. Without notice, the enrollment will be renewed using new price and/or new schedule.

### SESSION DETAILS

Days enrolled: (please circle)	Session times:
MONDAY (Epsom) 11 Griffin avenue, Epsom	9.00 am to 1.00 pm
MONDAY (Birkdale North) 243 Birkdale rd, Birkdale	9.00 am to 1.00 pm
TUESDAY (Birkdale North) 243 Birkdale rd, Birkdale	9.00 am to 1.00 pm
WEDNESDAY (Grey Lynn) 510 Richmond rd, Grey Lynn	9.00 am to 1.00 pm
THURSDAY (Grey Lynn) 510 Richmond rd, Grey Lynn	9.00 am to 1.00 pm
FRIDAY (Epsom) 11 Griffin avenue, Epsom	9.00 am to 1.00 pm
FRIDAY (Glen Eden) 13 Pisces rd, Glen Eden	9.00 am to 1.00 pm

### SESSION TIMES

Session times are times on the premises. We cannot accept children before 9.00 am because teachers are setting up and completing administration requirements. Please allow plenty of time to collect your child as promptly as possible at 1.00 pm.

### FEES & PAYMENT TERMS

We require a \$30 donation per session for each child attending. We are a charitable organization and therefore we rely completely on your donations to deliver a quality service. An invoice will be sent to you prior the start of the term and donations must be paid in full prior to your child's start date in order to secure their place at La Petite École. Donations are tax deductible, you will therefore receive a receipt upon payment of your donation. If you enroll two or more children from the same family, a 10% discount will be deducted to the oldest child's donation.

**REGISTRATION FEE**

A \$50 one off registration fee will be invoiced when your child starts La Petite École in order to cover costs related to a new enrollment (administrative costs, folder...).

**FRENZ MEMBERSHIP**

Families of children attending La Petite École must be registered with the FRENZ School Inc Association. The annual FRENZ membership (\$40) will be added to each first invoice of the year.

**PAYMENT OPTIONS**

**Direct deposit**

Bank: Kiwi Bank

Account name: FRENZ School Inc.

Account number: 38-9012-0164126- **01**

Reference: La Petite École (or LPE) as well as your child's name.

**Cheque**

Please make cheques payable to FRENZ School Inc.

Post to: FRENZ School Inc., Administrator, MBE P109, Private Bag 92109, Auckland 1142

**HOLIDAYS & SICKNESS**

Fees are payable if your child is sick or on holiday. Replacement days are not available for absences due to illness or vacations. We are unable to process refunds as all amounts paid are donations.

**COMPLAINTS**

If you wish to make a complaint about any aspect relating to your child attending Le Petite Ecole, please speak with the Supervisor on site. If your issue is not resolved to your satisfaction, please contact the Manager at info@lapetiteeecole.co.nz. Any serious issues must be address to the above in writing. We will endeavor to resolve any complaints in a timely and discrete manner.

**AGREEMENT**

The terms of this agreement are subject to La Petite École’s rules and regulations which are set forth in our Policies Manual and are available for viewing on request.

Information provided by parents/guardians on this enrollment form is required for statistical purposes, to ensure contact in an emergency and to facilitate individual care and attention for your child. It is strictly confidential to La Petite École and follows the principles of the Privacy Act 1993.

I agree to notify La Petite École as soon as possible of any changes to my circumstances as they arise.

**I declare that the information I have provided in this enrollment form is True and Correct.**

**I agree to pay the specified donation.**

**Parent/Guardian Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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

Office Use Only

Date Form received:	
Date Enrolment form entered on database:	
Comments:	