

Your Enrolment Agreement *Check List*

- ☐ I have completed & signed **X** the Medications, dual Declaration, Parent Declaration and  Permission sections
- ☐ I have brought in the **Birth Certificate** **OR** **Passport** for sighting



HIDDEN TREASURES
EARLY LEARNING CENTRE

PRE-ENROLMENT POLICY

We welcome families to join our ELC community and are committed to providing a nurturing environment for young children. Our enrolment process is designed to ensure the best fit for your child and our Centre programme.

Parents are welcome to: ∴ Tour our Centre during operating hours ∴ Observe activities ∴ Meet teachers ∴ Ask questions about our curriculum and daily routines

We encourage all prospective families to visit our Centre before making an enrolment decision.

ENROLMENT PROCESS

Step 1 Complete the application form & schedule a family interview

Step 2 Family Interview. All enrolment decisions are based on an interview process that includes: ∴ Parents / Guardians ∴ The child who will be attending ∴ The Centre Manager and a Board member (if available)
During the interview we will discuss ∴ Child's developmental needs and interests ∴ Our Philosophy and programme ∴ Our Expectations for family involvement ∴ Any special considerations

Step 3 Final acceptance

Enrolment acceptance is determined following the family interview. Management will take time to consider:

1. Alignment between family values and our Philosophy
2. The child's readiness for our Centres environment
3. Our ability to meet the child's specific needs

SETTLING IN PERIOD (upon Enrolment Acceptance)

We understand that starting at a Centre can be a significant transition for both children and families.

For parents who would like to help their child settle into our Programme, we offer three dedicated settling-in times slots (available Mon-Thurs. only): Early-morning visit (9:15am–10:15am), Mid-morning visit (10:15am–11:15am), Late morning visit (11:30am–12:30pm)

- ❖ Parents will be required to remain with their child during these visits for the purposes of fully supervising their child, and must comply with guidance given by staff.
- ❖ As visits are limited to a maximum of 1 hour, parents/child will be required to leave at the end of the hour
- ❖ Parents understand that the teacher's responsibility lies with enrolled children first.
- ❖ Parents must familiarise themselves with our Evacuation Procedure and classroom hazards (See Visitors book)
- ❖ Parents accept that if adult/child ratios cannot be met, then the visit will be unable to go ahead
- ❖ Parents accept that no photos or videos can be taken during your visit for privacy/security reasons
- ❖ Parents accept that if the centre licence maximum numbers have been reached, all visits will be scheduled outside of school hours
- ❖ Parents will be required to sign our Visitors Book, on arrival and again on departure.

Next Steps ... submit the completed application form and all required documentation along with the admin fee

To schedule a visit/family interview, please contact our office to make an appointment

Phone 09 444 1906 or email hiddentreasures.elc@gmail.com

Welcome to



HIDDEN TREASURES[®]

EARLY LEARNING CENTRE



We welcome you and your child/ren to **HIDDEN TREASURES ELC** (HTELC) into our caring, God centred environment. This information is designed to introduce your whānau/family to our centre and includes essential information about our special Early Learning Centre (ELC).

By collaborating together, we will ensure excellent care and education is provided. We are licenced for children from 2-6 years of age.

We welcome your feedback on any topic or issue, this can be given in person, via email or online via [educa](#). We provide a **unique** learning environment for children. As an early childhood collaborative, the **ELC** will provide a supportive atmosphere where children, teachers and parents and whānau come together to discover and grow. We are a space for education, exploration, development, nurturing and FUN! Our uniquely holistic approach to early childhood education is taught through a biblical lens.

Our teachers strongly support this belief and are committed to helping children reach their fullest potential, whilst developing a personal relationship with Jesus.

Contact details

Street address – 31 Westminster Gardens, Unsworth Heights, Albany

Email – hiddentreasures.elc@gmail.com

Website – <https://www.westminster.school.nz/hiddentreasures/>

Phone – 09 444 1906 **Mobile** – (0225) 686 189

ERO REPORT - [Education Review Office](#)



Our Philosophy

Here at **HIDDEN TREASURES ELC**, we believe that each child is beautiful, special and made in God's image. We believe that all children are capable and competent learners, and that they all learn in their own way and at their own pace, through a balance of free play and structured experiences. We provide a broad curriculum that supports children's holistic development as they grow spiritually, intellectually, emotionally, socially and physically, using the national ECE curriculum Te Whāriki to drive children's learning.

We are passionate about working in partnership with whānau(families) as our team seeks to demonstrate God's love to tamariki/children by providing high standards of care and education. We seek to create an environment where each child is accepted and valued as an individual, secure in who God made them to be. We recognise the culture of each child, and believe that children learn best when their language, identity and culture is affirmed.

We believe that children flourish when in a relationship with Jesus, and as such provide prayer and praise as a part of the daily programme, as well as weaving our Christian faith throughout our curriculum and in a nurturing, stimulating environment.

Our learning priorities for children during their time here at **HIDDEN TREASURES ELC** are that they will:

-  Grow in their relationship with God
-  Care for God's beautiful creation
-  Show God's love to one another

To that end, some of the learning dispositions that we seek to foster in our tamariki/children are the 'fruit of the Spirit' - love, joy, peace, patience, kindness, generosity, faithfulness, gentleness & self-control.

Our Tamariki/Children

Our tamariki/children are respected and trusted for their inner potential and celebrated for who they are and where they have come from. They are valued for their meaningful work and purposeful child-led play – being active participants in their own learning journey. Our tamariki/children are respected for their capacity to investigate, explore and maintain curiosity in the world around them. We believe that a connection with God is key to a child's well-being. Our tamariki/children are given opportunities to learn and understand the wonders of the world God made for us. At the same time, they are developing social interactions with peers and engaging as competent and confident learners who are actively involved in their own development. This allows them to build a degree of resilience and persistence through self-awareness, self-motivation and self-regulation.



Our Kaiako/Teachers



Our kaiako/teachers are viewed as learners who work alongside tamariki and remain true to their role of nurturing, encouraging and inspiring the holistic development of all tamariki. Our kaiako thrive through their engagement with tamariki, sharing and celebrating in their moments of unplanned, unexpected and ultimately unlimited experiences in the environment. They are valued for their knowledge, commitment and passion for tamariki. We see our kaiako as co-learners, supporting and guiding tamariki to explore and discover the world around them. We believe our kaiako are the key stakeholders in forming, nurturing and growing strong relationships with our tamariki, whānau and community.

Our Taiao/Environment

Our environment is a place of beauty both inside and out. Our learning environment is enriched with love, and the atmosphere is calm and nurturing. At **HIDDEN TREASURES ELC**, we foster the innate tendency of tamariki to seek connections with nature and other forms of life. The tamariki enjoy the freedom of leading their own learning, exploring and discovering uninhibited in our environment.



Our Classroom



Our classroom is an environment rich in freedom of choice, encouragement and support as tamariki explore, experiment and discover. Tamariki drive their own enquiry and learning journey through opportunities to question, understand other points of view, build their confidence and further develop relationships through working with peers. We celebrate each child as a unique individual. Interests of tamariki are built upon with opportunities to engage with developmentally appropriate experiences, to ensure they are continued to be challenged while also celebrating whanau/family aspirations for each child to create a collaborative learning approach.

Centre Curriculum & Programme



At **HIDDEN TREASURES ELC** we highly value the importance of play. The team work collaboratively to provide quality learning and teaching based on the interests of tamariki. The tamariki are empowered to take leadership in their learning, develop their social skills and gain the confidence to make their own choices, take risks and express themselves.

We use Te Whāriki (Te Ara Whānui), the NZ Early Childhood Curriculum, to guide our planning for each individual child. This focuses on the emergent curriculum and encourages tamariki to learn through free play both independently and alongside their teachers and peers. We are committed to ongoing evaluation and professional development to ensure we are meeting the needs of all children and their whānau.

Throughout the day, children are provided many opportunities for small and large group interaction, as well as quiet and active play. Children at **HIDDEN TREASURES ELC** are invited to challenge themselves in creative ways. Tamariki and kaiako utilise whatever language may facilitate inquiry and discovery. The curriculum aims to help children develop creativity, strong problem-solving abilities, and a rich sense of inquiry.

Show & Tell

A 'Show & Tell' bag is supplied by the **ELC** in the first weeks of attendance.

For 'Show & Tell', children are encouraged to bring a special book, photo, picture, other item or something from nature, e.g. cicada skeletons, beach shells, an interesting leaf, favourite toy etc. If your child chooses to bring a favourite toy, please ensure that it is clearly marked with their name to avoid any tears at home time.

'Show & Tell' is done on just Monday's through to Thursday's. No 'Show & Tell' on Friday's (as we are usually away at swimming).

Please ensure your child's 'Show & Tell' comes in their special bag. Please note: No bag – no 'Show & Tell'.

Busy Book Time 4-year-olds⁺

This is where the four-year-old children have the opportunity to discover and learn through small group experiences that incorporate essential skills for a seamless transition to school. Our emphasis is not just on literacy and numeracy, but providing tamariki with the opportunity to inquire, question and problem solve through experimentation and exploration. Tamariki are also encouraged to become more independent and develop self-help skills in preparation for primary school. When the time comes for tamariki to move on to 'BIG' school, whānau are invited to their child's graduation, which celebrates their journey throughout **HIDDEN TREASURES ELC**.



Excursions/Trips

Excursions out of the centre will be arranged from time to time as part of your child's/ren's learning and development. Whānau are encouraged to be a part of the excursion.

Children may be taken on small, impromptu walks out of the centre, for instance to the park. Approval for these is given when completing the enrolment form.

For planned trips, parents/caregivers/whānau will be informed of the destination, transport, route taken, cost, adult:child ratios and any possible risks prior to the excursion.



Swimming on Friday Afternoon's

Every term, from the second or third Friday of each term until the second-to-last Friday of the term (inclusive unless it's a Public Holiday), we take the children on a bus to the Millennium Institute for Sport & Health toddler pool for swimming lessons for our **HIDDEN TREASURES ELC** tamariki only. This is a half hour lesson that builds water confidence and the beginnings of correct swimming techniques. A separate invoice is issued for the terms swimming lessons, please note there is no refunds for absences.

Operating Hours

8:30am – 3:30pm (Monday to Friday)

We ask for your co-operation in dropping and collecting children within your booking times. Of course, we understand that sometimes things happen to affect this. If at any time you have an emergency and or are going to be delayed, please contact the **ELC** ASAP (094441906) so that kaiako can then reassure your child and make plans for their own commitments.

A late fee may apply if your child is still at the centre after closing time.

Minimum Attendance

The minimum childcare attendance is 2 full days per week for under 3-year-olds and 3 full days for over 3-year-olds. This will enable regular settled care to progress and relationships to develop while your child is with us. This encourages strong, stable & long-term friendships to develop with other children, families and the teachers.

If you wish to discuss anything with your Primary Caregiver/Key teacher regarding your child, please let your child's kaiako know, so that a time can be made and they can spend quality time together with you with as little interruption as possible.

Holiday Closures

HIDDEN TREASURES ELC is closed for Public/Statutory Holidays and normal fees are charged for all Statutory Holidays. Our centre is closed during all the primary school holidays. There is no charge for the days we are closed over the Term Breaks, Christmas and New Year holiday periods (December to January).

Absences

HIDDEN TREASURES ELC cannot claim funding for child absences that continue into a fourth week and beyond.

If a child is absent for more than 21 days without a written explanation, the child is then withdrawn from the centre roll.

For all absences, please phone 09 444 1906 or email us at hiddentreasures.elc@gmail.com

Fees and Accounts

Fee Review from Term 1 / **FEBRUARY 2026** – reviewed in the last term, coming into effect at the beginning of each new year.

2 YEAR OLDS minimum 2 full days				
	2 days	3 days	4 days	5 days
HOURS OF OPERATION 8:30AM-3:30PM	\$129.50	\$194.25	\$259.00	\$323.75
OVER 3+ YEAR OLDS minimum 3 full days (detailing 20 HOURS ECE)				
	3 days	4 days	5 days	
HOURS OF OPERATION ~ 8:30AM-3:30PM	21 hours total	28 hours total	35 hours total	
'20 HOURS HOURS' CREDIT APPLIED (MAX. 6 HOURS P/DAY)	18 hours	20 hours	20 hours	
HOURS TO BE BILLED	3 hours	8 hours	15 hours	
PER HOUR RATE	\$6.50	\$6.50	\$6.50	
FULL ATTENDANCE BILL (FAMILYBOOST MAY APPLY)	\$ 19.50	\$ 52.00	\$ 97.50	
DONATION RATE PER HOUR	\$2.50	\$2.50	\$2.50	
FULL DONATIONS (33% TAX DEDUCTIBLE)	\$ 52.50	\$ 70.00	\$ 87.50	
WEEKLY BILLING TOTAL	\$ 72.00	\$122.00	\$185.00	
NON-FUNDED HOURS	\$194.25	\$259.00	\$323.75	
CASUAL DAY RATE	\$ 65.00			
INTERNATIONAL & SHORT-TERM PLACEMENTS	\$210.00	\$280.00	\$350.00	

ALL FEES ARE INCLUSIVE OF GST @ 15% ~ **FRIDAY AFTERNOONS: Swimming** is an extra \$20.00 per swim lesson ~

Fees are reviewed each year, and any adjustments are applicable from the beginning of each new year.

If there needs to be a fee review at any other time of the year, Parents/Caregivers are notified of the adjustment two weeks prior. We reserve the right to review fees during the fee year if government legislation changes affect the childcare subsidies.

Childcare Subsidy-WINZ/FamilyBoost-myIR



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATU WHAKAHIAHO ORA



Inland Revenue
Te Tari Taake

Parents may be eligible for a childcare subsidy on fees from WINZ. This subsidy is only part payment for fees & parents must meet the balance. Full fees will be charged until the centre receives the subsidy, until this time parents are responsible for paying the fees. www.workandincome.govt.nz. Children who attend a licensed early childhood service for at least three hours a week can, under certain criteria access subsidies.

FamilyBoost is a NZ government scheme administered by Inland Revenue that reimburses eligible households for a portion of their early childhood education (ECE) costs. '20 Hours ECE' and MSD's Childcare Subsidy are also taken into account for **FamilyBoost** eligibility. For further information [FamilyBoost Overview](https://www.ird.govt.nz/familyboost) (<https://www.ird.govt.nz/familyboost>)

Payments

Fees & Donations are to be paid weekly by automatic payment for the week in advance. Fees are payable for all hours for which your child is enrolled irrespective of attendance, this includes all personal holidays, sickness, absences and statutory holidays.

Please adhere to drop-off and pick-up times as late fees may apply to regular hours if late pick-ups become habitual. A late fee of \$10 per child for each 15 minutes or part thereof may be charged.

Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed on to a debt collection agency for recovery of monies owed. You will be responsible for any cost incurred in this process.

Enrolment/Admin Fee

A one-off \$75.00 Enrolment/Admin Fee is payable upon acceptance of your child's enrolment.

This fee covers initial administration costs and your child's learning journey, photos and online/digital profile.

Change of Booking or Notification of Termination

Increasing hours or adding days may be possible. Please talk to the Centre Manager for any change of bookings that you may require. A Change of Booking form will be given for signing.

Parents must give two weeks' notice in writing if you wish to withdraw your child and end your child's enrolment.

Starting at **HIDDEN TREASURES ELC**

Whānau/families are always welcome and encouraged to make an appointment with the centre prior to enrolment.

When your child starts, you are asked to complete/provide the following forms:

- ✓ Enrolment Form
- ✓ Birth Certificate/Passport
- ✓ Publicity and Marketing consent
- ✓ Medical information/consents
- ✓ Food/Allergy information

Children are welcome to bring their special cuddly with them to help settle in the first few days.

In the first few weeks, your child will be allocated to a kaiako/teacher who is responsible for your child's individual profile and needs. They are called Profile Kaiako/Teachers. If you have any queries, please talk to your child's Profile Kaiako or the Centre Manager.



Attendance Sign-In for your Child

This is done using the SIGN-IN SHEETS, situated by the front entrance.

Whānau/parents/caregivers must record the arrival and departure times on each day.

This information is important as it is used in the event of an emergency, as well as being documentation required by the Ministry of Education. Please do not allow your preschool or school children to write on these sheets.

Any changes to your child's days/session times can be discussed with the Centre Manager and a Change of Booking form will need to be signed.

On arrival, please help your child put their two named food boxes and their named drink bottle in the large containers provided and hang their bag on any of the outside hooks, and settle them into an activity or hand them over to a kaiako/teacher.



Authorisation to collect children

Children will **not** be released to any person unauthorised to have access (as indicated by your enrolment form). If someone different from normal is picking up your child/ren please let a member of staff know in advance.

Parents with custody orders must provide a copy to centre management.

In the case of a non-custodial parent arriving to collect the child, the centre manager will contact the police and provide a copy of the order for police to enforce.

A child will not be allowed to go home with a parent/guardian in contravention of a custody/court order held at the centre. However, in the event of a non-custodial parent/guardian gaining access to a child, the centre cannot be held liable.

Hats & Sun Cream – Terms 1 & 4

In line with our Sun Protection Policy, each child must bring a named, good sun protective, hat that is to remain at the **ELC** for all outside play. Please ensure the hats do not have under the chin tying up strings but rather ones that either velcro or unclip easily to mitigate any possible strangling situations.

Please also bring a named bottle of SPF sun cream that you are happy for the staff to apply to all of your child's exposed skin before they head outdoors to explore.

It is recommended that each day, before coming to the **ELC**, you apply sun cream on your child.

Saying a **Good** Good-Bye

These strategies can ease the jitters of separating on your child's first days at **HIDDEN TREASURES ELC**:

Plan to stay a little while.

Staying for maybe 10-15 minutes on that first morning can help ease the transition. Together, the two of you can explore the classroom, meet the kaiako/teachers, meet some other tamariki/children, do an activity or play with a few toys. When you see that your child is comfortable, it is time to leave. If they are having a harder time getting engaged, you may want to ask your child's kaiako to stay with your child as you say good-bye so that when you leave, they can turn to another caring adult for support.

Make it a positive experience.

Children pick up on the reactions of the trusted adults in their lives. So, try not to look worried or sad, we totally understand that is hard. Say a quick, upbeat good-bye and reassure your child that all will be well.

Think about creating a special good-bye routine.

For example, you can give your child a kiss on their palm to "hold" all day long or the two of you can sing a special song together before you leave. Maybe you can wave to your child in the upstairs window as you drive/walk away. Good-bye routines are comforting to children and help them understand and prepare for what will happen next. Rest assured the teachers have many years of experience with helping families make the shift to **HIDDEN TREASURES ELC**. If your drop off has been particularly difficult one morning, a teacher will get in touch after a little while to let you know that your child has settled.



What to Bring

The following items are a guide of what to bring each day

- Two named lunchboxes – 1 for morning tea & 1 for lunch.
- A named water drinking bottle. We can refill it up if needed.
- Several clearly named changes of clothing.
- A named sunhat & named bottle of SPF sun cream to stay at the **ELC** (Compulsory in terms 1 & 4).
- Spare named socks, pants, underwear if toilet training.
- Spare set of clothes
- If still in nappies, a named bag supply of nappies for keeping in the nappy cupboard.
- Remember to send your child in 'play' clothes.

Food

All daily foods are supplied from home as you know your child's dietary needs and preferences best! Please bring **morning tea & lunch** in **TWO** separate containers along with any cutlery needed. Your child will also need an unbreakable bottle filled with water. **Please ensure their 2 food boxes and bottle are boldly and clearly named.** Please take the time to read the Ministry of Health choking guidelines here [MoHealth Reducing food-related choking for babies and young children at ECE](#) . Your help with this is much appreciated.

Birthday cupcakes for sharing at morning/afternoon tea are welcomed & encouraged (prior arrangement with the Centre Manager is required and for our records, *please provide a list of **all the ingredients** given*).

Daily & Weekly Information

As appropriate, individual & group notices will be placed online on [educa](#). You each will have an individual, private password which gains you access to your child's records and any [ELC](#) information you may require.

Children's [educa](#) Learning Stories

Documentation of children's work (and the course of their exploration) is an integral part of the curriculum. Through careful observation and note-taking, kaiako and tamariki will propel the curriculum forward with this reflective process of recording ideas and events. The [ELC](#) provides a wide variety of techniques in the documentation process, including audio and video taping, photography, and transcripts of conversations. The children's [educa](#) Learning Stories will be documented for parents and family to look at on the [educa](#) website. Tamariki and kaiako will both add to the portfolio along with your parental input and feedback.



Your child will have a private, individual [educa](#) page as well as a Journey folder which will be kept in the centre. This is a documentation of the child's experiences at [HIDDEN TREASURES ELC](#). Your child's Profile Kaiako is responsible for documenting Learning Stories about your child's experiences, interests and achievements at the [ELC](#) and you have opportunities to add your 'Parents Voice' and share stories from home using [educa](#).

We encourage you to sit with your child and share and discuss the [educa](#) Learning Stories together with them. Please add anything they or you wish to contribute. Grandparents and overseas whānau can also contribute and follow your child's progress if you wish to share with them. Be sure to give us their email details.

You will receive a new e-mail when new information has been added to [educa](#).

Communication is a vital ingredient to the success of our partnership with your whānau. If you would like to discuss any aspect of your child's [HIDDEN TREASURES ELC](#) experience, please speak either with the Profile Kaiako responsible for your child or the Centre Manager. Arrangements can be made if it is necessary to meet outside of regular session times.

Policy Statement

[HIDDEN TREASURES ELC](#) has a number of policies that set out the procedures in place for the care and education of children who attend. We strongly urge you to read these and are available on request. 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. Regulations and Licensing Criteria are available for review up by the sign-in desk.



Communication & Complaints Procedure

The lines of communication for all complaints are displayed up on the Parent Notice Board up by the sign-in sheet. If you have any queries or concerns, you are encouraged to talk to the Centre Manager in the first instance and, if necessary, the matter may be referred to the Service Provider.

Any complaints in writing will receive a written reply.



Illness

The Child Health policy applies to all children enrolled at the **ELC**. We ask that any child who is unwell be kept at home so that illness does not spread through the centre.

Please note that children **cannot attend** if they have discharging eyes (**conjunctivitis**), rash, fever or **diarrhoea/vomiting** within the **past 48 hours**.

Teachers have the right to refuse a child who is obviously infectious or who's wellbeing is being jeopardised through attendance.

If symptoms of illness develop throughout the day, a parent or emergency contact will be called to arrange for immediate collection of the child. During the time waiting for a parent/caregiver to arrive, the child will be placed in isolation where possible, to decrease the risk of spreading any illness.

Whānau/parents/caregivers are asked to notify the teachers if a child has been exposed to a contagious illness.

It is really helpful for whānau/parent's members to know about the infectious periods and treatment for common diseases such as measles, mumps, chicken pox, whooping cough, rubella, scabies, intestinal worms, impetigo. Information on these common diseases can be found on the Ministry of Health website. A copy of the Infectious Diseases: information & exclusion chart is also available up by the sign-in desk. ([HealthEd – Infectious Diseases](#))

Toileting

Children are encouraged to use the toilet at regular intervals during the day. During toilet training, staff will endeavour to support the efforts and strategies used at home, such as prompting, praise or sticker reward charts. Please feel free to discuss any specific needs with staff and send plenty of changes of clothes during this time as a few accidents are unavoidable.

Accidents

All accidents of a significant nature and/or requiring first aid/medical attention are recorded in an Accident Register and whānau/parents/caregivers notified on pick up of their child. Serious accidents or any accident involving head injuries require a parent/caregiver to be contacted immediately and an report carried out. The Centre Manager will then advise the Service Provider. Incidents not requiring attention may also be recorded, if of a significant nature.

All accident forms MUST be signed on the day the accident occurred.

Medicines

A register is used to record details of all medication given to the children while attending **HIDDEN TREASURES ELC**. Parental consent is required and recording of medications administered ensures the practice is systematic & authorised (**NOTE only prescribed medication will be administered by HIDDEN TREASURES ELC staff**).

Crisis Management Procedures

Evacuation plans and meeting points are displayed in the centre and a copy of the emergency procedures are in the Operations Manual. In the event of an emergency, all parents/caregivers are contacted via text messaging/phone calls/email, depending on the technology available at the time.

Hearing & Vision Tests

As part of the 'B4 School Check', staff from ADHB Health come to **HIDDEN TREASURES ELC** up to twice a year to check the Hearing & Vision of our 4 year olds. When your child turns 4, we will ask you to sign an authorisation. These nurse visits are dependent on minimum numbers of children present on the day. ([Plunket B4-school-check](#)).

ENROLMENT AGREEMENT FORM



HIDDEN TREASURES EARLY LEARNING

NSN # Passport.
OUTLOOK Immunisation
DETAILS CHECKED
DETAILS CHECKED

CHILD			
First Name		Middle Name/s	Surname
Preferred/Name your Child is known by			Male ☐ Female ☐
Child's Date of Birth: DAY	MONTH		YEAR
Nationality/Ethnicity			
Child's home address/es			
Postcode			

BEST email address for e-portfolio

PRIVACY STATEMENT We collect information, including personal information (eg: enrolment and attendance) about your child, which is shared with the Ministry of Education, who stores it securely and treats it in accordance with the Privacy Act 2020. The Ministry of Education collects and holds this information for the following purposes:

- for funding allocation
- for monitoring compliance with the Education (Early Childhood Services) Regulations 2008 and related criteria, and the ECE Funding handbook
- to assign a National Student* Number to your child,
- for statistical and resourcing purposes
- to allow the Minister or Secretary of Education to exercise any of their other powers or responsibilities under Education and Training Act 2020,
- as permitted by the Privacy Act 2020

Information collected may be shared with other government agencies where required by legislation, or to meet an agreed purpose, and in accordance with the government's direction for great inter-agency data sharing.

You have the right to request access to or correction of personal information that the Ministry of Education holds about you. Contact information for the Ministry can be found here [national office - Ministry of Education](#)

Completed enrolment forms and related information may be accessed by authorised Ministry officials on request, for monitoring, licensing, and funding administration purposes.

PARENTS / GUARDIANS PLEASE CIRCLE ONE PERSON TO RECEIVE ALL INVOICES via email - thankyou	
First Names	First Names
Surname	Surname
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email
First Names	First Names
Surname	Surname
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email

EMERGENCY CONTACTS (* in case we can't get hold of you straight away)	
First Names	First Names
Surname	Surname
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (work)	Phone (work)
Phone (mobile)	Phone (mobile)
email	email

PERSON/S WHO CAN PICK UP YOUR CHILD (other than parents ie: Grandparent, Aunt, Uncle, close friend)	
First Names	First Names
Surname	Surname
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
Address	Address
Postcode	Postcode
Phone (home)	Phone (home)
Phone (mobile)	Phone (mobile)

CUSTODIAL STATEMENT	
Are there any custodial arrangements concerning your child?	
If YES , please give details of any custodial arrangements or court orders. A copy of court orders is required.	
Person/s who <u>cannot</u> pick up your child	
Name	Name
Name	Name

HEALTH	
<i>Category (i) Medicines</i>	
A category (i) medicine are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as 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. I acknowledge that written authority from a parent is to be given at beginning of the period of time a category (i) 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 X _____	Date _____ / _____ / _____
<i>Category (ii) Medicines</i>	
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	
Individual health plan completed and signed: <i>Tick one</i> Yes ☐ No ☐	
Name of medicine: _____	
Method and dose of medicine: _____	
When does the medicine need to be taken: (state time or specific symptoms) _____	

Parent/Guardian Signature X SIGN HERE IF YOU HAVE A HEALTH PLAN _____ Date _____ / _____ / _____	
FAMILY DOCTOR	
Name _____	Phone ☎ _____
Clinic Name _____	_____
Address _____	_____
Is your child up to date with immunisations? <i>Tick one</i> Yes ☐ No ☐	
Does your child have diverse needs? <i>Tick one</i> Yes ☐ No ☐	
Does your child have food intolerances/allergies? <i>Tick one</i> Yes ☐ No ☐	
Does your child have an on-going condition? <i>Tick one</i> Yes ☐ No ☐	
Is there anything else you would like to share with us about your child at this time?	

STATUTORY HOLIDAYS / TERM BREAKS

This enrolment agreement is exclusive of primary school term breaks.

HIDDEN TREASURES ELC is open on the following Public Holidays if they fall on a weekday.

New Year's Day	N/A	Easter Monday	N/A	Christmas Day	N/A
Day after New Year's Day	N/A	ANZAC Day	N/A	Boxing Day	N/A
Waitangi Day	N/A	King's Birthday	N/A	Auckland Anniversary	N/A
Good Friday	N/A	Labour Day	N/A	Matariki Day	N/A

Do you have intentions of sending your child to **WESTMINSTER CHRISTIAN SCHOOL** when they are 5 years old?

Tick one Yes ☐ No ☐

If **YES** - please ensure you visit the primary school office next door as soon as possible to enrol.

PREFERENTIAL: **Westminster Christian School** has set preferences for accepting enrolments for entry into the school. Our children will be given preference based on the school's acceptance criteria and if they have been enrolled & attended **HIDDEN TREASURES ELC** from their 4th birthday for a minimum of 1 year.

Please see the [Westminster Christian School Enrolment](#) website for full preference details.

Name of Christian Church presently attending

Church Referee (pastor/elder/deacon) Name

Phone

POLICY STATEMENT: **HIDDEN TREASURES ELC** 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 encourage 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 into policy review. You accept that the centre reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices or posting notification via email or online on [educa](#).

ENROLMENT DETAILS

DATE OF ENROLMENT ____/____/____ DATE OF ENTRY ____/____/____ DATE OF EXIT ____/____/____

DAYS ENROLLED	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY SWIMMING IN THE AFTERNOON	TOTAL NUMBER OF HOURS:
FULL DAYS (7hrs) 8:30am-3:30pm					incl. SWIMMING	

For 20 Hours ECE fill out boxes below with the hours attested

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. Fees charged are for times outside of these hours. A **Full Day consists of 7 hours**.

'20 Hours ECE' at this service						
'20 Hours ECE' at another service						

Parent/Guardian Signature X Date ____/____/____

20 ECE HOURS ATTESTATION

1. Is your child receiving '20 Hours ECE' for up to six hours per day, 20 hours per week at this service?

Tick one Yes ☐ No ☐

2. Is your child receiving '20 Hours ECE' at any other services?

Tick one 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 **ELC** 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 X Date ____/____/____

CHILD'S NAME:

DUAL ENROLMENT DECLARATION

I hereby declare that my child is **NOT** enrolled in another early childhood institution at the same days & times that he/she is enrolled at **HIDDEN TREASURES ELC**

Parent/Guardian Signature **X** _____ Date ____ / ____ / ____

Parent/Guardian Signature **X** _____ Date ____ / ____ / ____

INITIAL PLEASE

- ☒ I/we understand and consent to biblical Christianity being taught through **HIDDEN TREASURES ELC** curriculum.
- ☒ I/we give permission for my child to leave the grounds of **HIDDEN TREASURES ELC** in the company of staff on walking excursions as part of the centres early learning programme at a ratio of 1:6 for over two-year olds. Ratios will be maintained at MOE levels at **HIDDEN TREASURES ELC** premises for any remaining children.
The destinations we may visit are; school fields, school orchard, school bush, school hall, school classroom, Life Education and any other relevant activities that the primary school may be involved in.
- ☒ Please note a separate permission slip will be sent home for excursions outside of one block of **HIDDEN TREASURES ELC** and signed permission will be required on this occasion. Ratios will be maintained at MoE levels at **HIDDEN TREASURES ELC** for any remaining children.
- ☒ I/we understand that my child may not attend another licenced and chartered early childhood service for the same hours for which they are enrolled at **HIDDEN TREASURES ELC**.
- ☒ In signing this Enrolment Agreement Form, I/we authorise **HIDDEN TREASURES ELC** to administer to my child medications in accordance with the Medicine Administration Policy of the centre.
- ☒ I/we give permission for arnica/calendula/insect bite cream to be applied to my child if needed. I have read and understood the centre health policy.
- ☒ In the event of an accident or emergency, I/we authorise **HIDDEN TREASURES ELC** to seek such advice or treatment as it deems necessary in the best interest of my child.
- ☒ I/we acknowledge that the Ministry of Health (MOH) choking food guidelines link is included in this Enrolment Agreement.
- ☒ I/we acknowledge that whilst the foods I/we provide for my child's lunches are my choice, I/we understand that **HIDDEN TREASURES ELC** will promote the MOH food choking guidelines with regular reminders.
- ☒ I/we have read the information sheet attached to this Enrolment Agreement Form for entry of my child into **HIDDEN TREASURES ELC** and am satisfied I/we understand the terms and conditions applicable as contained therein.
- ☒ I/we agree to pay all fees due in accordance with **HIDDEN TREASURES ELC**'s fee schedule.
- ☒ I/we give **HIDDEN TREASURES ELC** permission to share my child's/children's video's & Learning Journal amongst family on the educa/preschool software.
- ☒ I/we as the enrolled parent/s understand that prospective families may be visiting our premises, but child/teacher ratios and licence maximums will be maintained. Teachers' responsibility lies in the health & safety of enrolled children.
- ☒ I/we give permission for **HIDDEN TREASURES ELC** to take my child for transition to school visits as they near their fifth birthday.

If **NOT** in agreement, please state which permission you don't agree with

.....

PARENT DECLARATION

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

X _____ **X** _____
Parent/Guardian Signature/s Date

SERVICE DECLARATION

On behalf of **HIDDEN TREASURES ELC**, I declare that this **Enrolment Agreement Form** has been checked and all relevant sections have been completed.

.....
HTELC Supervisor Signature Date



PARENT & GUARDIAN CONSENT FORM

Dear Parent/Guardian,

Portfolios are an invaluable tool to track the learning of your children. However, with your busy lives, you are often rushed to read and hear about your child's day. **Online E-Portfolios** allow you to access your child's portfolio from your mobile, home or work computer at any time. You are able to make comments, read learning stories, add stories from home and read newsletters & important notices, and share this information with other family members you have given authorized access to.

educa is a **secure web-based portfolio system** specifically designed for New Zealand Early Childhood Education Centres and parents. It significantly improves communication with parents and whānau. The idea behind **educa** is to provide a secure and interactive environment where teachers and parents/whānau can share learning stories, photos and videos, and collaborate on children's learning. **educa** has also released apps for both the iPhone and the Android, which are available for parents to follow children's learning on the go.

To begin using **educa** we'd like to have your permission for uploading photos, videos, learning stories and artwork of your child to **educa**. Please also provide your email address so we can send you an invitation to join **educa**. If you require access for other family members, please provide their full names, relationship to the child and email address in the *Other Family Member Information* section.

Name of child care centre: **HIDDEN TREASURES ELC**

Name of child:

As the parent, guardian or responsible adult for the above child, I consent to **HIDDEN TREASURES ELC**'s collection, use and display of my child's information on the **educa** Application in accordance with the Privacy Policy set out on the **educa** website: <http://www.educa.co.nz/privacy-policy>.

Parent/Guardian Full Name

email

X

Signature

Date:

Other Family Member Information/emails you would like to invite to view and be able to add to your child's e-portfolio also:

Name & relationship to child

email

Name & relationship to child

email

For further information about Educa, visit www.educa.co.nz. For technical inquiries, you can contact Educa support team at support@educa.co.nz

WORKING FOR FAMILIES CHILDCARE ASSISTANCE (Work & Income subsidy)

The government department, Work & Income (WINZ) provide a childcare subsidy to help pay for your **ELC** fee costs if you qualify. **HIDDEN TREASURES ELC** is licensed by the Ministry of Education to receive Childcare Subsidies, and we have found that this subsidy has benefited a few of our families. Many families are unaware that they may qualify for this Childcare Assistance. You will need to make direct contact with WINZ to check your eligibility. The subsidies are based on your total household income.

Below are the [Childcare Assistance 2026](#) income thresholds and maximum rates as at 1 April 2026.

Number of children	Gross weekly income	Childcare Subsidy (per hour, per child)	Childcare Subsidy (per week, per child for 50 hours)
1	Less than \$1,131.00	\$6.72	\$336.00
	\$1,131.00 to \$2,059.99	\$5.36	\$268.00
	\$2,060.00 to \$2,231.99	\$3.75	\$187.50
	\$2,232.00 to \$2,403.99	\$2.09	\$104.50
	\$2,404.00 or more	nil	nil
2	Less than \$1,301.00	\$6.72	\$336.00
	\$1,301.00 to \$2,369.99	\$5.36	\$268.00
	\$2,370.00 to \$2,556.99	\$3.75	\$187.50
	\$2,557.00 to \$2,747.99	\$2.09	\$104.50
	\$2,748.00 or more	nil	nil
3 or more	Less than \$1,457.00	\$6.72	\$336.00
	\$1,457.00 to \$2,643.99	\$5.36	\$268.00
	\$2,644.00 to \$2,867.99	\$3.75	\$187.50
	\$2,868.00 to \$3,090.99	\$2.09	\$104.50
	\$3,091.00 or more	nil	nil

Should you be eligible for a Childcare Assistance, you are best to contact WINZ as soon as possible as the subsidy will be paid out from the date you visit your local Work & Income office or complete the forms online.

If you require further explanations, please talk with the Supervisor or take a look at the WINZ website:

[Childcare Subsidy Info](#) [Childcare Subsidy Application Form](#) www.workandincome.govt.nz

<https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>

<https://www.workandincome.govt.nz/documents/forms/childcare-and-oscar-subsidy-application.pdf>

To apply with WINZ online : <https://www.workandincome.govt.nz/online-services/apply/index.html>

FAMILY BOOST



Inland Revenue
Te Tari Taake

FamilyBoost is a childcare credit/payment to help eligible households pay towards the cost of early childhood education (ECE). Being eligible for **FamilyBoost** will depend on who cares for your children, your household income and the type of childcare you pay for. To claim **FamilyBoost** you will need to register in myIR. You only need to register once. [FamilyBoost Information](#) [FamilyBoost Registration](#)

(<https://www.ird.govt.nz/familyboost> . <https://www.ird.govt.nz/familyboost/register-for-familyboost>)