



**JeMMA's Homebased Childcare**  
**\* Home Based Childcare and Education Service**

**Unit 6, 44 William Pickering Drive, Albany 0632 PO Box 300 084  
 Albany 0752**

**Tel: (09) 414 6204 Fax: (09) 414 6205**

**Mobile 0274 857 851 Email: accounts@jemmas.co.nz**

**PO Box 21-844 Henderson 0650 Tel: (09) 836-6204**

**PO Box 73-061 Auckland Airport Manukau 2150 Tel: (09) 257 5271**

**PO Box 15489 Tauranga 3144 Tel: (07) 578 5978**

**PO Box 138 Morrinsville 3340 Tel: (07) 889 4244**

<b>Child: UNDER 3 YEARS</b>	<b>Parents / Guardians / Whanau to complete</b>
Child's first names:	Surname:
Name your child is known by:	
Child's date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnic origin:	
Iwi your child belongs to:	
Child's home address or addresses:	
Postcode	
<b>Parents / Guardians / Whanau:</b>	
First Names:	First Names:
Surname:	Surname:
Relationship to child:	Relationship to child:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
<b>Alternative contact - Guardians / Whanau: Contact – Other than a Family member</b>	
First Names:	First Names:
Surname:	Surname:
Relationship to child:	Relationship to child:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

**Alternative Emergency Contacts: (Other than listed above)**

First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

**Doctor:**

Name:	Phone:
Address:	

If Applicable

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**◆ Enrolment Details: Parent / Guardian / Whanau**

Date of Enrolment: \_\_\_/\_\_\_/\_\_\_      Date of 3<sup>rd</sup> Birthday \_\_\_/\_\_\_/\_\_\_      Date care finished \_\_\_/\_\_\_/\_\_\_

First day of care \_\_\_/\_\_\_/\_\_\_

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total number Of hours:
Times Enrolled:								

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Parent/Guardian/Whanau signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Office to complete**

TOTAL ENROLLED HOURS \_\_\_\_\_ PER WEEK

OR CASUAL/VARIABLE HOURS \_\_\_\_\_ PER WEEK

ELIGIBLE FOR WINZ CHILD CARE SUBSIDY YES/NO WINZ CLIENT NUMBER \_\_\_\_\_

TOTAL TO PAY \_\_\_\_\_ HOURS p.w. @ \_\_\_\_\_ PER HOUR)

= \$ \_\_\_\_\_ PER WEEK

(Please pay the total amount until WINZ subsidy has been approved in writing)

**The Annual Administration Fee of \$35 is payable before your child starts.**

Privacy Statement: All personal information on your child will be kept securely and remain confidential. Any changes to this form **must** be signed and dated by the parent/guardian

### ◆ Statutory Holidays / Term Breaks

This enrolment agreement is inclusive of school term breaks.

If your service is open on Statutory Holidays, parents need to confirm enrolment for each individual statutory holiday. **Note:** Please inform us of any alteration in hours.

JeMMA's Homebased Childcare is open on the following public holidays if they fall on a weekday. Please tick the days you wish your child to be specifically enrolled for:

New Years Day	<input type="checkbox"/>	Easter Monday	<input type="checkbox"/>	Christmas Day	<input type="checkbox"/>
Day after New Years Day	<input type="checkbox"/>	ANZAC Day	<input type="checkbox"/>	Boxing Day	<input type="checkbox"/>
Waitangi Day	<input type="checkbox"/>	Queen's Birthday	<input type="checkbox"/>	Local Anniversary Day	<input type="checkbox"/>
Good Friday	<input type="checkbox"/>	Labour Day	<input type="checkbox"/>		

### ◆ Dual Enrolment Declaration

I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at: JeMMA's Homebased Childcare

Parent/Guardian/Whanau signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ◆ Home-Based Education and Care Services Only

**This section is a compulsory requirement for Enrolment Agreement Forms used by Home-Based Services**

Is the educator who will be providing education and care for your child a member of the child's family?

Tick One Yes  No

If yes, what is the relationship of the educators to your child?

Parent/Guardian/Whanau signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Health

Illness/allergies:

Is your child up-to-date with immunisations? Tick One Yes  No

#### Category (iii) Medicines

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: Tick One 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/Whanau signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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<b>Custodial Statement</b>	
Are there any custodial arrangements concerning your child? <i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
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:
<b>Person/s who <u>can</u> pick up your child:</b>	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile)

PARENTS PLEASE READ AND UNDERSTAND THE FOLLOWING  
A copy will be returned to you once all signed

### **Children**

- JeMMA's Management reserves the right to seek professional advice in cases of suspected child abuse.
- The Ministry of Education regulations forbids the use of corporal punishment.
- Parents give permission for the child to be observed, photographed and evaluated by Educators and staff of JeMMA's.
- Jemmas encourages parents to keep in close contact with the Co-Ordinator to discuss their child's progress and any concerns they may have.
- The Management of JeMMA's are available to discuss any conflicts they may have which cannot be resolved by the staff.
- Parents are expected to spend time settling their child into care.
- Parents will dress the child appropriately and provide sunhats, sunscreen, jackets, warm hats and spare clothes. For babies, supply enough nappies and bottles. Parents are responsible for supplying their children's meals and drinks.
- Parents permit the Educarer to apply sunscreen products and change his/her wet or soiled clothing when necessary

## Leave/Sickness

- Parents give permission for the child to be taken to an alternative emergency location, e.g. Civil Defence Centre in the event of an emergency.
- Parents give permission for the Educarer to apply basic First Aid.
- Parents understand that if their child becomes ill they will be notified and may be required to collect their child immediately.
- Parents will not take a sick child to the Educarer.
- Parents will be notified as soon as possible in case of accident or illness. They will also be responsible for any medical or ambulance expenses in the case of urgent treatment for their child.
- Parents will notify the Educarer immediately if their child will be absent.
- Parents will notify changes of address immediately as they are important in emergencies.
- Parents will notify the Educarer immediately if they cannot pick up the child as arranged. Extra time will be charged for in this instance.
- Parents and Educarer to make arrangements **IN ADVANCE** for alternative or emergency care when their usual Educarer is unavailable. This may be with relatives, friends etc.

## Travel

- Parents give permission for their child to travel in the Educarer's vehicle and to be taken for excursions and walks by the Educarer. (see Travel Policy 25)

## Fees

- Parents responsibility to sign and initial the child's weekly time sheet and on a daily basis, Parents write in daily arrival and departure times and initial accordingly.
- Parents are charged a holding Fee of \$2.50 per enrolled hour while the child is on holiday. JeMMa's will subsidise these Holding Fees if the account is up to date before the first day of the holiday. Holidays are for the **full weekly enrolled hours**. Holidays may be no more than 3 consecutive weeks.
- Parents agree JeMMa's will subsidise their Holding Fees for holidays if the account is up to date. Holidays are for the **full weekly enrolled hours**. Holidays may be no more than 3 consecutive weeks.
- Parents agree to pay for absences where they have not given five working days notice.
- Parents have signed enclosed the Attestation Form applying up to 20 Hours ECE Care for my child who is over 3 years of age and agree to pay optional charges fees as per 'Enrolment process' and 'All you need to know about 20 hours ECE care'.
- Parents understand that they can only use the 20 Hours ECE Care on the days stated and must complete a new Attestation Form should they wish to change the days allocated for ECE Care
- Parents will pay 62c per kilometer to their Educarer if she has to deliver to or collect from Kindergarten.
- Parents agree to advise JeMMa's immediately of any changes of enrolment arrangements.
- Parents agree to give two week's notice of care finishing charged at full fees. Parents must notify their Educarer and the Co-Ordinator.
- Educarers must also give two week notice to Parents when terminating care.
- Parents agree to pay the fees **WEEKLY** as set out by JeMMa's Family Day Care, at the end of each week, before the Educarer is paid. Parents will receive a discount of 5% if there is a zero balance at the end of the calendar month. Parents will receive a statement of their account in the first week following the previous month of care.
- Fees for casual and variable hours, that are those who have different hours each week, are charged 50 cents per hour more.
- Parents agree to pay an Annual Administration Fee of \$35 upon starting with the Educarer and then yearly on the 1<sup>st</sup> April.
- Parents agree that if a debt remains unpaid the debt will be sent to a Debt Collection Agency for recovery and they may be liable for collection and legal costs as well as the original amount.
- Parents agree to pay \$10.00 penalty per month if their account is in arrears by 1 month.
- Parents agree that JeMMa's may make credit checks before care commences or if fees are outstanding.
- Parents agree with the JeMMa's Terms of Trade which are reviewed from time to time.
- Parents are aware that care may be suspended for three weeks without notice if terms of trade are not adhered to, and a holding fee for those three weeks will be charged for.
- Parents agree that this is a contract between the Parents/Whanau and JeMMa's Family Day Care Ltd.

Required Information for Licensing Purposes
<ul style="list-style-type: none"><li>▪ Excursions: Permission for the child to take part in regular excursions (under the conditions stated in the excursions policy)</li><li>▪ Photo/video: permission for the child to be photographed for the purposes of assessment, planning and evaluation (explain clearly how the photo's/videos can/can't be used)</li></ul>



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

**SIGNATURE:**

Parents/Guardian/ Whanau \_\_\_\_\_ Date \_\_\_\_\_

**EDUCARER NAME:**

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Service Declaration (Office use only)
On behalf of JeMMA's Homebased Childcare I declare that this form has been checked and all relevant sections have been completed.
Service Provider signature: _____ Date: ____ / ____ / ____