



Welcome to Nīkau School!

We are so excited for you to join us!

Nīkau School is owned by the Nikāu Education Charitable Trust. The Trust is committed to providing quality, authentic Montessori and outdoor programmes and to build a community of support for these programmes.

The Nīkau Education Charitable Trust is a registered charitable trust and donations are eligible for tax credits.

Donations are welcomed at any time.

Included in our services:

- Complete Montessori and outdoor programmes using specialised equipment and resources.
- Qualified AMI teachers
- Each child will have their progress record in an electronic system accessed on online
- Food for morning tea, baking, cooking and food preparation
- Stationary
- Local trips and outings
- Newsletters and electronic communications
- Parent functions i.e. education and familiarisation evenings, teacher interviews
- Membership of Montessori Aotearoa New Zealand, which includes a quarterly magazine and conference discounts
- Access to resources of the International Montessori Council
- Annual class photo

PRIVACY STATEMENT

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child. We will use and disclose your child's information only in accordance with the Privacy Act 2020.

Under the Act you have the right to access and request correction of any personal information we hold about you or your child. Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child.

This unique identifier will be used for research, statistics, funding and the measurement of educational outcomes.

You can find more information about national student numbers at www.minedu.govt.nz/parents.

Information about acceptable identity documents is available online at eli.education.govt.nz

CHILD'S INFORMATION

1. **Child's Full Name** _____

2. **Gender**

Female

Male

Other: _____

3. **Child's Home Address**

4. **Child's D.O.B**

5. **City and Country of Birth**

6. **Copy of Verification document supplied (*office use only*)**

Original document sited and copied by administration

Official documents accepted to verify identity and eligibility of enrolment:

- *New Zealand Birth Certificate*
- *Passport*
- *Residency Permit or VISA*

FAMILY INFORMATION

7. **Who does your child live with?**

Both Parents at Home

Mother

Father

Legal Guardian

PARENT/GUARDIAN 1

Please provide us with contact information for the parents and/or guardian the child lives with

8. Name: _____

9. Relationship to the child: _____

10. Address: _____

11. Phone number (Mobile): _____

12. Phone number (Home and/or work): _____

13. Email address: _____

14. Occupation: _____

PARENT/GUARDIAN 2

Please provide us with contact information for the parents and/or guardian the child lives with

15. Name: _____

16. Relationship to the child: _____

17. Address: _____

18. Phone number (Mobile): _____

19. Phone number (Home and/or work): _____

20. Email address: _____

21. Occupation: _____

ADDITIONAL PERSON(S) WHO HAVE PERMISSION TO COLLECT YOUR CHILD

Your child will **only** be released to the persons listed on this form.

They may also be contacted in an emergency if we are unable to contact a parent/guardian.

If you wish for any other person to collect your child (one-off, short-term or on-going), you must notify the Centre in writing.

If you are unable to do this in person, you may email **office@nikau.school.nz**

Name	Relationship to child	Address	Phone Number (Mobile)	Phone Number (Home and/or work)
1.				
2.				
3.				
4.				

22. Are there any custodial arrangements concerning your child?

Yes. Skip to question 23

No. Skip to question 25

Please give details of any custodial arrangements or court documents. A copy of a court order is required.

23. Are there any custodial arrangements concerning your child?

24. Copy of court orders relating to your child:

- (Office use only) Original document sited and copies made by administration*

25. Names of any person(s) are not permitted to pick up your child:

MEDICAL INFORMATION

26. GP Name: _____

27. Medical Centre Address: _____

28. GP Phone number: _____

29. Immunisation:

We are required to keep immunisation records regarding your child's immunisation status.

Please check all that apply:

Immunisation record supplied

My Child is not immunised

30. Immunisation record (Office use only):

Immunisation record sited and copy made by administration

31. Medical History:

Please provide us with any relevant information in term's of your child's medical history, including any allergies and medications required.

Please also include names of any specialists or special education groups your child has had or is in contact with.

32. Emotional, behavioural and physical needs:

Please list any other information or concerns about your child's special emotional/behavioural/physical needs

33. Category (i) medicine

Category (i) medicine is non-prescription medication that is not ingested, used for the 'first aid' treatment of minor injuries, provided by the centre and kept in the first aid cabinet.

Please tick the medicines that you give us permission to use on your child

Check all that apply

- Insect Bite Cream*
- Arnica Cream*
- Antiseptic Cream*
- Saline Solution*
- Sunscreen*

34. Category (ii) Medicines:

Category (ii) medicines are supplied by the parent/guardian to treat a specific condition or symptoms for a specific period of time. These include prescriptions such as antibiotics, eye/ear drops, etc. and non-prescription medicines such as paracetamol, cough syrup, etc.

When a category (ii) medicine is to be given to your child, a parent/guardian will be required to fill in the Medicine Register (held in your child's classroom) at the beginning of each day.

Details required are: name of the medication, method and dose, time or specific symptoms/circumstances.

The medication is to be collected when your child leaves for the day.

Please put today's date as signature and consent of the use of above:

35. Category (iii) Medicines:

Category (iii) medicines are used to treat on-going conditions such as asthma allergies, etc.

These medicines may be left in the classroom for use when required.

A Health Plan must be completed for your child if he/she has any on-going conditions required the use of category (iii) medications at the School.

Details required are: name of the medication, method and dose, time or specific symptoms/circumstances.

The Health Plan is kept in your child's classroom with the medication.

Please put today's date as signature and consent of the use of the above:

36. Acknowledgment:

I hereby acknowledge my answers for Category (i) medicine, that a parent/guardian must complete the Medicine Register daily in order for Category (ii) medicines, and a Health Plan for Category (iii) medicines to be administered to my child.

Please put today's date as signature:

36. Authorisations and Parent/Guardian Declaration:

- You agree that we can take your child on short, local excursions in the vicinity of the centre. Vehicle travel within the Rodney (Warkworth, Snells, Algies Bay, Matakana) area will be undertaken with full licensed drivers and in compliant vehicles with required child safety restraints. Permission slips will be issued for excursions outside the Rodney Region.
- You agree that we may photograph and/or video your child for the purposes of assessment, planning and evaluation for the purposes of the Centre's ongoing staff professional development. Publication of any photographs/videos will be limited to your child's portfolio (which is kept private) and publicity purposes.
- Nīkau School has policies that outline the procedures for the care and education of your child. We strongly urge you to read these. The signing of this agreement indicates that you and your child will abide by the centres policies (which may be varied from time to time without notice) and you understand how you can have input to Policy Review.
- You confirm that you have read the Parent Survival Guide and the attached Terms (Both of which form part of this agreement) and you agree to comply with your obligations in those documents. You agree that you are entering a contract with us for the enrolment of your child and that the contract will be formed when you have completed and signed this form and paid any required Enrolment Fee, and this form has also been signed on our behalf to confirm acceptance of your application.
- You agree to attend our regular parent evenings in order to understand more about both the Montessori and Outdoor Philosophy.

Signed: _____

Parent/Guardian Name (Please Print):

Date: _____

OFFICE USE ONLY

All relevant supporting documentation has been sited and copies made

Signed: _____ **On behalf of Nīkau School**

Name (Please Print):

Date: _____

Thank you for taking the time to answer all our questions!

We will let you know as soon as possible whether your enrolment has been successful!

Once accepted, we will ask you for permission to contact your child's current Montessori Guide (if transitioning from a Montessori Primary or Pre-School).

Admission to the class is at the discretion of the Head of School and many factors are considered. A date for the commencement in the class will be advised in a Letter of Acceptance and we will provide you with an invoice for the Enrolment Fee. You must pay the Enrolment Fee before your child can begin attending Nikāu School.

The Head of School reserves the right to withdraw your admission if you have not disclosed pertinent facts to us such as (but not limited to) behavioural issues and learning difficulties which may impact the operation of the class.

Near to the commencement date, class visits are arranged for your child to transition into the programme.

This will usually be arranged to orient children to their peers so may include other children commencing at the same time as your child.

Visits will be scheduled depending on the need of each child. During these visits the children will meet the guides, be invited to explore the classroom and work on the activities that are familiar to them. They will be informed of the routines and class timetables.

Our aim is for the children to be ready and capable of beginning their education with us with the least anxiety and separation concerns for their entry into the class.

We look forward to welcoming your child and family!

Kind regards,

Nīkau School