


ENROLMENT PACK



073481221
153-155 Clayton
Road
Rotorua

www.agape.school.nz



“The centre successfully reflects the Christian principles that underpin its philosophy.

Meaningful learning experiences are provided that allow children to understand Christian values and beliefs. Relationships and interactions throughout the centre strongly reflect these principles”

-Education Review Office

Who are we?

Agapé

(Ah-gah-pay)

Greek n.

Unconditional Love, as Revealed in
Jesus Christ, that is Sacrificial and
Selfless in Nature

Agapé Christian Preschool is a fully
licensed, non-profit making Christian
Based Early Childhood Education and
Care Provider approved by the Ministry
of Education.

We operate under the trust deed of
New Heights Community Christian
Trust.

Agapé Christian Preschool is managed
by a Management Committee that is
made up of Trustees, Staff, the Manager
and Parents.

We are members of both the Christian
Early Childhood Education Association
of Aotearoa (CECEAA) and Te Tari Puna
Ora o Aotearoa New Zealand Childcare
Association (NZCA) who offer great
services to our centre.





Why choose Agapé?

Founded in 2007, Agapé offers amazing under 2 and over 2 facilities with passionate staff and excellent staff to child ratios.

At Agape you can trust that your child is receiving quality care.

We are a very well resourced centre and the children are given a holistic education. We believe in learning through play and also routines and structure.

It is our desire to work with our families to better know and understand each child individually. We believe every child is a gift from God and feel honoured to be involved in their training.

Train up a child in the way he should go; even when he is old he will not depart from it.

Whakatupuria ake te tamaiti i te ara e haere ai ia, a, ka kaumatua, e kore e mahue i a ia.

PROVERBS 22:6
NGA WHAKATAUKI 22:6



our philosophy

We believe children are a gift from God and are to be nurtured and educated with a Christ-like love and understanding.

Our aim is to “Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22 v6”. We believe children are to be encouraged and corrected in love.

We believe parent partnership is an important part of understanding each child in the way in which we can help them develop and grow as individuals in the preschool environment, thereby fostering a sense of belonging for all.

As partners in the Treaty of Waitangi our programme will reflect the dual cultural heritage of Aotearoa/New Zealand. We support the cultural diversity of families/whanau within our preschool's community.

We believe in encouraging children and teachers to be prayerful and develop attributes of Christ Jesus in their lives.

We believe a blend of adult and child initiated ideas is valuable to our programme, providing children with opportunities to direct and extend their own learning

The family/whanau is created by God and therefore we believe in supporting, encouraging, strengthening and building families.

our staff

We have a unique team with diversity in culture, gender and age. The majority of our staff have degrees in Early Childhood Education and a couple have primary teaching degrees. You can feel confident leaving your child with our team of highly qualified and experienced teachers.

our policies

All of our policies are reviewed annually and can be found at sign in desks, on Educa and our website.

hours of operation

Agape opens at 7.45 and closes at 5.30pm. The centre is closed for a period of approximately 2 weeks over the Christmas period and for all statutory holidays. We also close for 1 teacher only day a year. During all other school holidays we are open.





fees

Our fees are \$4.50 per hour.

However, we are currently using our equity funding to offer under 3's 15 hours free and over 3's receive 10 hours free on top of 20 hours ECE, giving them a total of 30 hours free. The free hours we offer need to fall within a 6 hour day, anything over 6 hours will require payment. If you have more than 1 child in the centre we also offer a discount.

enrolment options

We have great flexibility for enrolment hours. Please discuss your requirements with us and we'll try our hardest to accommodate you.

Due to funding requirements and staff ratios, hours booked should be kept and any changes need to be discussed with office staff.

starting your child at Agapé

Where possible, we encourage you visit with your child to get to know staff. If necessary one staff member will build an initial relationship with your child. You are welcome to phone throughout the day to see how your child is settling.

what does my child need to bring to Agapé?

- Packed lunchbox
 - Formula/bottle for babies
 - Change of clothes
 - Nappies if required
 - If your child is toilet training several pairs of underwear and pants
 - Sunhats in warmer months
 - Warm hat and jacket in winter
- Please name all belongings.





absences

In the case of absences please phone the centre to advise your child will be away. If we have not heard from you after 10 days of absences your child will be removed from our roll, however you are always welcome to re-enrol when you are ready and when spaces are available.

If you are using the van service please see our requirements regarding absences in our van procedure.

teaching

A programme is planned week by week based on the children's ongoing strengths and interests. This is to engage and encourage the children in active learning through play, songs, and different activities.

school readiness

We have a focus on preparing children for school by developing confidence and a love for learning that will lead to becoming learners for life.

We run a 4/5 year old programme most mornings. In this class children are receiving more structured learning. We have had positive feedback from local schools regarding the school readiness of children coming from Agapé.

child illness

If your child becomes unwell while attending preschool they will be made comfortable. Staff will refer to health dept guidelines then notify parents. If you are not able to be reached we will contact alternative persons from your enrolment contacts. When your child is picked up a staff member will advise you if your child needs to remain home due to an exclusion period. We ask that someone is always able to be contacted while your child is attending preschool.

medication

Short term medications (antibiotics) need to be signed in daily by a parent/caregiver and given to a teacher. When your child is picked up it needs to be signed that medication has been given and taken home by parent/caregiver daily. Medications should not be left in a child's bag - please ensure it is handed to a staff member.

Long term medications that remain at the centre also need to be signed in and out and when administered to your child. Any medications should be clearly labeled with your child's name and directions.



accidents

If an accident occurs and medical attention is required, we will contact you and if necessary, seek medical attention until you arrive.

For minor accidents, a first aid trained staff member will administer first aid and document the details of the accident and treatment.

sun sense

All children are encouraged to wear hats provided by parents or to play in shaded areas. The centre provides appropriate sunblock for their age group. If your child requires a specific sunblock we ask that you provide this.

sleep

The Tuakana centre children requiring sleep are offered the opportunity after lunch. We discuss with parents their child's need. Older children are given the opportunity to rest if they choose. At the Teina centre we discuss routines with parents and from that a plan is developed.

birthday celebrations

At Agapé we celebrate your child's birthday with a card and a pretend cake.

We support parents if they would like to bring a cake to share.

For your child's 5th birthday we will hold a graduation ceremony that you can attend.

They will be presented with a certificate and a graduation gift.

Educa is a web-based portfolio of a child's growth and learning development. It allows parents and early childhood teachers to share a child's journey and gain valuable feedback. It is built with recommendations from early childhood teachers and parents.



Online sharing puts everyone who cares about a child on the same page. This is how it works.

- Child plays and learns
- Teacher observes, records and shares with parents
- Parents respond and/or add their own stories
- Teacher uses feedback

Teachers share by class, group or individual child. One click, multiple posts.

Parents invite extended family and others. Observations and conversations about a child all in one place.

Send newsletters, announcements and requests from a central messaging dashboard. And upload forms and resources to the parent portal for convenient sharing with parents.

When you enrol your child, we will use your email address to set you up in this online system



ABOUT ME

2 Years & Over

Let us know about your child

Help us to settle your child into Agape Christian Preschool by filling out this form.

What are your child's strengths and interests?

What is your child's favourite food?

Does your child require a sleep during preschool hours? _____

What helps to comfort your child?

Is your child toilet trained/training or are they still in nappies?

My name:

.....

My Birthday:

.... / /

My Family/ Special People:

.....

.....

.....

My Pets:

.....

At home I love to:

.....

.....

"Before I formed you in the womb I knew you,
before you were born I set you apart..."

Jeremiah 1:5

What is important to you as a family?

Why did you choose Agape Christian Preschool?

At Agape Christian Preschool we invite you to put photos and write messages or stories about your tamariki (children) either on Educa or paper and we will put them into their profiles too.

Thank you for taking the time to fill out this form.



ABOUT ME

Under 2 Years

Let us know about your child

Help us to settle your child into Agape Christian Preschool by filling out this form.

What are your child's strengths and interests?

What does your child like to eat and drink?

What milk does your child have, how much and when?

What times does your child sleep?

Does your child show any particular signs of tiredness?

What helps to comfort your child?

My name:

.....

My Birthday:

.... / /

My Family/ Special People:

.....

.....

.....

My Pets:

.....

At home I love to:

.....

.....

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Enrolment Form

Child's Details

Child's official surname or family name:

Child's official given name:

Child's other names/middle names (please separate with a comma):

Name your child is known by/ preferred name:

Surname/Family name:

Given name:

Copy of official identity verification document collected by staff:

☐ New Zealand Birth Certificate

☐ Foreign Birth Certificate

☐ New Zealand Passport

☐ Foreign Passport

☐ Other _____

Staff initials _____

Child's date of birth: dd / mm / yyyy

Gender: Male ☐ Female ☐

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

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 1993. Under that 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: eli.education.govt.nz

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

Parents / Guardians:	
Mother/ Caregiver's First and Last Names:	Father/ Caregiver's First and Last Names:
Address:	Address:
Post code:	Post code:
Phone (Home) :	Phone (Home) :
Phone (Work) :	Phone (Work) :
Phone (Mobile) :	Phone (Mobile) :
Email:	Email:
Relationship to child:	Relationship to child:

Additional person/s who can pick up your child:	
Title: (Please circle) Mrs Miss Mr Ms	Title: (Please circle) Mrs Miss Mr Ms
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post code:	Post code:
Phone (Home) :	Phone (Home) :
Phone (Work) :	Phone (Work) :
Phone (Mobile) :	Phone (Mobile) :
Title: (Please circle) Mrs Miss Mr Ms	Title: (Please circle) Mrs Miss Mr Ms
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post code:	Post code:
Phone (Home) :	Phone (Home) :
Phone (Work) :	Phone (Work) :
Phone (Mobile) :	Phone (Mobile) :

Additional person/s who can pick up your child:

Title: (Please circle) Mrs Miss Mr Ms

Title: (Please circle) Mrs Miss Mr Ms

First Names:

First Names:

Surname:

Surname:

Address:

Address:

Post code:

Post code:

Phone (Home) :

Phone (Home) :

Phone (Work) :

Phone (Work) :

Phone (Mobile) :

Phone (Mobile) :

Custodial Statement

Are there any custodial arrangements concerning your child? Yes ☐ No ☐

If **YES**, please give details of any custodial arrangements or court orders (a copy of any court order is required)

Person/s who **cannot** pick up your child

Name:

Name:

Name:

Name:

Child's Doctor:

Name:

Phone:

Name of medical centre:

Health

Illness / allergies:

Is your child up to date with immunisations?

Tick one

Yes ☐

No ☐

(Please provide verification of all immunisations)

Staff: Immunisation records sighted and details recorded:

Tick one

Yes ☐

No ☐

Medicine	
Category (i) Medicines	
A category (i) medicine is a non-prescription preparation such as arnica cream, betadine antiseptic cream and calamine lotion that is not ingested, staff may elect to use for the 'first aid' treatment of minor injuries and provided by the Agapé and kept in the first aid cabinet. 30+ SPF Sunscreen will be applied during summer months.	
Do you approve category (i) medicines to be used on your child? <i>Tick one</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name/s of specific category (i) medicines that can be used on my child, provided by service:	
Parent/Guardian Signature: _____ Date: ____/____/____	

Category (ii) Medicines	
Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, 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 the beginning of each day a category (ii) 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: _____ Date: ____/____/____	

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.	
Name of medicine:	
Method and dose of medicine:	
When does the medicine need to be taken: (State time or specific symptoms)	
Parent/Guardian Signature: _____ Date: ____/____/____	

Enrolment Details

Date of Enrolment: ____/____/____ Start date: ____/____/____ End Date: ____/____/____

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total Hours:
20 Hours ECE at this service						Total Hours:
20 Hours ECE at another service						Total Hours:

Parent / Guardian Signature: _____ Date: ____/____/____

20 Hours ECE Attestation

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 ☐

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 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: ____/____/____

Dual Enrolment Declaration

I hereby declare that my child **is/is not** enrolled at another early childhood institution at the same times that he/she is enrolled at Agapé Christian Preschool.

Parent/Guardian Signature: _____ Date: ____/____/____

Permissions

Excursions

I give permission for my child to go on short local outings / walks. The ratio will be 1 adult to 5 children as per our **Short Excursions Policy (Without Transport)**.

Tick one Yes ☐ No ☐

Photo / Video

Use of photo / video of your child includes the display, distribution and publication of photographs, images, and/or video taken of your child for use in materials that include, printed materials such as brochures, newsletters and enrolment packs, videos, and digital images such as those on the Agapé Christian Preschool website and Facebook page.

I grant permission to use my child's image in the following ways (mark which one applies):

Limited usage: I want my child's image used on printed materials only (no digital or video use).

Tick one Yes ☐ No ☐

Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Agapé Christian Preschool for a variety of purposes and that these images may be used without further notifying me. I do understand that my child's name will not be used in conjunction with any video or digital images.

Tick one Yes ☐ No ☐

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Policy Statement

Agapé Christian Preschool 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.

Parent Declaration

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

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Service Declaration

Office Use Only

On behalf of Agapé Christian Preschool, I declare that this form has been checked and all relevant sections have been completed.

Staff Signature: _____ Date: ____ / ____ / ____

Parent Contract

1. I accept and understand that Agapé Christian Preschool's programme and routines have a biblical emphasis.
2. I give permission for my child to leave the Preschool, on any Preschool outings, whether by foot or transport, given that the safety ratio is in accordance with the ECE Regulations. the NZ Ministry of Transport law; and as per Agapé Christian Preschool's Short and Long Excursions Policies.
3. I give permission for qualified first aid staff to administer medication, including, Bruilidine (antibacterial cream for cuts, grazes and burns) and Arnica cream (for bruises and sprains) or first aid for my child.
4. I will notify the Preschool if my child is to be absent. Any changes to my child's current enrolled days will be organised through the Principal Teacher or Office Manager. If my child is to be absent for more than 9 calendar days, but will still require his/her space, I will write a letter stating this and the expected date of return.
5. On occasion if my child needs to be at the centre outside of my booked times I will get prior permission.
6. If my child is absent for more than 5 consecutive bookings without notification to the Office Manager/ Principal Teacher, their enrolment will be canceled.
7. When my child is absent due to sickness or holidays I am aware that I will be charged for these days.
8. A full fee is charged when children are absent (unless prior arrangements are made with the Office Manager). This is charged because staff are rostered according to bookings and are still being paid.
9. If my child has an infectious disease/illness (e.g. Measles, Chicken Pox, Whooping Cough, Hand Foot & Mouth, Conjunctivitis, Impetigo (School Sores), Ringworm, Scabies, Thrush, Slap Cheek, Vomiting, Diarrhoea, Head Lice) I will not bring them to Preschool and will inform the Preschool of the illness. If your child is found to have an infectious illness/disease while at preschool you or another contact on the child's enrolment form will be contacted and asked to take the child home until such time as the illness has cleared.
10. If there is an outbreak of an infectious disease at the Preschool and my child is not immunised, I will abide by any action considered necessary by the relevant health officials or the Licensee/Principal Teacher.
11. My fees will be paid in advance on a weekly basis to the Preschool Office or by Automatic Payment. My account will be paid in full on the completion of my child's enrolment at Agape Christian Preschool. I understand that if my fees are not paid then my child's bookings may be cancelled and any debts may be taken to a debt collection agency and all agency fees will be added to my account.
12. I agree to comply with the times that my child is enrolled. A late fee of \$10.00 per 15 minutes may be charged for early arrival or lateness outside booked hours.
13. I understand that if staff have concern regarding the wellbeing of my child, that they will follow the Child Abuse Policy and the Principal Teacher will raise concerns with the parents/caregivers or when the child's safety is at risk, the Licensee or Principal Teacher will refer to an outside agency.

I have read and understood the parent contract and will abide by all points 1 - 13.

Child's Name: _____

Parent/Caregivers Signature: _____

Parent/Guardian Name: _____

Parent/Caregivers Signature: _____

Parent/Guardian Name: _____

Date: ____/____/____

Children Portfolios / Learning Stories

Parent Information

At Agapé Christian Preschool we use Educa, an online system, for sharing your child's learning stories with you. The benefits to you as parents/whanau are:

- Hard copy portfolios will remain in place.
- You can access your children's learning stories anywhere in the world through a secure login on the internet.
- There is space for you to make comments on each learning story. Your child benefits from this, as you may comment on how something links to what they are doing at home, which helps the teachers further understand your child's learning.
- Other family members can have access to your child's portfolios - great for Grandparents, Aunties, Uncles, Whanau who live out of town. You will need to give us their email addresses for them to be invited to the system (once again very secure, only you can give people permission to have access to your child's information).
- You can even create your own learning stories for your child.
- Great to sit down with your child and share the portfolio at home.
- Newsletters will also be placed online.
- Any upcoming events will be advertised here also.
- Every time your child has a new learning story or a newsletter is added you are automatically sent an email.

We are aware that some of you will not have an email address, therefore the hard copies will continue to be updated as usual. These are also important to have in the centre as the children love to have access to them throughout their day at the centre.

To find out more go to www.educa.co.nz or see Nanette or Kim about this web-based portfolio system.

We need your email details to get you set up for this system.

Child's Name: _____

My Full Name: _____

My email address: _____

Other email addresses of people you would like to have access to your child's portfolio:

Full Name: _____ Relationship to child: _____

Email: _____

Full Name: _____ Relationship to child: _____

Email: _____

Full Name: _____ Relationship to child: _____

Email: _____

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