

Coordinator who enrolled: _____

Educator: _____

BJ's Homebased Childcare Services (Ltd).

CHILDCARE APPLICATION FORM

(Office use only)

1 of 4

Network number:	Start date:	Finish date:	Comments:

Child's Name: _____ Middle Name: _____ Surname: _____

Male / Female Preferred name: _____ Date of Birth: _____ Citizenship YES / NO

Ethnicity: _____ Iwi: _____ County of origin: _____

Languages: _____ Religion: _____

Date child enrolled: _____ Start care on: _____ Applying for a WINZ subsidy? YES / NO

Days enrolled	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Times enrolled						
20 Hours ECE at this service						
20 Hours ECE at another service						

Parent/caregiver 1

Parent/caregiver 2.

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Street: _____

Street: _____

Suburb: _____

Suburb: _____

Town: _____

Town: _____

Postal address: _____

Postal address: _____

_____ Post code _____

_____ Post code _____

Home phone: _____

Home phone: _____

Cell phone: _____

Cell phone: _____

Email: _____

Email: _____

Occupation: _____

Occupation: _____

Work place: _____

Work place: _____

Work phone: _____

Work phone: _____

Relationship: _____

Relationship: _____

Have you every applied for or been made bankrupt? YES / NO

Previous Early Childhood Service attended: _____

How did you know about BJ's Homebased Childcare services? _____

Parent name: _____

Signature: _____ Date: _____

- I give permission for my child to have their photograph taken or to be videoed, as part of the service's daily events
- I agree that my child can be transported in the educators vehicle provided all the traffic regulations are being met.
- I give permission for my child to go on short local outings/walks
- I give permission for my educator to administer basic first aid
- I give permission for my educator to administer non external medicines i.e., healing, arnica, insect bites, stings and Aloe Vera,
- I give permission for BJ's Homebased childcare to seek medical attention if it is required and I will reimburse all costs
- I give permission to let BJ's Homebased Childcare Services to use my child's photos for BJ's website or advertising.
- I will notify my Educator of any changes from my enrolment form and keep it up to date including who will collect my child
- I will notify my Educator as soon as possible if my child is or will be absent, and I am familiar with the cancellations
- I agree to pay full fees on a weekly basis and if I provide 7 days written notice to cancel that I will be charged at 50%
- I will provide BJ's a copy of my child's birth certificate/passport and immunisation certificate before my child starts care
- I understand that the names of both parents / guardians are liable for the full equity of childcare fees and services printer hereon.

Doctor: _____ **Medical centre:** _____ **Phone number:** _____

Any allergies or health concerns: YES or NO please state details: _____

If yes is there an action plan for the Educator? No YES (please fill out action plan form).

Immunization: is your child up to date with the immunisation? YES NO (**Please supply BJ's with a copy if immunised**).

I choose not to immunize my child. (Parent's signature): _____

Alternative contacts. (Must be able to be contacted when you are unavailable or we cannot contact you).

Name	Relationship	Phone	Cell ph	Comments

People who are not to collect or have contact with my child: _____
(Must supply BJ's with court papers).

I have agreed to pay the following additional charges of \$_____ for _____(excl GST).

Fee payment:

- I understand and accept that I will be charged between \$4.50 and \$5.00 per hour in accordance to my Educator's pay rate plus G.S.T for my child's childcare with BJ's and 0.75 cents for ECE hours if my child is enrolling for 20 hours ECE.
- I understand that accounts will only be posted/mailed if I owe money on my account.
- I understand that I will pay in full on a weekly basis even if I have applied for a WINZ subsidy, and if I don't pay I am aware of the penalty fee of \$20.00 per week for any non-payments.
- I understand that if and when I leave BJ's that I will pay my debt within one week of leaving this service or my child's account will be sent to a debt collection agency to seek payment of any amount not paid with additional administration costs unless I have made prior arrangements to pay the account directly with management at BJ's
- I understand that I will need to provide 7 days written notice of my child being absent and will be charged at 50% or I will be charged full fees if I have provided less then 7 days written notice or no notice.
- I understand that if I would like to terminate my enrolment that I must provide two weeks written notice to my educator otherwise full fees will be charged.
- I understand that if my child is sick I cannot take them to my child's Educator. I understand that if my educator is unavailable and a replacement cannot be found I will not be charged.
- I understand that if I am late collecting my child and I have not consulted or communicated with my educator that 15 minutes after my booked hours I will incur a late pick up fee of \$10.00 plus GST and after every half hour lateness a \$25.00 plus GST. I am aware that the fee will be added to my child's invoice and I will be responsible for the payment. The payment will be paid to the educator for the educator's inconvenience. The educator will receive payment excluding GST.

(subject to change, conditions apply).

Parent Signature: _____ Date: _____

20 Hours ECE Details:

Is your child receiving 20 Hours ECE - for up to 6 hours per day, 20 hours per week at this service? **Yes / No**

Is your child receiving up to 20 Hours ECE at any other services? **Yes / No**

If yes, please sign to confirm your child does not receive more than 20 Hours ECE per week across all services.

I authorise the Ministry of Education to make enquiries it deems necessary regarding the information provided in the 20 Hours ECE Details Box to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.

I also consent to the early childhood service providing relevant information to the Ministry of Education, and to other early childhood services your child is enrolled at, about the information contained in this box.

Children attending just six hours a day under the 20 Hours ECE programme:

The hourly fee will be 0.75 cents per hour. Any hours outside 20 hours ECE normal fees apply.

I agree and understand to pay the top up fee / quality charge of 0.75 cents per hour for my child receiving 20 hours ECE. Any hours outside of the 20 hours ECE will be charged at the current hourly rate.

Parent name: _____ Signed: _____ Date: _____

Dual Enrolment Declaration:

I hereby declare that my child is not enrolled in another Early Childhood service at the same times that he/she is enrolled with BJ's Homebased Childcare Services, including the 20 hours childcare.

I understand that to my knowledge that all information that I have provided is correct. By completing this application for enrolment, You authorise BJ's Homebased Childcare Services (Ltd) (BJ's) to obtain information from any source, including but not limited to credit bureaus, in support of Your application for a enrolment with BJ's. The information obtained will be held by BJ's for the purpose of assessing Your credit worthiness both now and in the future while this Agreement remains in force. If you are an individual as outlined in the Privacy Act 1993, You may ask to see information held about You, with the exception of information classed as evaluative material as outlined in section 29, Privacy Act 1993, and request that correction be made to the information. Should Your application be declined, the Company does not need to supply a reason for the decline.

Debt Collection:

If your account is not paid on the due date, we will write to you requiring payment immediately.

We will invite you to enter into an agreement to settle your overdue account.

We will request that you enter into a settlement agreement with us.

This effort to settle your debt may form part of our notice of claim in accordance with the District court Rules 2009.

If payment is not made within 7 days of our first letter, we will write to you (the final demand for payment) advising you of the cost of recovering your debt via the district courts process.

Our collections agents are B & D Holdings Limited, all overdue account are assigned to them for collection.

The cost of recovery via the district court process amounts to a minimum of \$2200.00 in disbursement fees (the cost of taking your matter through the district courts process) and a commission of 50% of your outstanding debt amount (the cost of administering the collection of your debt).

I/We have read, understand and agree with the above-mentioned terms and conditions of childcare. **I/We** understand that if my/our account is overdue **I/We** agree to these terms and conditions of childcare.

(Reviewed August 2009).

Parent's name: (please print your full name): _____ Signed: _____

INFORMATION ABOUT ME.

My name is:

MY BIRTHDAY IS:

I am starting care on:

My needs are:

My interests are:

In my family there is:

I really enjoy.....

You could focus on:

I sleep

My comforter is

My toilet routine is

Birthdays to remember
Mum
Dad
.....
.....