



Cnr Commerce Lane & King Street, Te Puke.
P.O. Box 767, Te Puke.
Ph: (07) 573 6222, Fax: (07) 573 6784.
www.giggleseducare.co.nz

"Thank you for your interest in Giggles Educare".

It is our aim to provide an environment for children where they can feel safe, understood and loved, free to be themselves and to think outside of the square without criticism.

Children are our future and they deserve the opportunity to be the best that they can be. Our goal is to provide the support, encouragement and respect for each child's creativity and individuality and help them grow into happy, successful adults.

Giggles is an early childhood education centre located in Te Puke.

We offer quality Early Childhood Education and Care. *Giggles* owners pledge to provide the best quality education and care in the Western Bay of Plenty. Our premises are brand new, large and bright, and we use the best quality learning materials, toys and playground equipment.

NEW !! an electronic monitoring system is located in all classrooms so that you may observe your child having fun and learning, online and at any time during the day. Our monitoring and recording system, in full color, is the latest technology and the first to ever be applied to a Child Care service in New Zealand. Please contact Shona or Maureen for more details.

Drop ins are always welcome : Full time, Part time or half-day rates.

We are open Monday to Friday, 8.00am to 5.00pm every week.

At Giggles Educare, we recognize the importance of appropriate educational experiences and their role in the success of children as they develop and grow. We offer a variety of educational programs to help your child learn to manage the challenges of life and readiness for school.

Learning is much more than academics.....it is about socialisation, emotional development, self-esteem, and taking responsibility for one's own actions. We teach the skills that can prepare your child for **LIFE** .

Visit anytime and talk to our friendly, qualified staff.



FEES SCHEDULE

Registration Fee: \$50.00 non refundable and a one off administration fee per enrolment

Penalty Fee: \$1.00 per minute (Late pickup fee)

(We are not permitted to have children on premises before 8.00am or after 5.00pm)

Childcare Fees	Under 2 & Over 2
Full Week	\$175.00
4 Days	\$160.00
3 Days	\$145.00
2 Days	\$115.00
1 Day	\$75.00
½ Day (from 8.00am – 12.30pm or 12.30pm to 5.00pm)	\$55.00

Fees include full hot meals, breakfast at 9.00am, lunch at 11.30am, afternoon tea at 2.00pm and a late snack at 4pm. Water will be provided with all meals.

If you have a baby who is bottle fed, you need to provide the formula for your child. This ensures that your baby has the formula they are used to, and that you want them to have.

ACCESS TO CAMERA WEBSITE IS NOW AVAILABLE TO PARENTS WHO HAVE ENROLLED THEIR CHILD FOR 3 FULL DAYS OR MORE FREE

PARENTS WHO HAVE ENROLLED THEIR CHILD FOR 2 FULL DAYS OR LESS CAN ACCESS THE CAMERA WEBSITE FOR \$25 PER MONTH

Our centre monitoring cameras will be in operation from 8.30am to 4.30pm for all sessions at Giggles.

THE CHILD'S DETAILS :

The name your child is known by : _____

Child's Full Name : _____

Date of Birth : _____ Male/Female : _____

Home Address _____

Home Telephone : _____

PARENTS' / GUARDIAN'S DETAILS :

1. MUMs Name : _____

Address : Work : _____

Home : _____

Phone No : Work _____

Home _____

Mobile : _____

Email address : _____

2. DADs Name : _____

Address : Work : _____

Home : _____

Phone No : Work _____

Home _____

Mobile : _____

Email address : _____

I authorise the following person/s to collect my child :

Name : _____ Relationship to the child : _____

Name : _____ Relationship to the child : _____

Name : _____ Relationship to the child : _____

Names of people who are forbidden by law to have access to the child or have access with conditions :

Legal papers copied and filed : Yes / No

ETHNICITY - this is required for Ministry of Education purposes - please circle

NZ Maori Fijian NZ European Tongan Indian
 Chinese Samoan Other European Other Pacific Islands Other Asian
 Niuean Tokelauan Cook Island Maori South East Asia

If MAORI, please enter the name(s) of her/his iwi. You may enter more than one iwi. If you do not know the iwi, please enter "Don't know".

1. Iwi
Rohe (iwi home area)

2. Iwi
Rohe

3. Iwi
Rohe

EMERGENCY CONTACT DETAILS :

1st Contact, Name : _____ Telephone _____

2nd Contact, Name : _____ Telephone _____

3rd Contact, Name : _____ Telephone _____

HEALTH INFORMATION :

Doctor's Name : _____ Telephone _____

Doctor's Address : _____

Does your child have any allergies / health problems, past or present? Yes / No

Comments : _____

This child is immunised as follows :

Hepatitis B _____	Polio _____	Hib _____
Measles _____	Rubella _____	Diphtheria _____
Tetanus _____	Mumps _____	Pertussis _____

Immunisation Certificate sighted? Yes / No

ENROLMENT DETAILS :

Date of Enrolment _____ Start Date _____ Exit Date _____

Return Date _____ Exit Date _____ Return Date _____ Exit Date _____

Return Date _____ Exit Date _____ Return Date _____ Exit Date _____

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday
Times Enrolled					

1. Changes of days / times of Enrolment :

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday
Times Enrolled					

Parent's signature _____ Date : _____

2. Changes of days / times of Enrolment :

Days Enrolled	Monday	Tuesday	Wednesday	Thursday	Friday
Times Enrolled					

Parent's signature _____ Date : _____

Parents/Guardians are required to sign the register each day to confirm their child's continued enrolment to the Ministry of Education.

Please tell us about your child's strengths, interests and preferences:

DECLARATION:

I agree for my child to be taken on walks in the vicinity of the centre.

I agree for my child to be taken to the local doctor / hospital in the case of an emergency and to pay any medical costs.

I have read, understand and agree to abide by the fees, child protection, child behaviour, trips and sleep policies.

I have had access to and read all Centre policies. I agree to abide by these policies. I understand I will be consulted about any changes to these policies.

I declare that my child is not enrolled in another Early Childhood institution at the same times that he/she is enrolled at Giggles Educare.

I understand that my child will be included in the centre's planning and evaluation process and that their first name may be used in observations.

I agree that my child can be included in any photos, videos and audiotapes taken by the Centre for the purposes of planning and evaluation.

I give permission for my child's photograph to be taken for publicity and educational purposes.

I give permission to the use of Arnica cream being applied to my child/s by staff and will supply

I give permission to sun block being applied to my child/ren by staff

I agree to accept all WINZ responsibilities and that I pay in full any amounts not paid by them for this service.

I undertake to adhere to the requirements and regulations of Giggles Educare and I also undertake to be responsible for the payment of fees on time. I understand that failure to comply with the requirements and regulations of the centre could lead to my child's withdrawal from Giggles Educare.

I certify that the above information is true and correct. In accordance with the Privacy Act (1993) I authorise any person or company to give information as may be required in response to credit Inquiries, Ministry of Education, and Education Review Office for any audits.

The information recorded in enrolments is a requirement of the Ministry of Education, and will be used for audit purposes by Education Review Office, and Ministry of Education. Your child's enrolment form will be held for 7 years as this is a requirement of the 1998 Education (Early Childhood Centre) Regulations

I have read and understand the **GENERAL TERMS AND CONDITIONS**, the Fees Schedule and Fees Policy of **Giggles Educare Ltd T/A Giggles Nursery, Giggles Preschool, OSCAR Rocks and Seeka Kidz** which form part of, and are intended to be read in conjunction with this **Enrolment Form** and agree to be bound by these conditions.

Parent/Guardian Signature: _____ Date: _____

Full Name: _____

Staff Signature: _____ Date: _____

Full Name: _____

1. Definitions

- 1.1 "Childcare Centre" shall mean Giggles Educare Ltd T/A Giggles Nursery and Giggles Preschool, OSCAR Rocks and Seeka Kidz and its successors and assigns.
- 1.2 "Parent/Guardian" shall mean the Parent/Guardian or any person acting on behalf of and with the authority of the Parent/Guardian.
- 1.3 "Guarantor" means that person (or persons), or entity who agrees herein to be liable for the debts of the Parent/Guardian if a Limited Liability Parent/Guardian on a principal debtor basis.
- 1.4 "Services" shall mean all services supplied by the Childcare Centre to the Parent/Guardian and includes any advice or recommendations (and where the context so permits shall include any supply of Services as defined supra).
- 1.5 "Fees" shall mean the cost of the Services as agreed between the Childcare Centre and the Parent/Guardian subject to clause 4 of this contract.

2. Acceptance

- 2.1 Any instructions received by the Childcare Centre from the Parent/Guardian for the supply of Services and/or the Parent/Guardian's acceptance of Services supplied by the Childcare Centre shall constitute acceptance of the terms and conditions contained herein.
- 2.2 Where more than one Parent/Guardian has entered into this agreement, the Parent/Guardians shall be jointly and severally liable for all payments of the Fees.
- 2.3 Upon acceptance of these terms and conditions by the Parent/Guardian the terms and conditions are irrevocable and can only be rescinded in accordance with these terms and conditions or with the written consent of the Directors of the Childcare Centre.
- 2.4 These terms and conditions are to be read in conjunction with the Childcare Centre's Enrolment Form, Fee Schedule and Fees Policy. If there are any inconsistencies between the two documents then the terms and conditions contained in this document shall prevail.
- 2.5 The Parent/Guardian shall notify the Childcare Centre immediately should there be any change in circumstances from the details as outlined in the Enrolment form including (but not limited to) living arrangements of the child and/or Parent/Guardian.

3. Services

- 3.1 The Services shall be as described on the invoices, enrolment form, or any other Service commencement forms as provided by the Childcare Centre to the Parent/Guardian.

4. Fees And Payment

- 4.1 At the Childcare Centre's sole discretion the Fees shall be as indicated on invoices provided by the Childcare Centre to the Parent/Guardian in respect of Services supplied or the Fee shall be the Childcare Centre's current Fee according to the Childcare Centre's current Fee Schedule.
- 4.2 At the Childcare Centre's sole discretion a deposit may be required. The deposit amount or percentage of the Fees will be stipulated at the time of the order of the Services and shall become immediately due and payable.
- 4.3 Time for payment for the Services shall be of the essence and will be stated on the invoice, quotation or any other order forms. If no time is stated then payment shall be due on delivery of the Services.
- 4.4 At the Childcare Centre's sole discretion, for certain approved Parent/Guardians payment will be due seven (7) days following the date of the invoice.
- 4.5 The Childcare Centre may withhold delivery of the Services until the Parent/Guardian has paid for them, in which event payment shall be made before the Service commencement date.
- 4.6 Payment will be made by direct debit, cash on delivery, or by bank cheque, or by any other method as agreed to between the Parent/Guardian and the Childcare Centre.
- 4.7 The Fees shall be increased by the amount of any GST and other taxes and duties which may be applicable, except to the extent that such taxes are expressly included in any quotation given by the Childcare Centre.

5. Delivery Of Services

- 5.1 The failure of the Childcare Centre to deliver shall not entitle either party to treat this contract as repudiated.
- 5.2 The Childcare Centre shall not be liable for any loss or damage whatever due to failure by the Childcare Centre to deliver the Services (or any of them) promptly or at all.

6. Parent/Guardians Disclaimer

- 6.1 The Parent/Guardian hereby disclaims any right to rescind, or cancel the contract or to sue for damages or to claim restitution arising out of any misrepresentation made to him by any servant or agent of the Childcare Centre and the Parent/Guardian acknowledges that he buys the Services relying solely upon his own skill and judgement.

7. Security & Charge

- 7.1 Notwithstanding anything to the contrary contained herein or any other rights which the Seller may have howsoever:
 - (a) Where the Buyer and/or the Guarantor (if any) is the owner of land, realty or any other asset capable of being charged, both the Buyer and/or the Guarantor agree to mortgage and/or charge all of their joint and/or several interest in the said land, realty or any other asset to the Seller or the Seller's nominee to secure all amounts and other monetary obligations payable under the terms and conditions. The Buyer and/or the Guarantor acknowledge and agree that the Seller (or the Seller's nominee) shall be entitled to lodge where appropriate a caveat, which caveat shall be released once all payments and other monetary obligations payable hereunder have been met.
 - (b) Should the Seller elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Buyer and/or Guarantor shall indemnify the seller from and against all the Seller's costs and disbursements including legal costs on a solicitor and own Buyer basis.

(c) the Buyer and/or the Guarantor (if any) agree to irrevocably nominate constitute and appoint the Seller or the Seller's nominee as the Buyer's and/or Guarantor's true and lawful attorney to perform all necessary acts to give effect to the provisions of this clause 7.1.

8. Default & Consequences Of Default

- 8.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and shall accrue at such a rate after as well as before any judgement.
- 8.1 If the Parent/Guardian defaults in payment of any invoice when due, the Parent/Guardian shall indemnify the Childcare Centre from and against all the Childcare Centre's costs and disbursements including on a solicitor and own client basis and in addition all of the Childcare Centre's nominee's costs of collection.
- 8.2 Without prejudice to any other remedies the Childcare Centre may have, if at any time the Parent/Guardian is in breach of any obligation (including those relating to payment), the Childcare Centre may suspend or terminate the supply of Services to the Parent/Guardian and any of its other obligations under the terms and conditions. The Childcare Centre will not be liable to the Parent/Guardian for any loss or damage the Parent/Guardian suffers because the Childcare Centre exercised its rights under this clause.
- 8.3 If any account remains unpaid the following shall apply: An immediate amount of the greater of \$20.00 or 10% of the amount overdue shall be levied on a weekly basis for administration fees which sum shall become immediately due and payable.
- 8.4 In the event that:
- (a) any money payable to the Childcare Centre becomes overdue, or in the Childcare Centre's opinion the Parent/Guardian will be unable to meet its payments as they fall due; or
 - (b) the Parent/Guardian becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or
 - (c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Parent/Guardian or any asset of the Parent/Guardian;
- then without prejudice to the Childcare Centre's other remedies at law
- (i) the Childcare Centre shall be entitled to cancel all or any part of any order of the Parent/Guardian which remains unperformed in addition to and without prejudice to any other remedies; and
 - (ii) all amounts owing to the Childcare Centre shall, whether or not due for payment, immediately become payable.

9. Consumer Guarantees Act 1993

- 9.1 This agreement is subject, in all cases except where the Buyer is contracting within the terms of a trade/business (which cases are specifically excluded), to the provisions of the Consumer Guarantees Act 1993

10. Cancellation

The Childcare Centre may cancel these terms and conditions or cancel delivery of Services at any time before the Services are delivered by giving written notice. The Childcare Centre shall not be liable for any loss or damage whatever arising from such cancellation.

In the event that the Parent/Guardian cancels delivery of the Services (i.e. the child is absent from the Childcare Centre) without giving the Childcare Centre the notice required in the circumstances as set out in the Fee Policy the Parent/Guardian shall be liable for the fees set out in the Fees Policy.

11. Privacy Act 1993

- 11.1 The Buyer and the Guarantor/s (if separate to the Buyer) authorises the Seller to:
- (a) collect, retain and use any information about the Buyer, for the purpose of assessing the Buyers creditworthiness or marketing products and services; and
 - (b) to disclose information about the Buyer, whether collected by the Seller from the Buyer directly or obtained by the Seller from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the Buyer.
- 11.2 Where the Buyer is a natural person the authorities under (clause 11.1) are authorities or consents for the purposes of the Privacy Act 1993.
- 11.3 The Buyer shall have the right to request the Seller for a copy of the information about the Buyer retained by the Seller and the right to request the Seller to correct any incorrect information about the Buyer held by the Seller.

12. General

- 12.1 If any provision of these terms and conditions shall be invalid, void or illegal or unenforceable the validity existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.
- 12.2 All Services supplied by the Childcare Centre are subject to the laws of New Zealand and the Childcare Centre takes no responsibility for changes in the law which affect the Services supplied.
- 12.3 The Childcare Centre shall be under no liability whatever to the Parent/Guardian for any indirect loss and/or expense (including loss of profit) suffered by the Parent/Guardian arising out of a breach by the Childcare Centre of these terms and conditions.
- 12.4 In the event of any breach of this contract by the Childcare Centre the remedies of the Parent/Guardian shall be limited to damages. Under no circumstances shall the liability of the Childcare Centre exceed the Fees of the Services.
- 12.5 The Parent/Guardian shall not set off against the Fees amounts due from the Childcare Centre.
- 12.6 The Childcare Centre may license or sub-contract all or any part of its rights and obligations without the Parent/Guardian's consent.
- 12.7 The Childcare Centre reserves the right to review these terms and conditions at any time and from time to time. If, following any such review, there is to be any change in such terms and conditions, that change will take effect from the date on which the Childcare Centre notifies the Parent/Guardian of such change.
- 12.8 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock out, industrial action, fire, flood, drought, storm or other event beyond the reasonable control of either party.

FEES POLICY

When and how do I pay?

- On enrolment, 1Weeks fees are required as a Bond and will sit in a separate account, if fees are not payed up to date this bond will be put onto the fees but if account is up to date the bond will be re-imbursed by cheque.
- All subsequent fees will be paid one week in advance by the Friday of the preceding week.
- Fees can only be paid by Automatic Payment and an AP form is enclosed for this purpose. No other method of payment will be accepted.
- Please note that NO CASH is kept on premises.

In order to reduce the risk to Giggles Educare from unpaid fees, the following is an outline of a procedure to recover unpaid fees :

- Where an automatic payment is dishonored an invoice will be issued immediately. The parent/caregiver will be given until the due date of the next payment to pay by bank cheque or cash.
- The parent/caregiver can contact Shona or Maureen to discuss any issues regarding the non-payment.
- If full payment is not received by the due date the parent/caregiver will be given 7 further days to pay **all** monies owing, otherwise the child's place will be forfeited immediately.
- Any unpaid fees will be referred to a Debt Collection agency and this action will incur additional Late Payment fees and Collection Costs.

Do I get charged if my child is absent?

- If your child is absent due to illness, fees for the time they would normally attend will still be payable in order to reserve their place in the centre.
- If your child is absent during their booked times for holidays other than the scheduled centre holidays, and we are given prior notice, 50% of their normal fees will be due and payable for a maximum of 2 weeks in order to retain their place in the centre. (If we are not given prior notice, the full fee is payable for the whole period of absence).
- Any absence of this kind in excess of 2 weeks in any one calendar year will result in full fees being payable for the time of the absence that exceeds 2 weeks. Statutory holidays during the weeks the centre is open is full fees.

Use Of Child's Name, Photograph and Web Cam In Centre

Childs Name _____

Parents Name _____

I understand that my child may be on web cam when other parents login to visit their own children at the Centre.

I understand that only parents of children at Giggles Educare will have access to logon to the Web Cam at the Centre.

I understand I cannot give my password to access the web cam to anyone else. If the Centre Manager feels that I am in breach of this contract, I will be notified by letter and disconnected immediately.

I understand that my child may be visible at times that other parents logon.

I understand that from time to time photographs may be taken of my child. And that at times they may be seen in photographs or web cam with other children.

I understand that these photographs may be used in centre for assessment purposes by the teachers, portfolio development and posters on the walls.

I understand that they will not be used for commercial purposes.

I understand that the use of my child's name may be used in the naming of cubbyholes, pictures, Centre notice boards and posters and also in monthly newsletters.

I understand my child's name or photograph maybe used in newsletters, which is distributed amongst parents.

Please circle one : I agree / disagree to the use of my child's name and photograph being used at Giggles Educare Centre.

Bonjela and Bottom Creams Authority form

This authority form enables staff at Giggles Educare to administer Bonjela for teething pain whenever your child needs it. Giggles supplies Bonjela. Bonjela will be administered according to the manufacturers instructions on the label. It is believed that salicylate (an ingredient in bonjela) may trigger asthma.

Due to common use of many nappy creams that can be bought over the counter (homeopathics or prescription cream) we require parents consent to use nappy creams and to state the name of the cream. This authority enables staff to apply cream applications that a parent supplies for nappy rash. Staff will apply the cream according to the manufacturer's or doctors instructions on the label.

The "Person Responsible" (Diploma Teachers) and one staff member are together responsible for administering all medication.

(Please circle one) I agree/disagree to the use of Bonjela for teething pain for my child.

(Please circle one) I agree/disagree to staff applying nappy rash creams to child.

The cream I will supply is _____

Permission for Use of Arnica in case of aches, pains, wounds - Should it become necessary, I agree / disagree to the use of Arnica being applied to my child.

Sunblock Permission

Due to a recent report regarding the lack of vitamin A in children due to regular sun blocking, we require parent's permission to apply sunblock to their child.

Please sign the form below :

I agree / disagree (Please circle one) to sun block being applied to my child.

I confirm that I have read the above and completed the form accordingly.

Signed _____

Date _____