

# Enrolment Agreement Form

## Rural Scholars Early Learning Centre

### ◆ Child's details:

Child's official given name:

Child's official surname or family name:

Child's official other names / middle names:  
(please separate names 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

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: [www.minedu.govt.nz/parents](http://www.minedu.govt.nz/parents)

\* Information about acceptable identity verification documents is available online at [www.lead.ece.govt.nz](http://www.lead.ece.govt.nz) and [www.minedu.govt.nz/parents](http://www.minedu.govt.nz/parents).

**The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.**

<b>Parents/ Guardians</b>	
<b>1. Given names:</b>	<b>2. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
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:
<b>3. Given names:</b>	<b>4. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
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:

<b>Additional person/s who can pick up your child:</b>	
<b>Given names:</b>	<b>Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

<b>Custodial Statement</b>
Are there any custodial arrangements concerning your child?
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>Additional Emergency Contacts (also able to pick up child):</b>	
<b>1. Given names:</b>	<b>2. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
<b>3. Given names:</b>	<b>4. Given names:</b>
<b>Surname / family name:</b>	<b>Surname / family name:</b>
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:

<b>Child's doctor:</b>	
Name:	Phone:
Name of medical centre:	

<b>Health</b>	
Illness/allergies:	
Is your child up-to-date with immunisations?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please provide verification of all immunisations)	
<b>For staff:</b> Immunisation records sighted and details recorded:	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Medicine</b>	
<b>Category (i) Medicines</b>	
A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.	
Note: The service must provide specific information about the category (i) preparations that will be used.	
Do you approve category (i) medicines to be used on your child?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you approve Rural Scholars Early Learning Centre Sunscreen to be used on your child?	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: ____ / ____ / ____	

<b>Category (ii) Medicines</b>	
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 before 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: ____ / ____ / ____

<b>Category (iii) Medicines</b>	
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.	
<b>For staff:</b> Individual health plan sighted and a copy taken:	<i>Tick One:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
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: \_\_\_ / \_\_\_ / \_\_\_ Date of Entry: \_\_\_ / \_\_\_ / \_\_\_ Date of Exit: \_\_\_ / \_\_\_ / \_\_\_

**Please Note:** 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there **must be no** compulsory fees when a child is receiving 20 Hours ECE funding.

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total hours:

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

1. 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

2. 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 Rural Scholars Early Learning Centre.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**◆ Optional Charges:**

1. The optional charge is for:

- Bus trips
- Trips away

2. I understand that if I agree to pay for the optional charge, Rural Scholars Early Learning Centre may enforce payment.

3. The agreement to pay the optional charge will last for: The time your child is enrol.

4. The rules about making changes to the agreement are:

- Two weeks notice will be given
- Changers must be made in writing and be signed and dated.

5. I understand that that optional charge is not compulsory and if I choose not to pay there will be no penalty.

6. I **agree/do not agree** (*select one*) to pay the optional charge for the activities/items specified in this enrolment agreement form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**◆ Statutory Holidays / Term Breaks**

This enrolment agreement is **inclusive** of school term breaks.

**Rural Scholars Early Learning Centre closes for 3 weeks over the Christmas/New Year period**

Rural Scholars Early Learning Centre is not open any of these public holidays.

New Year's Day	<input type="checkbox"/>	Easter Monday	<input type="checkbox"/>	Christmas Day	<input type="checkbox"/>
Day after New Year's 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"/>		

- I have viewed the sleep policy and sleeping facilities

Yes  No

- I give permission for my child to be taken on walks/outings, and approve the ratios that are used within the centre for these excursions.

I understand that kaiako/teachers mindfully plan and prepare for all excursions and ensure that appropriate ratios are maintained with children's/tamariki ages and abilities in mind to uphold a high level of safety. They will not exceed the government regulation ratios HS17.

*Teacher: children*

*Under two year olds – 1:5*

*Over two year olds – 1:6, 2:20*

Yes  No

- Do you give permission for relevant information about you or your child to be shared with health, welfare and education professionals

Yes  No

- Do you give permission for other families and visitors to take photos and video recordings of their children at the centre that may include your child.

Yes  No

- Do you give permission for photos/videos of your child to be in the newsletter, on our Facebook page, website, in the newspaper or other publications

Yes  No

- Do you give permission for your child to be given food provided by Rural Scholars Early Learning Centre

Yes  No

- Do you give permission for vision and hearing tests on your child

Yes  No

### Required Information for Licensing Purposes

- **Excursions:** Permission for the child to take part in regular excursions (under the conditions stated in the service's excursions policy).
- **Photo/video:** permission for the child to be photographed for the purposes of assessment, planning and evaluation.

### Other information

- **Policy Statement:** Rural Scholars Early Learning Centre 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 Information Sheets:** Please ensure you have read the information in the parent information sheets as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

▪ **Child's strengths, interests and preferences:** Please tell us about your child's strengths, interests and preferences.

*Please ask one of the staff if you have any questions and they will be more than happy to help you or you can contact Paula Rogers on (03)689 6103 or 027 228 1458*

#### ◆ 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

On behalf of Rural Scholars Early Learning Centre, I declare that this form has been checked and all relevant sections have been completed.

Service Provider Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Rural Scholars Early Learning Centre**  
**13 Wall Street, Waimate**  
**Ph (03)689 6103, Fax (03)689 6109**  
**Mobile: 027 228 1458**  
**Facebook: Rural Scholars**  
**[ruralscholars@xtra.co.nz](mailto:ruralscholars@xtra.co.nz)**  
**[www:ruralscholars.co.nz](http://www.ruralscholars.co.nz)**





# Rural Scholars

## Early Learning Centre

‘Creating a culture of respect’  
‘Hanga te tikanga whakaute’

### Haere mai - Welcome to Rural Scholars

We are excited to foster your child's/tamaiti learning and development at Rural Scholars, and recognise the importance of connectedness and feeling a sense of security. For this reason we encourage at least two visits before your child's official start date as first experiences can set the scene for future learning. This enables you and your child to begin developing a reciprocal relationship with the teachers/kaiako and becoming familiar with the environment. It is an important time for us to collaboratively share information for the well-being of your child and support a respectful transition into Rural Scholars.

At Rural Scholars we value and recognise the importance of parent/whānau involvement, and encourage opportunities for you to share special interests, skills or talents with our tamariki. We also regularly review our policies, procedures and practices, and appreciate your feedback on these. As part of our review process we consult with parents on a regular basis, valuing the importance of relationships.

We endeavour to regularly communicate with you about your child's learning and development during the session but recognise that sometimes it can be busy during pickups or drop offs. We are happy to arrange for times to discuss your child, but also have annual formal parent-teacher/kaiako evenings which are a great time to get Dad or other whānau involved.

### What to bring when your child starts Preschool:

- At least one change of NAMED clothes, for both hot & cold weather, coat and woollen hat for winter and sunhat with a brim or flap for summer.
- A named lunchbox with your child's morning tea, lunch and afternoon tea and drink bottle with water (Full Day)
- Named nappies and wipes if your child/ren is in nappies (we encourage the use of cloth nappies and will support you on this journey)
- Breast milk or formula for babies/pēpi - please ensure all bottles are clearly named
- Any special comforters
- Gumboots are a great idea if your child has a pair to bring along. Shoes are also great in a child's bag if we go on excursions.
- A wet-bag for any dirty or wet clothes

**Food:** Parent's/whānau provide all the food for your child's/tamaiti needs for the day in a lunch box, along with a bottle of water. We promote healthy food to support your child's growth and brain development so they can actively explore and engage in their learning. If you need any support in finding healthy ideas or suggestions we have lots of resources on offer and our kaiako have valuable knowledge that they can share also.

Our policies exclude lollies and juice or flavoured milk at Rural Scholars, and suggest these be saved for at home. **Please name your child's lunch box, drink bottle and bag.**

Rural Scholars Early Learning Centre is also a **glad wrap free zone**, as we find the tamariki struggle to open their food and it is also not a sustainable resource which is important for us to promote caring for the environment and role modelling this to our ākongā (learners).

**Clothing:** Our philosophy promotes and encourages lots of outdoor play and adventures, exploring and peacefully connecting with Papatūānuku (Earth Mother) in all seasons and all weathers. We recognise the valuable learning experiences that are offered by Ranginui (Sky Father), and believe there is no such thing as bad weather, only inappropriate clothing. We suggest lots of spare clothing for all weather types, and a wet bag for any wet or dirty clothing. It is important that your child's clothes are clearly named also.

**Health:** If your child is sick please let us know as soon as possible. We would appreciate it if you could keep your child home if they have an excessive runny nose or continual cough or signs of mucky eyes, as we will ring you to take them home if we feel he/she is not well enough to attend. It is important for your child to be well enough to engage in the learning programme and ensure he/she isn't putting other tamariki at risk of becoming unwell.

**Children are not permitted to attend Preschool for 48 hours after their last bout of vomiting or diarrhoea.**

There is always a kaiako with the children/tamariki that holds a current first aid certificate and a well-equipped first aid kit is situated in each classroom. Please ensure your emergency contacts are up to date, as we do sometimes need to have children taken home.

Medication can only be given by us if the right name and use by date is on the medicine and if written permission is given. A teacher can show you the medicine book that must be filled out and signed by you if you require medication to be administered to your child.

**Drop-off and Pick-up: It is important when you drop off and pick up your child/tamaiti that you sign them in and out.** This is a Ministry of Education requirement and ensures that we know who is here in the event of an emergency. It is also important that your children/tamariki come at the times you have booked them for – our learning environment is staffed to meet the booked child to teacher ratios to provide quality of care and education. A late fee will occur if we do not hear from anyone prior to picking up your child late.

The safety of our tamariki is paramount, if traveling by car, your children must be brought to the centre in a safety approved car seat.

Written permission is needed for those collecting your child/tamaiti if their name is not on the enrolment form. We appreciate that you let us know of any change of address or phone numbers so we can contact you about your child/tamaiti.

**Being Sun smart is important.** We ask that all tamariki have a wide brimmed, named hat which must be worn in the summer months. In terms 1 and 4 we regularly apply sunscreen which we provide, unless your child's skin requires a specific cream we ask you to supply that alongside filling in the appropriate form for us to apply it to your tamaiti.

**Philosophy:** We encourage our whānau to become familiar with our centre philosophy as it is unique and underpins our practices and learning environment. You can view the Centre's philosophy on the notice board or share a korero (discussion) with a kaiako.

**Sleeping:** We have sleeping facilities available for the tamariki to nurture their wellbeing and meet their growing needs. You will find our sleep policy with more details in the enrolment information.

Each child/tamaiti has a Learning Journal that kaiako and parents/whānau can collaboratively share and celebrate the growth and development of their child in, along with documenting their learning priority. This is a form of communication for parents/whānau to enjoy the rich opportunities their child is involved with at Rural Scholars, and we encourage you to add to these books throughout their learning journey.

**When is Rural Scholars closed?** Rural Scholars Early Learning Centre is closed on all Statutory Holidays and also for a period of time over the Christmas break, please check with the centre Manager what these dates are as they vary from year to year. Rural Scholars Early Learning Centre does not close for the school holidays. If your child is not going to be attending during the school holidays please let us know. Two weeks written notice is required.

**Fees:** \$4.85 per hour.

**Direct credit can be made to:** ASB 12 3475 0006282 00.

**W.I.N.Z subsidies:** Ring Work and Income on 0800774004, this MUST be done before starting at the centre. Once you have rung them, they will log you into the system and send you the forms.

Rural Scholars Early Learning Centre offers 30 free hours for three to five year olds (this allows these children up to 6 hours per day). Please see management if you have any questions about this.

**Birth Certificate and immunisation records** are to be showed to the Manager on enrolment.

**Contact number for Waihao Marae:** 689 4726.

The **Community Dental Service** provides free dental care for eligible children living in Canterbury and South Canterbury. Pre-school children (0-4 years) have their teeth checked and treated in a Community Dental Clinic. To book an appointment for a pre-school or school aged child, please call 0800 846 983 or email [comm dental@cdhb.health.nz](mailto:comm dental@cdhb.health.nz).

**Evacuation Point:** The evacuation area away from the preschool in case of a civil defence emergency is Waimate High School.

**Audit:** The Annual Audit that shows how funding is used will also be on the notice board. The services operation manual which includes philosophy, policies and procedures can be viewed in the staff room. Parents, families and whānau are encouraged to be a part of the review process for these documents. *Reviewed: 12/2020*

## Parent Questionnaire on Entry to Rural Scholars Early Learning Centre

Child's name \_\_\_\_\_

Welcome to Rural Scholars Early Learning Centre, here is a short questionnaire for you to inform us of your goals, aspirations and wishes for your child/ while they attend the centre.

We want your child to have a happy and successful start at Rural Scholars Early Learning Centre. Knowing a little more about your child will enable us to help your child settle in. Could you please take a few minutes to fill in this form and bring it on your child's first visit.

Thank you

- What are your goals and aspirations you would like to see implemented for your child while they attend Rural Scholars Early Learning Centre?

- What aspects of care and education are important for you?

- What Activities/experiences would you like to see offered at Rural Scholars Early Learning Centre?

- What are your child's special interests / hobbies?

Please add any other information, ideas or suggestions that you wish to share with us on the back of this questionnaire. Thank you for your time.



## Rural Scholars Early Learning Centre

### Terms of Enrolment

I have read and accept the **Terms of Enrolment** as set out below.

1. I/We will not bring my child/tamaiti to Rural Scholars in the event of any signs of illness or any infectious illness. Any infectious diseases are listed on New Zealand Ministry of Health Infectious Disease list, or if your child has head lice.
2. I/We authorise the teachers/kaiako to administer medicine provided by me for my child/tamaiti, and in the event of an accident, to seek medical advice as the teachers/kaiako think necessary in my child's best interest. (Medicine will only be administered to a child with the parent's written consent, correct name on the bottle and within the use by date).
3. I/We will notify the preschool in writing if anyone other than those listed are to collect my child/tamaiti from Rural Scholars Early Learning Centre. I understand my child/children must be kept in the preschool until such permission is given.
4. I/We acknowledge that my child/tamaiti enters Rural Scholars Early Childhood Centre at my own risk and that although proper care will be exercised at all times, the preschool will not be responsible for any misadventures.
5. I/We will comply with the policies and regulations that govern Rural Scholars Early Learning Centre. (Operations manual can be viewed on request, regulations and licensing criteria are displayed on the notice board).
6. I/We will notify the preschool two weeks before in writing if my child/tamaiti is to be absent. This notification needs to be signed, dated and given to the manager.
7. I/We agree for our child/tamaiti to attend centre outings i.e. farm walks, visits to the library etc.
8. I/We agree to all the conditions as stated in the brochure regarding the payment of school fees, ie: payment of fees is by the due date or 5% penalty will be charged every week until the account is paid in full.
9. I/We agree to pay on demand all reasonable collection charges and legal costs incurred as a result of my/our default.
10. I/We will give a minimum of two weeks written notice before withdrawing my child/tamaiti from Rural Scholars Early Learning Centre.

11. I/We acknowledge that if my account becomes overdue and no attempt at repayment has been made within five working days after a reminder notice has been issued my spaces will be cancelled.
12. A holding fee of 50% will be charged for any holidays taken by your child. If leave exceeds 21 day, funding is stopped and children/tamariki spaces will be lost.
13. I/we will agree to drop off and pick up our child/tamaiti at the agreed on times. A late fee of \$20 will occur per 15 minute period to parents that have not contacted the centre.
14. I/we understand our child's learning journal will have documentation in accordance to the hours they attend.
15. Work and Income (WINZ) must be contacted before your child/tamaiti starts at Rural Scholars, if you are applying for WINZ funding and it isn't processed at the start of enrolling you are liable for any outstanding amounts.

Parents/Guardians Signature..... Childs Name.....

Supervisors Signature..... Date.....

I have received a copy of **'Reducing food-related choking for babies and young children at early learning services'** (2020) within the enrolment pack.

I have read and understood the guidelines prescribed by the Ministry of Health, and understand that Rural Scholars promotes these guidelines for parents/whānau when packing their child's lunchboxes, but it is the parents/whānau decision about what they pack for their child/tamaiti to eat as long as it aligns with our Food/Kai and Nutrition Policy.

Early Learning Centre

Parents/Guardians Signature .....

Date.....



## Permission for children to travel in the Rural Scholars Van

**Purpose:** Rural Scholars Early Learning Centre has a van to provide the tamariki with the opportunity to go on excursions which are beyond walking distance, or in any instance where we need to get somewhere efficiently.

The van will enable trips within our local community and further afield, along with excursions that further extend and foster children’s interests.

Our philosophy endeavours to strengthen our connectedness and relationship’s to kararehe (animals) and the natural world, therefore having the opportunity to be immersed within Papatūānuku (the Earth Mother) and Ranginui (the Sky Father) is important to foster this. At Rural Scholars we recognise that nature play and caring for our kararehe (animals) have significant impacts on our tamariki healthy well-being and development, with research supporting that children who play regularly in natural settings are sick less often, are more resistant to stress, have more positive feelings towards one another and are more physically active. Natural materials such as mud, sand, water, leaves, sticks, and pine cones can help to stimulate children’s immune system as well as their imagination. For these reasons, the van enables us to offer these authentic and meaningful learning experiences to tamariki within our beautiful, local environment such as Kelceys Bush and Knottingley Park, to grow strong, curious, independent and resilient ākongā (learners).

### **Policy: *Van Travel Arrangement Policy***

#### **Rationale:**

To uphold the safety of children/tamariki while travelling in the Rural Scholars Early Learning Centre van for excursions.

#### **Purpose:**

To take all reasonable steps to ensure that Rural Scholars Early Learning Centre is complying with the health and safety practices at all times (ECE Regulations, HS46)

#### **Policy:**

- Each child/tamaiti is restrained as required by Land Transport Legislation (see attached document retrieved from the Land Transport website). All children travelling in the van will be in car seats for their appropriate age/size at all times. Car seats will not exceed their expiry date.
- The driver will be fully licensed, and will carry their licence on each trip. A copy of their current licence will be kept on file at all times.
- There will be two adults that accompany each van load of children
- Kaiako/teachers mindfully plan and prepare for all excursions and ensure that appropriate ratios are maintained with children’s/tamariki ages and abilities in mind to

uphold a high level of safety. They will not exceed the government regulation ratios HS17.

*Teacher: children*

*Under two year olds – 1:5*

*Over two year olds – 1:6*

- The kiddy safety locks will be on at all times
- No food or drink will be consumed in the van.
- Written permission from a parent/caregiver of the child is obtained on enrolment or before travel begins (this will be an excursion outside of Waimate. (if a child is travelling with their parent, this is not required).
- Evidence of parental permission for any travel by a motor vehicle will be documented and kept in a folder in the office. These will be taken on excursion where the van is used as transport.
- Management will ensure the vehicle is serviced, registered and has a current warrant of fitness.
- After each excursion the van keys will be returned to management
- Teachers/kaiako will take immense care of the van, and it will be kept in a clean and tidy condition.
- Management reserve the right to recover costs from the employee where the vehicle has sustained damage and was being used in such a manner that it is uninsured.
- Employees are responsible for the payment of any traffic infringement fines that are incurred by themselves whilst driving the Rural Scholars Early Learning Centre van
- The driver will drive in accordance with the New Zealand road rules and relevant legislation, including the law relating to blood/alcohol and/or drug content, hand held mobile phones; and in a manner that is cautious and courteous to other road users.
- Find attached the Van Risk Management Policy.



Early Learning Centre



# Rural Scholars Early Learning Centre

Policy Number: LD8AA

‘Creating a culture of respect’ – ‘Hanga te tikanga whakaute’

**Please fill out the permission form below indicating if you give permission for your child to attend excursions travelling in the Rural Scholars Van.**

**Child’s Name:** \_\_\_\_\_

**Parents/Caregivers Name:** \_\_\_\_\_

**Have you read and understood the Van Travel Policy?** Yes  No

I understand that kaiako/teachers mindfully plan and prepare for all excursions and ensure that appropriate ratios are maintained with children’s/tamariki ages and abilities in mind to uphold a high level of safety. They will not exceed the government regulation ratios HS17.

*Teacher: children*

*Under two year olds – 1:5*

*Over two year olds – 1:6*

**Do you give permission for your child to go on planned or spontaneous excursions in the Rural Scholars van:** Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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