

1. Enrolment Agreement

- 1.1 Waikato Montessori Education Centre is owned by the Golden Beads Charitable Trust. The Trust is committed to providing quality, authentic Montessori programmes and to build a community of support for these programmes. These are based on 3 year developmental cycles and all enrolled children have a full place reserved in each programme. All financial decisions support Montessori best practice.
- 1.2 The Golden Beads Charitable Trust is a registered Charitable Trust and Donations are eligible for Income Tax Credits. Donations are welcomed at any time.
- 1.3 This document records the Terms of our Agreement to accept enrolment of your child. You need to complete an Enrolment Agreement when you enrol your child and before the commencement of each subsequent school year to ensure that we have current information about your child and confirmation of your acceptance of our current Terms and Conditions.
- 1.4 In this agreement:
 - (a) “we”, “us” and “our” refers to the Golden Beads Charitable Trust operating as Waikato Montessori Education Centre
 - (b) “you” and “your” refers to you as the parent and/or legal guardian of the child to be enrolled.
 - (c) “Centre” means the Waikato Montessori Education Centre.

2. Your Child's Information

Child's full name:

Child's home address:

Date of Birth:

Male Female

City and Country of Birth:

Country of Citizenship:

Copy of verification document* supplied:

- New Zealand birth Certificate New Zealand passport
 Foreign birth Certificate ** Foreign passport **

** we will require a copy of the Residency Permit or Visa for eligibility to enrol in a NZ school

Other

Ethnic origins:

Iwi(s) your child belongs to:

Primary language spoke at home:

Other languages spoken at home:

*Information about acceptable verification documents is available online at

<http://www.education.govt.nz/assets/Documents/Ministry/Publications/Circulars/Circular-2017-01.pdf>

3. Family Information

Your child lives with Mother Father Guardian

Parent/Guardian name:

Parent/Guardian name:

Address:

Address:

Phone Number – Home:

Phone Number – Home:

Work:

Work:

Mobile:

Mobile:

Email:

Email:

4. 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 us in writing. If you are unable to do this in person, you may email us at admin@waikatontessori.org.nz.

Name:

Name:

Relationship to your child:

Relationship to your child:

Address:

Address:

Phone Number – Home:

Phone Number – Home:

Work:

Work:

Mobile:

Mobile:

Name:

Name:

Relationship to your child:

Relationship to your child:

Address:

Address:

Phone Number – Home:

Phone Number – Home:

Work:

Work:

Mobile:

Mobile:

5. 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.

Names of any person(s) who **cannot** pick up your child:

6. Medical Information

GP Name:

Clinic Address:

Phone Number:

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

- Immunisation record supplied at 4 years old and 11 years old or
 My child is not immunised

Please state any relevant medical history, including allergies and medications required.

Please list the names of any specialists or special education groups your child has had or is still in contact with.

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

7. Medication

7.1 Category (i) Medicines

A category (i) medicine is a non-prescription preparation 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 permission for us to use on your child

- Stingose (insect bite treatment) Arnica cream Antiseptic cream Saline solution
 Sunscreen

7.2 Category (ii) Medicines

Category (ii) medicines are supplied by you to treat a specific condition or symptom 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, you must 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.

7.3 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 requiring the use of category (iii) medications at the Centre. 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.

8. Authorisations and Parent/Guardian Declaration

- 8.1 You agree that we can take your child on short local excursions in the vicinity of the Centre. Vehicle travel within the Waikato will be undertaken only with fully licenced drivers and in compliant vehicles with required child safety restraints. Permission slips will be issued for excursions outside the Waikato.
- 8.2 You agree that we may photograph and/or video your child for the purposes of assessment, planning and evaluation and 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.
- 8.3 The Centre 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 Enrolment Agreement indicates that you and your child will abide by the Centre's Policies (which may be varied from time to time without notice) and you understand how you can have input to Policy Review.
- 8.4 You confirm that you have read the **Parent Information Booklet** 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.
- 8.5 You agree to attend our regular Parent Evenings in order to understand more about the Montessori method.

Parent/Guardian Signature:

Date:

Admissions Policy & Terms and Conditions of Enrolment

1. The Montessori 6 – 12 years Programme Summary

A Montessori 6-12 years programme is more than simply a continuum of the 3-6 years programme. It is an individualised educational approach, tailored to the changing needs, talents and skills of each child. The 6 -12 year olds are at a state of development where exploration of the world, and wonder, are intrinsic to learning. The stars, nature, technology and social life induce great questions which are heeded and nurtured allowing children to really connect with knowledge. The fundamentals of writing, reading and math, (that were introduced in the 3-6 years programme are continued and become internalised) are the tools the child uses to undertake research, prepare projects and presentations, and go out into their environment with increasing levels of independence. The children may become proficient communicators, take a deep interest in matters they choose, think critically and theorise on issues of the world. They are guided to challenge themselves in all areas and master concepts beyond those normally expected of children this age. Habits of life-long learning become instilled and an entrepreneurial spirit is inspired.

2. The Initial Application Process for Children Under 6 Years of Age

- 2.1 A Pre-enrolment Form may be completed at any stage. This form is used when your child is less than 5 years old and you wish to inform us of your intention to enrol.
- 2.2 If you have indicated interest in the 6-12 year old programme, we will arrange for the parent(s) / guardians and child to tour the school with the Head of School.
- 2.3 You must then complete our Enrolment Agreement. Along with the Enrolment Agreement, you need to supply a copy of your child's Birth Certificate and current Immunisation Record (as required by the Ministry of Education).
- 2.4 We require your permission to contact your child's current Montessori Guide if they are not attending Waikato Montessori Education Centre 3 - 6 year old programme. If admission is accepted, we will keep in regular contact with this Guide to ensure that preparation continues for the 6 – 12 year old programme.
- 2.5 Admission to the class is at the discretion of the Head of School and many factors are considered. A date for commencement in the class will be advised in a Letter of Acceptance and we will give you an Invoice for the Enrolment Fee, if applicable. You must pay the Enrolment Fee before your child can begin at the Centre and join their class. The Head of School reserves the right to withdraw 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.
- 2.6 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 needs of each child. During these visits the children will meet the Guides, be invited to explore the classroom and work on activities that are familiar to them. They will be informed of the routines and class timetables.
- 2.7 You will need to complete a Uniform Order Form and pay the required uniform costs so that the uniform may be issued in preparation for your child's first day.
- 2.8 Our aim is for 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.

3. Entry into the Montessori 6 – 12 years Programme

- 3.1 Our goal is to help every prospective family to make the best decision possible about their child's long-term education support. The admissions process is the first step in building a partnership between the family and school. Admission is based on many factors which we consider together all based on whether or not the student, family and school are a good fit.
- 3.2 We follow a rolling admissions process, and applications are considered and as they are received. It is planned that children will commence in the 6 – 9 years class at the beginning of either Term 1 or Term 3, closest to their 6th birthday. Confirmation will be provided on acceptance of admission and as enrolment fees are received.
- 3.3 Placements are dependent on availability. We not only consider the number of children per class, but the class dynamic, i.e. the "normalisation" of the class. Priority is given to those children who have attended the 3-6 year programme. Transfer of a child from another 6 – 12 year old Montessori programme will be assessed on a case-by-case basis. We rarely accept children who have previously left a Montessori programme and wish to return.
- 3.4 Factors we consider on admissions for upcoming 6 year olds;
 - (a) Your child should have completed or be currently enrolled in a Montessori 3-6 years programme.
 - (b) Your child must be enrolled by 5 years of age so that we can liaise with their current Montessori Guides to ensure they are prepared for the 6-12 year programme.
 - (c) It is very important for us to understand your child's ability to co-operate in a group, work independently and overall social maturity.
 - (d) We do not have an admissions test or minimum academic criteria. We do however need a sense of your child's present level of reading comprehension, writing ability, mathematics, and cultural literacy.
- 3.5 These factors will help us determine how the needs of your child will be best met. If your child is unknown to us, we will ask to arrange a visit for this purpose. A discussion with parents and child will be required before acceptance.

4. Specific Learning Support

- 4.1 Children requiring specific learning support are a welcome addition to the Montessori classroom. However, we reserve the right to limit this number of children to ensure we are able to cater for the requirements of all the students.
- 4.2 We must be informed at the time of enrolment of any Special Needs or specific learning support your child may require.

5. Annual Enrolment

- 5.1 You must complete an Enrolment Agreement and forward it to us before the commencement of each school year.
- 5.2 Your child's admission to the Centre and place in an appropriate class for a school year is not confirmed until you have completed an annual Enrolment Agreement and returned it to us together with any appropriate fees payable and we have confirmed acceptance of your application.
- 5.3 Admission to the class is at the discretion of the Head of School and many factors are considered. The Head of School reserves the right to withdraw admission if you have not disclosed pertinent facts such as (but not limited to) behavioural issues and learning difficulties which impact the operation of the class.

6. Fees for 6 – 12 Years Programme (as at 1 January 2020)

- 6.1 The Montessori 6 -12 year Programme has been established as an Independent School. This allows us to deliver a Montessori curriculum in accordance with international Montessori standards. As such we receive minimal Government subsidies and costs must be recovered from parents/guardians. Fees are reviewed annually. We aim to minimise increases and seek all external funding available.
- 6.2 You must pay an initial Enrolment Fee of \$575 (incl. GST) on acceptance of your child's enrolment with a confirmed start date. This fee is waived for children who have attended the 3-6 year programme at the Centre for 2 years or more.
- 6.3 The 2020 Annual Fee is \$6,750 (incl. GST) per child. There is a 5% family discount where more than one child per family is attending the 6 – 12 years programme simultaneously.

	Annual Amount	Discounted if paid in lump sum by 1 February 2020	Paid quarterly 1 February 28 April 20 July 12 October	Paid monthly (10 months February to November)	Paid over 44 weeks (2 February to 30 November)
Annual Fee	\$6,750.00	\$6,648.75	\$1,687.50	\$675.00	\$153.41
Sibling	\$6,412.50	\$6316.31	\$1,603.13	\$642.25	\$145.74

- 6.4 All payments are to be made to Golden Beads Charitable Trust, account details: Golden Beads Charitable Trust, Westpac Hamilton, 03-0318-0857768-000.

7. Your obligations to us

- 7.1 By agreeing to enrol your child with us, you agree that you will pay the fees required and will comply with these Terms and Conditions. Each enrolment is for the full academic year and you are committing to pay the full Annual Fee. Should you need to withdraw your child during the year any partial rebate of Fees is at the discretion of the Head of School. A minimum of one full Terms notice of withdrawal is required to be given for consideration of a rebate. This should be in writing and include the factors to be considered, such as relocation to another city.
- 7.2 If your child commits any serious breach of any rules of the Centre or acts in a way which we consider to be detrimental or harmful to other students or our staff and/or volunteers, we may, at our option exclude your child from the Centre on a temporary or permanent basis. Except in the case of emergencies, we will use reasonable endeavours to consult with you before excluding your child and seek to work with you to resolve the issues. However, we reserve the right to act unilaterally and our decision is final. If we exclude your child permanently, this agreement will be deemed to be terminated and we will refund to you any fees you have paid for the school Terms after the Term during which the termination occurred.
- 7.3 You agree to ensure that your child arrives at the Centre at, or a reasonable time before the start time for their class and that you will pick up your child at, or a reasonable time after the end time for their class. You acknowledge that we do not provide pre-school or after-school care and that we have no responsibility for your child outside our normal Centre hours. We may change our hours by notice to you at any time.

8. Consequences of default

- 8.1 If you fail to pay the fees required, we will use reasonable endeavours to work with you to make alternative arrangements for payment or for your child's education elsewhere.
- 8.2 If any fees or any other payment you owe us remains outstanding for more than 20 working days after their due date, we may at our option:
 - (a) charge you penalty interest at a rate of 1% per month on the outstanding amounts until they are paid in full; or
 - (b) terminate our Contract with you.
- 8.3 If you breach any of our terms (other than your obligations to make any payment), we may terminate our contract with you:
 - (a) Immediately in the case of a serious breach that we consider jeopardises the health, safety or education of other students or staff and volunteers at the Centre; or
 - (b) In any other case, by written notice if we have notified you of the breach and you have failed to remedy the breach within 10 working days.
- 8.4 If we terminate our contract with you we will have no liability to you and will have no legal obligations to assist you with finding a new school for your child, although, without creating any binding legal obligations we may choose to provide reasonable assistance to you if possible and appropriate.
- 8.5 Except in the case of a serious breach of these Terms or in the case of a breach that we consider jeopardises the health, safety or education of other students or staff and volunteers at the Centre, if we terminate our Contract with you, we will continue providing services to your child until the end of the school Term during which the termination occurred.
- 8.6 If we do not terminate this Agreement immediately when we are entitled to do so that will not be a waiver of our rights and we will retain our right to terminate until we exercise that right or the breach is remedied.

9. The Services We Provide

- 9.1 In return for your payment of our Fees, we will provide the following services to you and your child:
 - (a) Complete Montessori programmes using specialised equipment and resources.
 - (b) Qualified teachers in all classrooms.
 - (c) Children will have their progress recorded in an electronic system accessible online and we will issue a written report at the end of each year.
 - (d) General stationery supplies.
 - (e) Local trips and outings.
 - (f) Newsletters and electronic communications.
 - (g) Parent functions for networking and information, conferences/discussions with Guides.
 - (h) Membership of Montessori Aotearoa New Zealand, which includes a quarterly magazine and conference discounts.
 - (i) Annual class photo
 - (j) Access to resources of the International Montessori Council.

10. Privacy Statement

- 10.1 We are collecting personal information on this Enrolment Form for the purposes of providing our services 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. All personal information held on your child will be kept secure and remain confidential. 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.
- 10.2 You can find more information about National Student Numbers at www.education.govt.nz/
- 10.3 Any changes to the Enrolment Agreement **must** be signed and dated by a parent/guardian.