

## Changes/termination notice form

Child						
Child's official given name / Te Ingoa o tō Tamaiti:					Date of birth/Te rā whānau:	
Child's official surname / family name:					<input type="radio"/> Female/Kotiro <input type="radio"/> Male/Tane	
Child's official other names / middle names:						
Parents/Guardian(s)/Ngā matua						
Name:						
Phone (home):						
Email:						
Change of booking						
Current booking	Monday	Tuesday	Wednesday	Thursday	Friday	
Time start						
Time finish						
New booking requested	Monday	Tuesday	Wednesday	Thursday	Friday	
Time start						
Time finish						
20 Hours ECE						
Date changes to take effect from:		Minimum booking 2 days				
For 20 hours ECE fill out boxes below with the hours attested e.g. 6 hours						
20 hours ECE at this service						Total number of hours:
20 hours ECE at another service						Total number of 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? <input type="radio"/> Yes <input type="radio"/> No						
Is your child receiving 20 Hours ECE at any other service? <input type="radio"/> Yes <input type="radio"/> No						
If yes to either or both of the above, please sign to confirm that:						
<ul style="list-style-type: none"> <li>Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.</li> <li>You authorise the Ministry of Education to make enquiries regarding the information provided in the Enrolment Form, if deemed necessary and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.</li> <li>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 section.</li> </ul>						
Parent/Guardian Signature:					Date:	

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.

**Privacy statement:** All personal information on your child will be kept securely and remain confidential. Any changes to this form must be signed and dated by the parent/guardian.

## Dual Enrolment Declaration

I hereby declare that my child is not enrolled at another early childhood service at the same times that he/she is enrolled at this service.

Parent/Guardian Signature:

Date:

## Termination of booking *(includes leaving to attend school)*

Current booking	Monday	Tuesday	Wednesday	Thursday	Friday
Time start					

Last day and date of attendance:

## Important Information

- We require **1 month's** notice for any change or termination of booking.
- The ability to action requests for increases in booked hours is dependent on the availability of places.
- Please ensure that if your child is eligible for the MoE ECE hours (20 free per week) that you indicate the hours in the section provided under New Booking.

Tuhituhi tō Ingoa (Parent/Gaurdian) signature:

Head Teacher/Senior Teacher signature:

Date: