

# Enrolment Agreement Form Addendum



Child's full name.....

Due to the current situation with COVID-19, GELC has made some changes designed to keep all centre users safe. Entry to GELC is conditional to signed agreement to adhere to these changes until further notice. Changes are based on Ministry of Health, Ministry of Education and COVID-19 requirements and recommendations at this current time. These changes will become part of the full enrolment documentation for your child. Changes take effect from 9am, Monday 18 May 2020.

Changes include but are not limited to:

- No child who is showing **any signs** of being unwell will be allowed to attend. If they start to show signs of being unwell during their session at GELC, you as parents will be contacted and expected to organise an authorised adult to pick them up **immediately**.
- No adult who is showing **any signs** of being unwell will be allowed within the Glenfield Community Centre or Glenfield Early Learning Centre grounds. Someone else must drop off and pick up your child.
- **All** entering the Community Centre or Early Learning Centre grounds must sanitise upon entry and exit, adhere to the COVID-19 related signage in centre, and adhere to current social distancing requirements.
- We ask where possible just one adult to enter the centre to pick up or drop off their child.
- Children must be signed in on arrival, with the parent who is with them writing their first name (or names of all if more than one person) legibly in the comments section of the sign in sheet as this will be our form of contract tracing for whanau. (There is a different and separate process for visitors and staff).
- If there was a confirmed or probable case of COVID-19 at the centre we could be closed for 72 hours at very short notice if instructed by Ministry of Health to do so. There could be a further closure for up to 14 days if needed. We would communicate this to whanau via GELC Facebook in the first instance and we highly recommend that you are a member of this Facebook group.
- As the GELC teaching team will also not be allowed to enter the grounds if showing any signs of being unwell, we may have to close for a period of time if we cannot get enough teachers to ensure we meet our Ministry of Education ratios of qualified and unqualified teachers to children. We would communicate this to whanau via GELC Facebook in the first instance and we highly recommend that you are a member of this Facebook group.
- If any contact details change, you must let GELC know as soon as possible.

We also require confirmation of the following details to ensure we can fulfil our contact tracing responsibilities if needed and communicate effectively with you quickly.

Parent Name and Phone.....

Parent Name and Phone.....

Address of child.....

I am / we are a member of GELC Facebook page Yes / No

My Facebook name is (if different to names above).....

I have read and agree to comply with these additional conditions of enrolment for my child at Glenfield Early Learning Centre.

Date..... Time .....

Parent name .....

Parent signature.....