

# Online Enrolment Forms

Online Enrolment forms are now active!

New members can enrol online – either at the centre or from home. The forms can be found on your centres page, on the Playcentre website. This does mean that internet access is required to use these features.

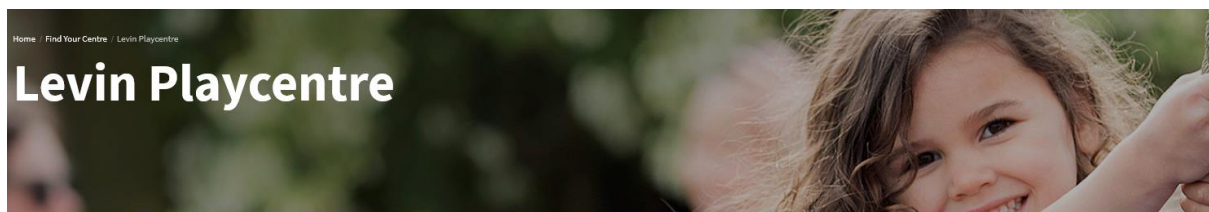
There are 3 different buttons on each centre page, that give different options, so please read the below carefully:

- 1. Arrange a Visit**
- 2. Request to enrol**
- 3. Office Use Only**

This button is for potential members who would like to arrange a time to come and visit the centre.

This button is for members who are sure that they want to enrol and requires completing most of the information for the enrolment form.

This button should only be used if the potential member is already in the centre, as it signs the child in immediately.



Nau mai, haere mai and welcome to Levin Playcentre

Playcentre is unlike any other early childhood education organisation. At Playcentre, both children and their parents / caregivers attend.

At Playcentre children get the opportunity to learn and explore in a fun and safe environment.

The curiosity and creativity of our tamariki is nurtured in a way that allows them to learn about themselves and their world.

Arrange a Visit

Request to enrol

Office Use only

Below we will go through each of the buttons/forms and the best way to use those.

# Arrange a Visit

This form can be completed by potential members, from home and requests very basic information from the parent or caregiver – their and their child/rens names, phone number, email address, and when they would like to attend.

ps Veronica Pitt - Outl... Health and safety r... Education Aotearoa... salesforce.com - En... New Tab Mandatory Review... index The Dirty Little Secr... >>

## Enquiry

Your First Name

Last Name

Mobile No.

Email

Address

or www.google-analytics.com...

Once they have filled in their details and added all children, they will click on Send Enquiry, and will get a small message that thanks them for their Enquiry

They will also receive an email thanking them for their enquiry, and stating that we will be in touch soon.

## What does your centre need to do?

An email will also be sent to your centre's @playcentre.org.nz email address that includes key information from this Enquiry.

This may end up in SPAM so please be checking the junk email box as well.

You will need to assign someone from your centre to follow up on these enquiries, make a friendly phone call or send an email, and invite them to visit your centre on an appropriate day.

Your Centre Admin will be able to track the enquiries in Discover as well.

When the family comes to visit – they will either need to sign in as visitors, or use the Office Use only button to sign in.

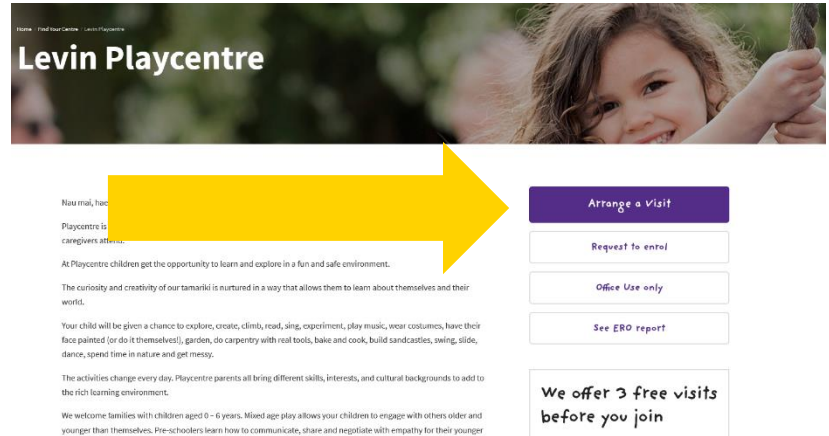
A short video showing the process can be found here:

[https://drive.google.com/open?id=1Tymj5vgi7wp\\_Ysl-c0aijEzK-uNztLf](https://drive.google.com/open?id=1Tymj5vgi7wp_Ysl-c0aijEzK-uNztLf)

Please note that the video says the Centre Admin will need to forward information on to you, however, an email will be automatically sent.

# Request to enrol

The second button on your Centre's page, is "Request to enrol" – this button will take the parent to fill in the enrolment form and enrol in the centre.



1. The parent or caregiver will work through the enrolment form. The first page captures basic demographic details about the child (if they have more than one child, there is a button at the end of the form to add more)

A screenshot of the Levin Playcentre enrolment form. The browser address bar shows 'playcentre.org.nz/enrolment/?centre\_id=17232#'. The form is titled 'Enrolment' and has five tabs: '1. Child Details', '2. Register', '3. Contact(s)', '4. Permissions', and '5. Enrolment'. The '1. Child Details' tab is active. The form contains several input fields: Preferred First Name, Preferred Last Name, Official First Name, Official Last Name, Official Middle Name 1, Official Middle Name 2, Birth Date, Gender (Please Select..), Residential Address (Enter your address), Alternative Address (Enter your address), Languages (Select Any Options), Ethnicity (Select Any Options), IWI (Select Any Options), and How did you found out about our centre? (Please Select..).

2. It then goes to the Register section – If the parent is already in the system – having filled in an Enquiry, or as an on session visitor (see information on Office Use Only form), or if they already have a child at the centre – they can click yes, enter their email and it will send a password to their email. Once they enter that it will fill in the information that is already in the system for them



Have you created an enquiry account on our website before,  
or have another child at the centre?

Yes No

3. However, if they click No, it moves on to the next tab: Contacts
4. Here they will need to enter parent or guardians information, and at least one emergency contact.
5. A key section is at the bottom, where there is a tick box for “ Will this adult be attending regularly with the child/children? If this box is ticked, then further questions pop up to capture the information needed for the ECE Census Return. It will also mark the adult as an Educator – so that they are able to sign in at the same

time as their

Occupation

Will this adult be attending regularly with the child/children

Ethnicities

Gender

Birth Date

Add Additional Guardian

Previous Next

child/ren.

6. If there are additional parents/guardians, they can be added here by clicking the Add Additional Guardian button before moving on.
7. There are 2 further Contacts tabs – One for any Additional Contacts, and one for any people who cannot pick up the child. These do not have to be completed, but can be.
8. The next section is for Permissions – these permissions have been standardised throughout the country, to cover the key information that centres would want to get permission for.

A tick indicates that permission is given, if it is unticked then the form will be marked as 'No'

The screenshot shows a web browser window with the URL [playcentre.org.nz/enrolment/?centre\\_id=17232#](https://playcentre.org.nz/enrolment/?centre_id=17232#). The navigation bar at the top contains five buttons: '1. Child Details', '2. Register', '3. Contact(s)', '4. Permissions', and '5. Enrolment'. The '4. Permissions' button is highlighted in purple. Below the navigation bar, the 'Permissions' section is titled 'Permissions' and contains the instruction: 'Please indicate below whether you give permission for your child to:'. There are ten permission items, each with an unticked checkbox:

- Attend walks
- Be taken to a medical centre
- Have image used for planning & assessment
- Have image used in internal online groups
- Have image used for social media
- Have image used for promotional purposes
- Have sunscreen applied
- Receive first aid
- Have contact details shared in centre

9. The final section is the Enrolment details – Here the parent or guardian will enter in the start date of the enrolment. The system will automatically put the end date as when the child turns 6 years old.

The screenshot shows the 'Enrolment' section of the form. The navigation bar at the top is the same as in the previous screenshot, but now the '5. Enrolment' button is highlighted in purple. The 'Enrolment' section is titled 'Enrolment' and contains two input fields: 'Start date' and 'Last day'. Below these fields is a box titled 'STATUTORY HOLIDAYS/ TERM BREAKS' with the following text: 'This enrolment agreement is inclusive of all school term breaks. Levin Playcentre Childcare is closed on all Statutory Holidays and for approximately two weeks over Christmas period. Please speak to the centre administrator for more details.' At the bottom of the form, there are three buttons: 'Previous', 'Finish', and 'Cancel'.

10. Once you enter the start date, it will bring up boxes for the parent/guardian to enter in the times they wish to attend each day. This should only show days that you are

licensed for (if it shows more days than the license in Discover needs to be updated). It does not show session times – we are working on an amendment for this.

Enrolment

Start date: 03-Feb-2020      Last day: 8-Jan-2025

Mon From: 00 : 00 AM      Mon To: 00 : 00 AM

Tue From: 00 : 00 AM      Tue To: 00 : 00 AM

Wed From: 00 : 00 AM      Wed To: 00 : 00 AM

Thu From: 00 : 00 AM      Thu To: 00 : 00 AM

Fri From: 00 : 00 AM      Fri To: 00 : 00 AM

**STATUTORY HOLIDAYS/ TERM BREAKS**

This enrolment agreement is inclusive of all school term breaks. Levin Playcentre Childcare is closed on all Statutory Holidays and for approximately two weeks over Christmas period. Please speak to the centre administrator for more details.

11. The parent/guardian clicks Finish and will receive an option to Add another child. If they click **Yes**, it will take them back to the beginning to enter in the next child's details (And will retain the parent/emergency etc information – with the option to alter as needed).

**Are You Sure?**

Would you like to add another child?

Yes      No

Finish      Cancel

12. If they click **No**, it will take them to an End page that shows they have submitted their form.



## Enrolment

Levin Playcentre

Thanks for completing your application. We will be in touch soon.

## What does your centre need to do?

- a) The information is sent directly through to Discover, and shows up in the Children list – under the Waiting Filter. The child has been ‘waitlisted’ for the sessions/times that they enrolled for.
- b) An email will be sent to your centre email address, stating that “an application” has been completed. It will have the child’s name but no other details.
- c) The Centre Admin will need to follow up in Discover and with your centre to confirm that the enrolment details the parent is requesting can be accommodated.
- d) The Centre Admin will:
  - Work through the enrolments screen and check the following:
    - Effective From date- is the date the child started attending Playcentre (This may be a visit date)
    - Enrolment type – may need to be changed to standard, unless it is a casual enrolment
    - The days/times match the session times – if the parent/caregiver did not enter the correct session times when enrolling this can be fixed here.
    - ECE Hours – if you do not know if/ how many ECE hours are being claimed, leave this blank for now, if you do know they can be filled in.
    - Status- needs to be changed to Accepted for it to be an active enrolment.
- e) At the bottom of the Childs Details page in Discover is a green button for the Enrolment Agreement Form. Once the CA has as much of this filled in as possible, they will either print or email to your centre the form to be printed and signed by the parent. It is approx. 3 pages long.
- f) This form has things like Health and Medical details on it – these sections should be filled in in pen by the parent/guardian when they sign the form. The centre also needs to sign the form, and sight the birth certificate (and preferably get a copy of it)
- g) If the Birth certificate has been sighted prior to the form being completed/or as soon as it is you can search for the child's NSN (National Student Number) to complete their enrolment. An NSN must be assigned before the child appears on the tablet for sign in, or to claim funding.
- h) Centre Admin will need to use the information on the Enrolment form to update the Enrolment on Discover, but the hard copy of the signed form needs to stay at the centre.

See a video on how to use the Online Enrolment function here:

<https://drive.google.com/open?id=1Ork4AuRMhAsyuSUadygWF-xzKe-XSO6>

# Visitor Sign-In/ Office Use only

This form is **ONLY** to be used, to sign in a visitor when they are on session and are likely to be coming for further visits.

1. Centre member will go to the Playcentre website on Chrome on the tablet and Click on the “Office Use only” button on the centres page.



Arrange a Visit

Request to enrol

Office Use only

See ERO report

We offer 3 free visits before you join

## Visitor Enrolment

Your First Name  
Parent

Last Name  
Visitor

Mobile No.  
027 315 7541

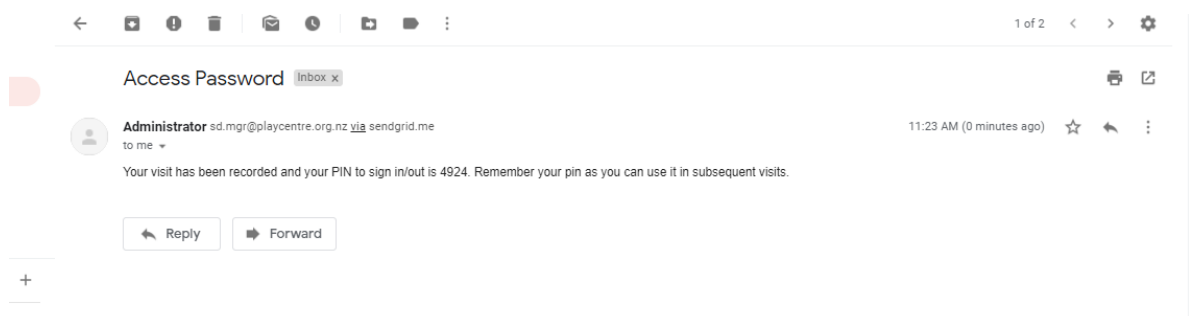
Email  
discoverplaycentre@gmail.com

Address  
12 Queen Street, Horowhenua, Levin, New Zealand

Referred By  
Unknown

2. A Visitor Enrolment form will open that is nearly exactly the same as the standard Enquiry Form – It requests very basic parent and child details.

3. Once completed, click “Send Enquiry” and an “Enquiry Received” message will appear.
4. As soon as that Enquiry has been sent 2 things will happen:
  - a. The Child will be automatically added to the list of children present on the tablet
  - b. The Parent/Guardian will be sent an email that includes their pin number to



sign in/out on the tablet



5. The child has not been officially enrolled, and no funding will be claimed with just this completed. However their attendance for the day has been recorded.
6. The parent/guardian can use the pin they were provided to sign in on future visits and have their attendance recorded.

See a link on how to complete the Visitor sign in/enrolment on session here:

<https://drive.google.com/open?id=1LCS15YvK47XrYP71DHaCcBJK1PWYcyIE>

7. Once the parent/guardian has decided to enrol, or if the centre is wanting them to enrol as a visitor (to enable funding to be claimed), the parent/guardian should go to the Playcentre website and click on the 'Request to Enrol' button on this centre's page

8. The usual enrolment screens will come up first
9. They will need to fill in the initial child information on the form

The screenshot shows a web browser window with several tabs open. The active page is the 'Child Details' section of an enrolment form. The form is divided into two columns. The left column contains fields for 'Preferred First Name' (Child), 'Official First Name' (Child), 'Official Middle Name 1', 'Birth Date' (10-Mar-2016), 'Residential Address' (12 Queen St, Horowhenua, Levin, New Zealand), 'Languages' (English), and 'Māi' (Select Any Options). The right column contains fields for 'Preferred Last Name' (Visitor), 'Official Last Name' (Visitor), 'Official Middle Name 2', 'Gender' (Male), 'Alternative Address' (Enter your address), 'Ethnicity' (NZ European / Pākehā), and 'How did you found out about our centre?' (Please Select...). At the bottom of the form are three buttons: 'Previous', 'Next', and 'Cancel'.

10. But once they go to the Register section, they should click on the Yes button, and enter the email address they used for the Visitor enrolment. If they click No, and then enter the same email address on the Contacts page, it will also prompt them to get a password and sign in.
11. The system will then send them an email with a password to bring their previous information to this enrolment
12. Enter the password on the Register page, and some of the Parent contact information will be filled in for them – it is important to do it this way to avoid duplicate parent contacts, etc being added.

1. Child Details 2. Register 3. Contact(s) 4. Permissions 5. Enrolment

Go to your inbox and get the password just sent to you, enter it here.

Password

[Get New Password.](#)

13. The Centre Admin should check that the enrolment date matches the date of the first recorded visit, and then funding will be able to be claimed for the full period.

Link here for completing an enrolment form when you have already registered on Discover in some way: [https://drive.google.com/open?id=1R6tjrVhtV25ZVNkx-XRpbdE\\_KQcVhEKj](https://drive.google.com/open?id=1R6tjrVhtV25ZVNkx-XRpbdE_KQcVhEKj)