

# Full Enrolment Instructions

*Exciting you have chosen to enrol at our amazing Centre*

*Tamaiti = Child & Tamariki = Children*

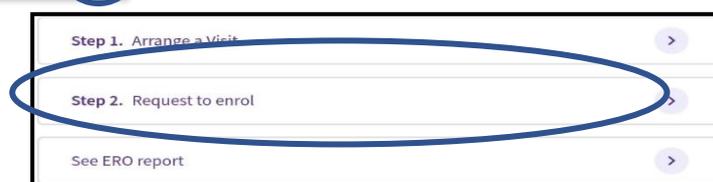
1. Go to the enrolment shortcut on the tablet, or if enrolling at home, then go to <https://www.playcentre.org.nz>
2. Tap on the purple magnifying search icon to bring up the purple search bar if on tablet **or** if on a computer, there will be a **Yellow** search box
3. Type in the Centre Name you want and search, you will find the Centre name in the list below, tap on the Centre



OR



4. Scroll to the bottom of the page and tap on 'Step 2. Request to enrol'



5. There are 6 tabs to go through, follow the prompts.



**Tab 1 Child Details:** Enter all the details

**Tab 2 Register:** If the whānau have an email address already in Discover, an email with a password will automatically be sent to the parent/caregiver's email. If not, you will be asked '**have you have made an enquiry account or have another child at the centre**'? Choose the applicable answer

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

Yes

No

**Tab 3 Contacts:**

1. Parent(s) / Guardian(s)

2. Emergency contact(s)

3. Additional contact(s)

4. Pickups prohibited by

1. **Parents/Guardians:** This section is for the adult that are bringing and staying with the tamariki, at the bottom of this page tick the '**Will this adult be attending regularly with the child/children**' and finish filling in the details.

If you have 2 adults that are attending regularly then tap '**Add Additional Guardian**'.

2. **Emergency contacts:** This section is for the adults that are not staying with the tamaiti i.e. Mum, Dad, Grandparent, Family friend etc and can be called upon in an emergency for the tamaiti and/or the attending adult.

3. **Additional contacts:** This section is an optional field, go to **Next**

4. **Picks ups prohibited by:** This section is an optional field, go to **Next**

Will this adult be attending regularly with the child/children

**Tab 4 Health:** Enter in all details. In the Doctor section please provide a Medical Centre, choose from the selection provided unless your Medical Centre is not entered then you can add new.

**Medicines I** - Tap on the **i** symbol to get a list of non-prescription items. Leave blank if not approve or unsure.

**Medicines III** - Tap on the **i** symbol to get an explanation, fill in details if a health plan is needed.

Assign Doctor

Please Select..

Category I Medicines  Leave blank if you do not approve of medicine category 1 use

Category III Medicines

Playcentre

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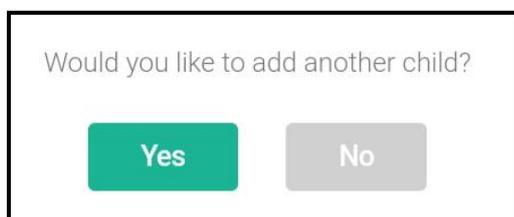
**Tab 5 Permissions:** Tap on the **i** symbol to explain each permission, if you agree to give permission then tap each box that you agree with, if they are left blank then the default answer will be **No**. You can change your mind and update at any time with the Regional Funding Admin.

## Tab 6 Enrolment:

When you enter a start date, a selection of sessions will appear that the centre is open for and a **'Last day'** date will automatically enter.

Choose the sessions you want to attend and leave the ones you do not want to attend as **'Not Attending'**.

After you click finish you be asked if you would like to **'Add Another Child'**

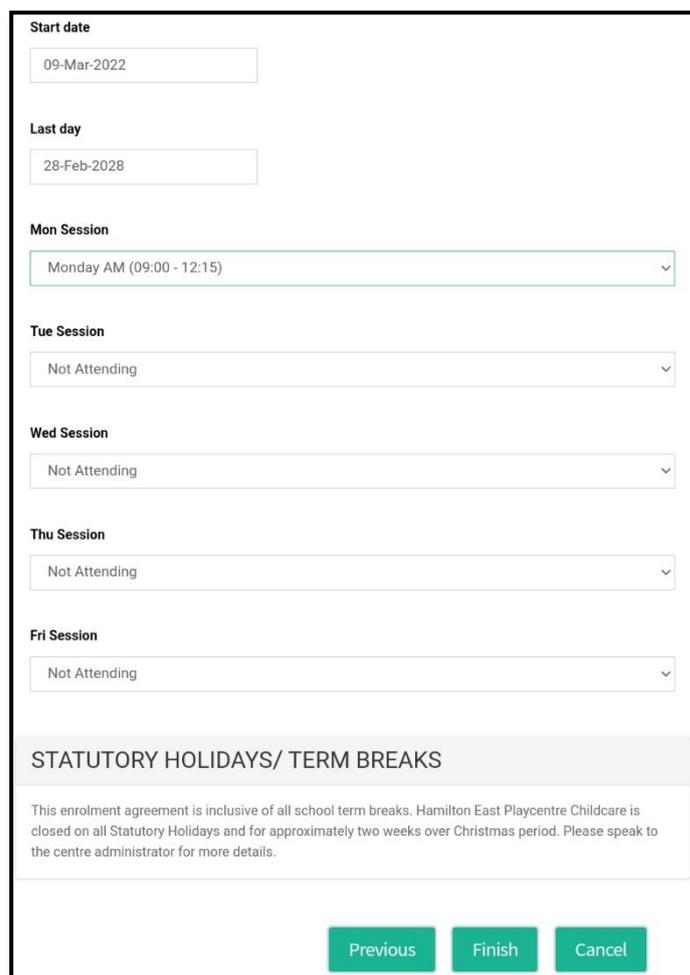


Would you like to add another child?

Yes No

An individual email will be sent for all tamariki enrolled to confirm their enrolment and requesting copies of the birth certificate and immunisations for each tamaiti to be emailed through.

The Regional Funding Admin will then email the Centre your **Access Pin** and the enrolment forms.



Start date  
09-Mar-2022

Last day  
28-Feb-2028

Mon Session  
Monday AM (09:00 - 12:15)

Tue Session  
Not Attending

Wed Session  
Not Attending

Thu Session  
Not Attending

Fri Session  
Not Attending

STATUTORY HOLIDAYS/ TERM BREAKS

This enrolment agreement is inclusive of all school term breaks. Hamilton East 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.

Previous Finish Cancel

If your **Access Pin** does not work on your next session contact the Regional Funding Admin and they will be able to assist.

Welcome to  
our Village

“Whānau tupu ngātahi – families growing together”

Playcentre 