

# enrolment form

home away from home



Childs Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Commencement \_\_\_\_\_

Please tick the days care is required

mon	tues	wed	thurs	fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enroling for

- Before School
- After School
- Holiday Programme

## Parent Details

Child's Home Address		Home Ph:	
Mother's Name		Father's Name:	
Day Ph:	Mobile:	Day Ph:	Mobile:
Email:		Email:	

## Other Authorised Caregiver

Name:	Ph:	Relationship:
Name:	Ph:	Relationship:

## Emergency Contact

Name:	Relationship:
Address:	
Day Ph:	Mobile:
Email:	

Please Note any medical conditions or allergies

Child's Docs Name:	Ph:
Signature:	Date: / /

Return this form via email to [kool4kidz.choice@hotmail.com](mailto:kool4kidz.choice@hotmail.com) or in person

Ph: 022 1572 123

# Terms and Conditions of enrolment;

Your agreement/acceptance with/of the following conditions of enrolment is necessary to ensure that we can diligently provide safe, reliable care for your child/children and the other children in both our after school care and holiday programme.

1. **ENROLMENT PROCESS:** For enrolment forms and information for After School Care and Holiday Programmes, please contact the Programme Coordinator on 022 657 7110. We will contact you to offer your child a place in the programme. Receipt of your payment and all completed forms will complete your enrolment.

2. **FEES:** Fees are payable in advance.

For After School Care programme:

- Weekly/Fortnightly automatic payments in advance

OR

- You may elect to pay for the full term by cheque or direct credit at the time of enrolment.

**Casual Rate:** The casual rate offers you the most flexibility with enrolment. You can book and cancel at will, however, we do ask that you give us at least 24 hours notice of cancellation of booked days where possible to enable us to alter our arrangements made with your child in mind.

**Full time/Term Rate:** To qualify for the term rate, a firm term booking; that means a booking for the days care is required and that you will commit to for the entire Term.

Payment for Holiday Programmes can be made by Direct Credit or by Cheque. Your payment must be received no less than seven days prior to the commencement of the programme. Please use your child's last name as a reference with Direct Credit Payments.

3. **LATE PAYMENTS:** will also incur penalty interest should payments remain unpaid past its due date. Penalty interest rate will be determined in accordance with New Zealand regulations on annual interest rates at the time.

4. **UNPAID FEES:** Unpaid fees that we are unable to collect will be managed through Baycorp services and all charges for the collection of unpaid fees are payable by you.

5. **CANCELLATION POLICY:**

Holiday Programme:

- For cancellations received within 5 days of the first day of the Holiday Programme period, 50% of fees will be credited or returned.

- For cancellations received prior to 5 days of the first day of the Holiday Programme period, all fees will be credited or returned with the exception of a \$50 administration fee.

(NOTE: First day of Holiday Programme period is the published first day of the programme.)

AFTER SCHOOL Programme:

- We require two (2) weeks notice of cancellation of enrolment within any term period. All fees charged for after this notice period will be credited. Additional charges to the initial invoice may be made to reflect the casual Rate adjustment as the Full Time/Term Rate applies for a full-term enrolment only.

6. **CHANGES TO ENROLMENT:**

- As much as possible we will accommodate one-off changes within one programme week only, subject to days requested being available.

- As much as possible, we will accommodate changes to regular enrolment days, subject to requested days being available. Any days cancelled as a consequence of requested changes not being available or for any other reason will be subject to the Cancellation Policy.

7. Children are signed into the after school care and holiday programmes, and out of the programmes by the person delivering or collecting them AT ALL TIMES.

8. Children will only be permitted to leave the after school and

holiday programmes in the care of an authorised person as stated on your enrolment form. Please notify us if this has to change at any time. You can change your details simply by asking the Supervisor of the programme for your original enrolment form and alter it.

9. **ABSENCES:** Please let the Programme Supervisor know if your child will not be attending the after school care or holiday programme as agreed. If a child does not arrive we will activate our "Missing Child" procedure.

10. **EXCURSIONS:** We have a thorough "Excursion" procedure designed to ensure maximum safety. An Excursion Consent is required at the beginning of each Holiday Programme. Signing this form will give us permission to take your child on excursions that are available each week of the Holiday Programme period.

11. **TRANSPORT:** Transport Consent is required at the beginning of each school term to enable us to Transport your children from schools to the Programme.

12. **LATE PICKUP:** The after school care programme and holiday programme finishes in the afternoon at 6.00pm. Children will return to the centre from activities by 4.30pm. If you would like to collect your child before 4.30pm, please contact the supervisor in advance. If you are going to be late collecting your child please let us know as soon as possible.

13. **SICK CHILDREN:** We do not have the facilities to care for sick children. We'll let you know if your child is unwell and look after them until you can collect them. Written consent is required to enable us to give your child any medications they may be taking.

14. **EMERGENCY MEDICAL TREATMENT:** We will contact you or, if we are unable to reach you, your Emergency Contacts in the event of any illness or accident, including but not limited to those requiring immediate medical treatment. You are responsible for the cost of any urgent medical treatment that we need to arrange.

15. **PERSONAL ITEMS:** Personal items that are brought from home (e.g. toys, glasses, scooters etc.) are easily lost or damaged and we cannot assume responsibility for them.

16. By accepting these terms and conditions you agree to co-operate with us regarding the implementation of any behavioural management plan should that become necessary. We have absolute discretion and reserve the right to refuse or discontinue the enrolment of any child.

17. All care will be taken to provide appropriate supervision of children attending the programme however in accepting these conditions you acknowledge that neither management nor staff will be liable for any direct, indirect, or consequential loss or damage of any kind arising out of any child's attendance of the programme.

18. Our policies are available for your perusal. If you have any concerns regarding policies or procedural matters, please contact the supervisor or management as soon as possible to enable us to review and resolve your concerns.

I have read and understood the conditions of enrolment for the After School Care and Holiday Programme:

NAME Signature \_\_\_\_\_

Date: \_\_\_\_\_