

After School Care Enrolment Form

NGATEA PRIMARY SCHOOL

1. CHILD/REN'S DETAILS

CHILD'S NAME	GENDER	YEAR	DATE OF BIRTH

2. Parents/Caregivers/Alternative Contact Details

Street Address:	
Postal Address:	
E-mail Address:	
Mother's Name: (Title, Christian Name, Surname) Home & Cell No: Place of Work: Work Phone No:	Father's Name: (Title, Christian Name, Surname) Home & Cell No: Place of Work: Work Phone No:
Alternative Contact's Name: (Title, Christian Name, Surname) Home & Cell No: Place of Work: Work Phone No:	Alternative Contact's Name: (Title, Christian Name, Surname) Home & Cell No: Place of Work: Work Phone No:
*Children named above live with: Mother only Father only Both parents (Please circle)	
If other, please explain below:	

3. People authorised to collect my child(ren) from Ngatea Primary School After School Care:

Name/Surname: Direct phone Number: Living Address:	Name/Surname: Direct phone Number: Living Address:
Name/Surname: Direct phone Number: Living Address:	Name/Surname: Direct phone Number: Living Address:

4. Special Circumstances

1. Are there any special circumstances which we should be aware of in relation to your child, e.g. is there anybody you **do not** wish to collect your child from After School Care?
2. Do you have a Court Order in reference to this person? **Y / N** If so, please include copy of the Court Order with your Enrolment Form and any other information we may need.

Children's Health

- Please declare any health concerns that ASC staff must be aware of, e.g. your child has asthma an inhaler held at school and directions → 2 puffs/6 breaths.
- A medication form must be completed should your child be required to take any medication. (Only if the school does not already have such a copy. Please collect forms at the school office.)

Family Doctor:

Contact Details:

Name of Child :	Condition:
Does the school already have a signed Medication Form? Y / N (If no, please collect a form from school office)	
Is medication for this condition held at school? Y / N	Directions:
Name of Child :	Condition:
Does the school already have a signed Medication Form? Y / N (If no, please collect a form from school office)	
Is medication for this condition held at school? Y / N	Directions:
Name of Child :	Condition:
Does the school already have a signed Medication Form? Y / N (If no, please collect a form from school office)	
Is medication for this condition held at school? Y / N	Directions:
Name of Child :	Condition:
Does the school already have a signed Medication Form? Y / N (If no, please collect a form from school office)	
Is medication for this condition held at school? Y / N	Directions:

Any serious illness, injuries, allergies or disabilities?

Name of Child : Type:
Name of Child : Type:
Name of Child : Type:
Name of Child : Type:

Please select

Permanent Enrolment	Children who are enrolled for fixed days for successive weeks.	
	Date ASC starts:	
Casual Enrolment	Children who are enrolled on an irregular basis.	

Our requirements for After School Care

Please indicate the days you require your child to attend After School Care by ticking the boxes. ✓

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.00pm – 4.00pm					
3.00pm – 4.30pm					
3.00pm – 5.00pm					
3.00pm – 5.30pm					

Fee Structure 2015

Permanent Enrolment	Casual Enrolment
<ul style="list-style-type: none"> • \$5.00 per hour (including part of an hour) per child for a permanent enrolment with a minimum fee of \$10 per day. • Any extra hours required over and above your permanent booking will be charged at \$5.00 per hour (minimum charge of \$10 applies). • Invoices will be sent home fortnightly with your child or by e-mail. Please state your preference in the enrolment form. • Fees must be paid in 2 weeks' advance. • Unused days: Permanent bookings will be charged whether or not your child attends. • Fees are required to be paid no later than 7 days after receiving an invoice/statement. • Late Fees: \$10.00 per half hour (or part thereof) will be charged if your child is picked up after 5.30pm. • Unless previous arrangements have been made, payments that are two weeks outstanding will see your child withdrawn from this programme. • Outstanding Fees may be forwarded to Baycorp for collection <u>and will incur collection costs.</u> 	<ul style="list-style-type: none"> • \$8.00 per hour (including part of an hour) per child for a casual enrolment. • Fees must be paid in advance of the ASC session. • Late Fees: \$10.00 per half hour (or part thereof) will be charged if your child is picked up after 5.30pm. • Bookings will depend on the number of spaces available on the day. Notice is required by 09:00 a.m. on the day in order to check availability of space and to book extra staffing. • Bookings are charged for the whole time that the child/ren is enrolled for and are not reduced due to early collection from the programme e.g. If the child is booked in from 3:00pm to 4:30pm but is collected at 3:30pm you will still be charged to 4:30pm. • I understand will be charged for that time regardless of whether or not my child attends that day unless 24 hrs notice is given to cancel my casual booking. • Any unpaid fees from previous ASC session will result your child not participating in this programme unless all outstanding fees have been settled.

Payments

Payments can be made directly in the school account via internet banking. Details listed below:

- Account Name: Ngatea Primary School
- Bank: ASB
- Account Number: 123 437 0016738 01

- Please indicate your preference in receiving your fortnightly invoices:
 - [] - Please send with my child/ren
 - [] - Please email. Please give us your preferred e-mail address:

If paying by direct credit, please use the following reference: **NPS ASC and your child's last name (as this is your account name) eg. Reference: NPS ASC Smith**

Conditions of Enrolment

- Every effort will be made by the Ngatea Primary School After School Care staff to provide a happy and safe environment for your children. However, they are in the programme because you desire them to be and thus we look to you for support in any disciplinary matters that may arise. Please note – the same set of rules for behaviour as set by Ngatea Primary School will apply.
- Despite offering high standards of supervision the After School Care programme, staff do not accept responsibility for breaches of behavioural expectations such as leaving the school grounds.
- The applicant accepts that any behaviour deemed by the Supervisor to be unreasonable or unsafe may be considered reason for suspension from the Ngatea Primary School After School Care programme.

Declaration

- I understand that the NPS After School Care staff will exercise due care but will not be liable for any injury, damage or loss which my child(ren) may sustain to person or property.
- For any general sickness or minor accident, the parent will be contacted to arrange for the child to be picked up as soon as possible.
- In the event of a serious sickness or accident I authorise qualified medical attention be secured at my expense.
- I give permission for the programme staff to administer first aid.
- I have received a copy of the fee structure and the enrolment form and agree to abide by these conditions.

I/We, _____ have thoroughly read and do understand the Policy and Procedures. We hereby agree to respect and abide by the policy and procedures of Ngatea Primary School After School Care.

My/our signatures below confirms that I/we hereby agree to abide by the child care contract in its entirety, including each and every policy, guideline, and that they have been explained to my/our complete satisfaction.

Signature (Parent/Caregiver): _____ Date: _____

Thank you for your support.

Neil Fraser
Principal - Ngatea Primary School