

**GLENHOLME AFTER SCHOOL PROGRAMME (GASP)
ENROLMENT AGREEMENT
(including Before School Care and Holiday Programme)**

APPLICATION FOR THE ENROLMENT OF THE FOLLOWING CHILD:

Child's full name _____ Preferred name _____

Date of birth _____ Male/Female _____ First day of attendance _____

Home address _____ Post code _____

Person responsible for payment _____ Relationship to child _____

Billing address _____ Post code _____

Home phone _____ Mobile _____

Email _____

Employer _____ Phone _____

Principal Caregiver's name (if different to above)

Name _____ Relationship to child _____

Home address _____

Home phone _____ Mobile _____ Work/ext _____

Email _____

Other contacts

The names of two people, other than the principal caregiver stated above, who (by direction of a person who has custody of the child) are allowed to collect my child or can be consulted if my child is ill or injured, or can be contacted in any emergency situation:

Name _____ Relationship to child _____

Home phone _____ Mobile _____ Work/ext _____

Name _____ Relationship to child _____

Home phone _____ Mobile _____ Work/ext _____

NOTE: Your child will not be allowed to leave the programme unless accompanied by one of the above or someone authorised by the parent/caregiver.

Custodial Statement

Do both parents have day-to-day care of your child? YES/NO

If "NO" are there any parenting orders or custodial arrangements concerning your child? Please advise the supervisor of any such orders or arrangements. *(Please note, a court order needs to be sighted and a copy held on file for GASP to prohibit a parent or guardian from collecting his/her child.)*

Name of person who is NOT allowed to collect my child:

Name _____ Court Order is on file YES/NO

In which programme are you enrolling your child?

Morning YES/NO Afternoon YES/NO Holiday programme YES/NO

Casual Booking YES/NO (Please note that casual bookings require at least one day's notice)

Permanent school term booking YES/NO (Indicate days required below)

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Start Time					
Afternoons					
Finish Time					

The school your child attends _____ Room Number _____

Health

Child's doctor _____ Surgery _____ Phone _____

In the event of a medical emergency, I understand my child will be taken to hospital in an ambulance if necessary. The parents (in the first instance) or an approved contact person will be notified immediately. All medical costs incurred are at the child's principal caregiver's expense.

I give permission for the use of Arnica cream to be applied to bumps and bruises. YES/NO

I give permission for the staff to apply sunblock to my child's skin. YES/NO

I give permission for my child to be given basic First Aid treatment by the staff. YES/NO

If my child has a fever, rash, sticky eyes, diarrhoea or vomiting s/he will be kept at home until the symptoms are gone. If your child shows such symptoms at the programme, GASP staff will notify you and you will arrange to have your child picked up as soon as possible.

Medications and Allergies

All medications administered to your child by GASP personnel must be handed to the supervisor on arrival and must be signed in the medication register by a parent or guardian. For safety reasons, medication must have the correct child's name on it.

Please also list any allergies (food or otherwise), religious dietary requirements, or health problems that GASP should be aware of. Please note any such details below and discuss with the GASP supervisor.

Behaviour Management

Please advise the GASP supervisor if there are any behavioural issues we need to know about. We have zero tolerance for physical violence, foul language and intentional damage to property or equipment. If your child's behaviour is considered a risk to others, you will be notified and asked to remove the child. If there are any further incidents, your child may be excluded from future attendance in the programme.

In signing this form, you agree to accept the cost of any damage wilfully caused by your child and you agree to pick up your child immediately if his/her behaviour is deemed unacceptable.

Fees

Fees are payable weekly via online banking. The account is GASP 02-0416-0277687-000 with your child's initial and surname as reference. If online banking is not an option, cash may be given to the GASP supervisor on duty. If a weekly payment is difficult, please talk to the supervisor about other options.

I agree to pay my child's fees in a timely manner.

I agree to notify GASP if my child cannot attend on a scheduled day.

GASP does not charge you if your child cannot attend the programme because of illness or other unexpected events but we do ask that you notify us as soon as possible. If we have to spend valuable time and resources trying to locate a child who is booked in to attend but is not at school, we will charge an additional \$15 per day.

I agree to pay a late fee if my child is left at the programme outside of operating hours. This will be charged at the rate of \$15 per 15 minutes. An immediate fee of \$5 is applicable for any pick-up after 5.30pm. This will be waived if it is a one-off occurrence and is unavoidable.

I agree to the terms and conditions of this agreement and on the fee schedule attached.

OSCAR Subsidy

Do you qualify for an OSCAR subsidy?

YES/NO

It remains your responsibility to ensure your account is paid weekly and to pay any part of your fees which are not covered by the subsidy. It is also your responsibility to keep Work and Income informed of any changes in circumstances or care arrangements. Always ensure that your application/renewal is lodged with Work and Income prior to your child attending GASP or prior to the expiry of the current subsidy. In signing this form, you agree to pay all your child's fees, even if your WINZ application is declined.

Activities and Excursions

Staff will do their best to keep your child safe during any activities inside or outside the school grounds. However, GASP staff and supervisors will not be held liable in the event of an injury, or damage or loss sustained to your child or to personal effects that have been brought into the programme.

GASP operates a "walking bus" between Glenholme and St Mary's Schools. I am give permission for my child to be a part of the "bus" if needed.

YES/NO

My child has permission to participate in activities outside of the school which may include transport in a GASP-approved vehicle.

YES/NO

My child has permission to participate in swimming activities
Swimming ability

YES/NO

Confident/Non-confident

I give consent for photographs to be taken of my child during programme activities

YES/NO

(Permission will be sought before any such photographs are used for publicity purposes.)

My child has permission to be transported in a staff member's car in the case of an emergency or if s/he needs to be dropped off at home when other arrangements have fallen through.

YES/NO

I agree to the terms of this agreement and declare that the information I have provided is true and correct.

Signature of principal caregiver _____ Date _____

Note:

Information provided on this enrolment form may be required for statistical purposes. As required by the Vulnerable Children Act 2014 the information may be shared with appropriate organisations if there are concerns about the safety of the child. GASP staff and supervisors follow the principles of the Privacy Act 1993.

GLENHOLME AFTER SCHOOL PROGRAMME (GASP)

INFORMATION AND POLICIES

The emphasis of this after school programme is on children's rest and recreation under adult supervision.

The programme is offered in the Glenholme School hall (and occasionally operates from the St Mary's School hall). It operates from 3.00pm until 5.30pm on school days and excludes public holidays. Morning care is available 7.15 – 8.30 am.

We would like you to know:

- The ratio of caregivers to children is kept at 1:10 or better.
- A healthy afternoon tea is provided. This usually consists of sandwiches or toast together with fruit and/or vegetables. Sweet treats such as cake are kept for special occasions such as birthdays and a few other holidays.
- A supply of equipment is available for the children. (Balls, bats, board games, puzzles, books, art materials, Lego , and any other fun activities we come across in our research.)
- Homework supervision will be offered if requested and circumstances permit. However, our personal philosophy is that children need some free time after a day's concentrating at school. Homework time is usually kept to the later afternoon after the children have had a chance to unwind.
- As the school has given us the use of their facilities, we have promised to take care of them and expect the children in our care to do so as well. This includes not riding scooters or bikes (or other Things-with-Wheels!) in the school grounds.
- We are happy for parents to stop by and visit anytime during programme hours. Please note that parents are not to park in the school driveway or illegally park at the pedestrian crossing even when briefly picking up or dropping off children.
- Children cannot leave the care of GASP without permission before they are collected by their parent/caregiver.
- We operate a "walking bus" between Glenholme School and St Mary's School.
- Programme fees are payable weekly. Unlike some other programmes, we do not charge you if your child is unexpectedly ill or cannot attend on a scheduled day. However, we do expect you to notify us about your child's unexpected absence as soon as possible. We charge \$8.60 per hour per child, or \$8.00 per hour for 2 children families. Our bank account is GASP Partnership 02 0416 0277687 00.
- The GASP phone number is 021-121-5599. Please contact this number either via text or call if there are any changes to your child's attendance.
- Children must be picked up by 5.30pm or a late penalty may be charged.
- The programme coordinators are Maryanne Roling (021-121-5599) and Wendy Blackman (021-728-566). They can assist you with any additional information you may require.