

Enrolment process checklist

- All children attending the programme are enrolled in writing using an enrolment form
- All children must be enrolled by the parent, caregiver, legal guardian.
- Parents provide at least one, preferably two emergency contacts.
- Parents provide names of all people authorised to collect the child from the programme and information on any custody arrangements.
- Parents are asked to provide information about special needs and medical conditions
- The adult enrolling the children is given
- a programme information sheet – including ALL IMPORTANT TERMS AND CONDITIONS and a parent agreement which they sign
- ALL IMPORTANT TERMS AND CONDITIONS are also explained verbally to parent to check if there are any questions / misunderstandings.
- Parents also sign an excursion permission slip for trips their child is attending.
- Parents are advised to notify the programme of any changes to this information – their responsibility.
- Any transportation provided by the service must be non-commercial in nature to avoid commercial transport licensing requirements – fees should not be charged specifically for this part of the service.
- The programme ensures children are treated fairly and without discrimination when they are being enrolled at the programme.

..... **HOLIDAY PROGRAMME**
INFORMATION FOR PARENTS (SAMPLE)

Programme Hours: 8:00 am to 5:30 pm

Venue:

Programme Phone:

Thank you for enrolling in our holiday programme. Please take careful note of the following to ensure your children's enjoyment and safety while they are in our care.

Please provide lunch and a drink for your child. The programme provides morning and afternoon snacks.

Please sign the register each day when children arrive and when they are collected.
Please make sure you have collected & signed a permission slip for the excursions.
Any changes to booking or absences must be notified to supervisor.

Only the people stated on the enrolment form will be allowed to collect children. No children will leave the programme unaccompanied without written permission and the agreement of the supervisor.

The programme is an accredited OSCAR provider. There is written policy covering supervision, safety, behaviour guidance etc. A copy of these policies is on-site if you wish to refer to them.

If you have any comments or concerns about the programme please speak to the supervisor or programme co-ordinator. We have a formal complaints procedure displayed on the notice board.

The staff/child ratios are not more than 1 adult to 10 children at the venue and 1 adult to 6 children on excursions.

The programme will try to look after children's property but will accept no responsibility for lost or damaged possessions.

In summer please bring sun hats each day. The programme will provide sunscreen.

In the event of an accident or emergency, staff will perform appropriate first aid and if necessary call an ambulance. Parents will be contacted immediately. Unless there is a serious emergency, children will not be transported in private vehicles.

The supervisor reserves the right to exclude from the programme any child who is constantly disruptive or poses a significant risk to the safety of themselves or others. In some situations, the supervisor may require parents to immediately come and remove their child from the programme. The programme strives to be fair and consistent, please refer to the behaviour guidance policy.

PLEASE RING THE VENUE IF YOU ARE RUNNING LATE. Children who are repeatedly collected after the 5:30 pm closing time may be excluded from the programme. A late fee of \$5 will be charged for every 5 minutes that a child remains at the programme after 5:35 pm.

Sample parent agreement

Could be appended to the end of the enrolment form

To enrol your child/ren please complete and sign the attached enrolment form.

Please provide at least one, preferably 2, emergency contacts who are not a parent.

Privacy Act Declaration: The information that you have supplied is necessary for the safe and effective operation of the holiday programme, and has only been collected for that purpose. You may review information pertaining to your child's enrolment at any time.

PLEASE SIGN AND DETACH THIS FORM AND RETURN WITH ENROLMENT FORM.

IF YOU HAVE ANY QUESTIONS ABOUT THE PROGRAMME OR WISH TO SEE ANY PROGRAMME POLICIES PRIOR TO SIGNING, PLEASE ASK A MEMBER OF STAFF.

In giving consent for my child/ren to participate in the _____ Holiday Programme, I agree to the following conditions:

- I have read and understand the "Information for Parents".
- I understand that there are risks associated with my child/ren attending the holiday programme. To help minimise these risks, the programme has safety procedures, as well as rules and boundaries for all children, that must be complied with.
- The supervisor has my permission, if necessary, to arrange urgent medical treatment at my cost and to move my child/ren in an emergency to a safer location.
- The _____ Holiday Programme has been accredited under the OSCAR Standards. All care will be taken to provide a safe and well-supervised environment for children attending the programme, in accordance with these standards.

Name of Parent:

Name of child/ren:

Signature:

Date:

FAMILY DETAILS	Age	Date of Birth
Full names of Child/ren	<hr/> <hr/> <hr/>	
Home Phone Number	<hr/>	
Email	<hr/>	
Home Address	<hr/>	
School	<hr/>	
	Pick Up Needed?	Yes / No
Days Attending	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>
	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>
	Friday <input type="checkbox"/>	<input type="checkbox"/>
Parents/Caregivers		
Name	<hr/>	
Place of Work	<hr/>	
Phone numbers	Work	Home
	<hr/>	
	Mobile	
Name	<hr/>	
Place of Work	<hr/>	
Phone numbers	Work	Home
	<hr/>	
	Mobile	
Other contact people	Please provide 2 contacts who live locally	
Name	Phone	<hr/>
Relationship to child (relative, friend etc)	<hr/>	
Name	Phone	<hr/>

Relationship to child (relative, friend etc)	
Apart from people listed above, who is allowed to collect your child from the programme?	<hr/> <hr/> <hr/>
If you would like your child to walk home from the programme, please provide details	<hr/>
Is your child the subject of custody or access orders?	Yes No
Details – If a parent/guardian is not authorised to collect a child, we require legal evidence	<hr/> <hr/>
Doctors Name	Phone
Has your child any allergies, dietary restrictions, health conditions, medication, asthma inhalers etc..	<hr/> <hr/> <hr/>
Is there anything else we should know about your child, special needs, particular interests etc	<hr/> <hr/> <hr/>

In the event of an emergency or accident I consent to the programme staff taking necessary steps, including giving first aid and if required calling an ambulance, or transporting my child to ensure their safety and well-being.

I also agree to all the other attached terms and conditions (page 3)

SIGNED _____

DATE _____

PLEASE INFORM THE SUPERVISOR IF ANY OF THIS INFORMATION CHANGES

(SAMPLE ONLY) CONDITIONS OF ENROLMENT

1. I have received a copy of the fee structure and agree to the conditions outlined in it.
2. I understand that there are no refunds after the commencement of the holiday programme. If you cancel before a programme begins, your fees may be transferred to different days or a future programme at the discretion of programme management.
3. I agree to paying fees no later than 7 days of receiving the invoice / statement.
4. I understand that my child's enrolment may be suspended if there is any default in payment.
5. I agree that if a debt remains after two reminder notices have been sent, the outstanding debt will be sent to a Debt Collection Agency for recovery and I will be liable for any and all debt collection fees and legal costs as well as the original outstanding amount.
6. I agree to sign the daily register and record the start and/or finish times for my child.
7. I agree that only the people stated on the enrolment form will be allowed to collect children. No children will leave the programme unaccompanied without written permission and the agreement of the supervisor.
8. I agree that personal possessions are my child's responsibility when attending the programme. I agree that, while the programme will exercise all due care, the programme and staff will not be liable for accidental loss or damage to any personal property that a child has at the programme.
9. I will ensure my child will be dressed appropriately for the weather and play AND I will provide sunhats, jackets, warm hats and spare clothing, when requested.
10. I give permission for my child(s) to participate in all our activities. To the extent permitted by law I agree that the programme management and staff will not be liable for accidental injuries which can occur, especially when children are involved in active play.
11. I give permission for my child to travel in the programme's vehicles and to be taken for local walks and outings by the staff. I understand I will need to sign a permission form for any holiday excursions.
12. I understand that the programme management reserves the right to exclude from the programme any child who is frequently disruptive, ignoring programme rules, or who poses a significant risk to the safety of themselves or others. The programme strives to be fair, positive and consistent in helping children behave appropriately. Please refer to the behaviour guidance policy.
13. In the event of sickness or accident I authorise qualified medical attention be secured at my expense.
14. I give permission for the programme staff to administer first aid, sun screen and seek any medical assistance necessary and that I will be liable for any costs incurred.
15. I give permission for a staff member to give my child any required medication if it is requested in writing by me, or following a phone call.
16. I understand that programme management has a paramount commitment to the safety and wellbeing of children in its care and may at their discretion seek professional guidance in the case of suspected child mistreatment or abuse. Please refer to our child wellbeing policies.
17. I understand that my child's photo may be taken while at the programme and could be used for programme promotional purposes – please advise us if you have any concerns.
18. I understand that the programme will take all reasonable precautions to protect my personal information from misuse, loss, unauthorised access, modification or disclosure. Under the Privacy Act 1993 I have the right of access to, and correction of, personal information held by the programme.
19. I acknowledge that my personal details may be viewed by staff from the Ministry of Social Development or Te Kahui Kahu (Social Sector Accreditation) for programme accreditation and funding audit purposes.
20. I agree to keep the programme informed about changes to personal information provided and I will provide complete information about any allergies and/or medical conditions that my child has.

XXXXXXXXXXXXXX

BEFORE & AFTER SCHOOL CARE – ENROLMENT FORM

Child's Name: 1..... Room: Date of Birth:/...../.....
2..... Room: Date of Birth:/...../.....
3..... Room: Date of Birth:/...../.....
4..... Room: Date of Birth:/...../.....

School/s attending:.....

Home address:

E-mail address:

Parent / Caregiver Name

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Parent / Caregiver Name

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Alternative Emergency Contact 1: Phone No:

Alternative Emergency Contact 2: Phone No:

* Children live with: mother only father only both parents other (*please specify*)
.....

Other people authorised to collect my child/children:
.....

Is your child the subject of custody or access orders? YES NO

If a parent/guardian is not authorised to collect a child, we require legal evidence

Is there anything else we should know about in order to take good care of your child? Special needs, behavioural issues, ethnic, cultural, spiritual values and beliefs etc.....

.....
.....

CHILDREN'S HEALTH

Are there any health conditions (e.g. asthma, food allergies), illness, injuries, special needs or disabilities that we should be aware of? **YES (give details please)** **NO**

.....
.....

Are there any ongoing medications to be administered? **YES (give details please)** **NO**

.....
.....

Family Doctor is:Phone No:

IF PERMANENT DAYS ARE REQUIRED, PLEASE INDICATE BEFORE OR AFTER SCHOOL CARE REQUIREMENTS:

For **before** school care:

Monday	Tuesday	Wednesday	Thursday	Friday

For **after** school care:

Monday	Tuesday	Wednesday	Thursday	Friday

Circle the time your child/children will be collected: Before 4:30pm Between 4:30pm & 5:30pm

Start date:

In the event of an emergency or accident I consent to the programme staff taking necessary steps, including giving first aid and if required calling an ambulance, or transporting my child to ensure their safety and well-being.

I also agree to all the other attached terms and conditions (See over page 3)

Signature (Parent/Caregiver): Date:

(SAMPLE ONLY) CONDITIONS OF ENROLMENT

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3. I agree to paying fees no later than 7 days of receiving the invoice / statement.
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9. I will ensure my child will be dressed appropriately for the weather and play AND I will provide sunhats, jackets, warm hats and spare clothing, when requested.
10. I give permission for my child(s) to participate in all our activities. To the extent permitted by law I agree that the programme management and staff will not be liable for accidental injuries which can occur, especially when children are involved in active play.
11. I give permission for my child to travel in the programme's vehicles and to be taken for local walks and outings by the staff. I understand I will need to sign a permission form for any holiday excursions.
12. I understand that the programme management reserves the right to exclude from the programme any child who is frequently disruptive, ignoring programme rules, or who poses a significant risk to the safety of themselves or others. The programme strives to be fair, positive and consistent in helping children behave appropriately. Please refer to the behaviour guidance policy.
13. In the event of sickness or accident I authorise qualified medical attention be secured at my expense.
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19. I acknowledge that my personal details may be viewed by staff from the Ministry of Social Development or Te Kahui Kahu (Social Sector Accreditation) for programme accreditation and funding audit purposes.
20. I agree to keep the programme informed about changes to personal information provided and I will provide complete information about any allergies and/or medical conditions that my child has.

FEE STRUCTURE 2022 example only (many programmes have just one sessional fee)

Before School Care

If you are interested in before school care please contact XXXXXXXXXXXXXXXXXXXXXXXX) to discuss your needs further. All bookings for before school care are charged at a flat rate **\$10 per session**, 7.30am to 8.30am and this charge is invoiced each week whether your child is there or absent.

After School Care PERMANENT Rates

Permanent bookings will be charged whether or not your child attends. Bookings must be made a week in advance. Your child may be refused if the programme is too full and he/she is not pre-booked, for safety reasons. **Please note:** fees are still payable for casual absences, and sports activities/school camps/school half days/Teacher only days will be charged for if occurring during booked time. Fees will not be charged for public holidays at this stage.

From 2:45pm until 4:30pm

1st child **\$12.00 per day**
2nd child \$ 10.00 per day
3rd child \$ 10.00 per day

From 2:45pm until 5:30pm

1st child **\$14.00 per day**
2nd child \$12.00 per day
3rd child \$12.00 per day

After School Care CASUAL Rates

From 2:45pm until 4:30pm

1st child **\$13.00 per day**
2nd child \$ 11.00 per day
3rd child \$ 11.00 per day

From 2:45pm until 5:30pm

1st child **\$16.00 per day**
2nd child \$14.00 per day
3rd child \$14.00 per day

Please text the XXXXXXXXXXXXXXXXXXXXXXXX if your child is going to be away on a day booked in, we would appreciate this courtesy, as it saves our staff valuable time from having to chase up children who have not arrived on time, also it helps keep our children safe! Many thanks 😊

Late Fees:

\$1.00 per minute late fee will be charged if your child is picked up after 5.30pm. We are strict on this as we still need to pay wages for 2 staff while we wait for you to arrive.

Fees need to be paid weekly. **Fees outstanding for longer than two weeks will be charged an administration fee of \$10.00.**

Invoicing

Invoices will be sent out weekly, our preferred method is via email. If you are happy to receive these by e-mail, please indicate your preferred email address.

Payments

Payments can be made directly into the school account via internet banking.

Account Name:

Bank:

Account Number:

If paying by direct credit, please use the following reference: Family name and XXXXXXXXXXXXX

All other payment options available at the school office.

Please note:

Unless previous arrangements have been made, payments that are outstanding may see your child withdrawn from this programme.

Oscar Fee Subsidy

We are an Accredited OSCAR programme. If you would like more information regarding subsidies please contact your local WINZ office to collect your forms and give to us to complete our section.

A copy of our policy and procedures document is on site and you are welcome to view at any time.

HOLIDAY PROGRAMME ENROLMENT

NB: No booking will be accepted unless a signed booking form is received. We have a maximum of 40 children (limited spaces on trip days). First in first served!!

CHILD(REN)'S DETAILS:

Name	School Attending	DOB	Age
1			
2			
3			

My child/children will be attending on the following days: please mark (x) days attending

Monday	Tuesday	Wednesday	Thursday	Friday	Total
7 July	8 July	9 July (Extra \$10)	10 July	11 July	
14 July	15 July	16 July (Extra \$20)	17 July	18 July	

..... Regular Days @ \$25 (one Child) \$23 (2+ Children) per Child

..... Additional Charges \$10/\$20

Total Payment Enclosed

Parent / caregiver name:

Home address

Telephone:(day) (after hours)(mobile)

Email:

Parent / caregiver name:

Home address

Telephone:(day) (after hours)(mobile)

Email:

PEOPLE AUTHORISED TO COLLECT YOUR CHILD(REN)

.....

.....

EMERGENCY CONTACTS (2 required)

Name:..... Relationship to child:

Telephone:(day) (after hours)(mobile)

Name:..... Relationship to child:

Telephone:(day) (after hours)(mobile)

DOCTOR'S DETAILS:

Child(ren)'s doctor:

Telephone: Address:

ADDITIONAL INFORMATION:

If you or your family have any particular cultural requirements that you would like to discuss with us we would encourage you to do so and welcome opportunity to assist. You are welcome to note requirements on this enrolment form or discuss this directly with our Programme Co-ordinator

Does your child have any particular health needs? e.g. allergies, food requirements, asthma, medical conditions, ADHD etc.

Is there anything else we should know about in order to take good care of your child? e.g. custody arrangements, special needs, behavioural issues etc.

NB: If you would prefer to have a discrete conversation with our Programme Co-Ordinator, this can be arranged.

EXCURSION PERMISSION:

I give permission for my child(ren) to participate in excursions stated in the programme of events.

PARENT CONTRACT:

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

In the event of an emergency or accident I consent to the programme staff taking necessary steps, including giving first aid and if required calling an ambulance, or transporting my child to ensure their safety and well-being.

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