

Alicetown After School Care Ltd

Hutt Central School,
Petone Central School,
Hutt Old Boys Marist
Club Rooms
(Holiday Programme)
Lower Hutt



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Affiliated to O.S.C.A.R
(Out of School Care And
Recreation services)

Caring for kids. Helping them to play and grow safely.

Enrolment Form

Caregiver's Details

Primary Caregiver's Name: _____
 Secondary Caregiver's Name: _____
 Home Address: _____
 Phone: Home: _____ Work: _____
 Email address: _____

Winz Subsidy: YES / NO

Winz Client Number:

Children(s) Details

Childs Name: _____ D.O.B.: _____ School: _____
 Childs Name: _____ D.O.B.: _____ School: _____
 Childs Name: _____ D.O.B.: _____ School: _____

Enrolment Details Date Starting Programme: / / /20

Please circle the days you would like to enrol your child. (Before School)(Holiday Programme 1st Week)

Monday Tuesday Wednesday Thursday Friday

Please circle the days you would like to enrol your child. (After School)Holiday Programme 2nd Week)

Monday Tuesday Wednesday Thursday Friday

Please Note:

(Please Circle your requirements)

Hutt Central Before School \$10.00 per Day	Petone Central After School \$16.00 per Day	Holiday Programme Hutt \$35.00 per Day
Hutt Central After School \$16.00 per Day		Holiday Programme Marists \$35.00 per Day

People authorised to pick up your child

Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____

Emergency Contacts

Name:	_____	Phone:	_____
Relationship to the child:	_____	Phone:	_____
Name:	_____	Phone:	_____
Relationship to the child:	_____	Phone:	_____
Name:	_____	Phone:	_____
Relationship to the child:	_____	Phone:	_____
Doctor's Name:	_____	Phone:	_____

Ethnicity and culture: NZ Maori (Iwi:) NZ European Tokelauan Niuean
 Tongan Cook Is. Maori Samoan Fijian Indian Chinese Other Asian Other Pacific
 Other European. (Ministry of Social Development Statistics Use only)

Medical Consent

Consent for medicine to be administered to: Name: _____
 Details of medicine and dosage: _____

 To be administered by: _____
 Name: _____
 Signed by Caregiver: _____
 Name: _____

Additional Information

Please tell us of any particular health need we should be aware of (e.g athsma, allergies)

Parent Contract

Absences

Once your child/ren is enrolled in the programme we expect him/her to be there unless we have been notified by the caregiver. Please call us if your child/ren will not be attending. If we have not been notified we will do everything we can to locate him/her as your child's safety is of paramount importance to us.

Collecting Your Child

If a person arrives to collect your child/ren whose name does not appear on the enrolment form, then we are obliged to keep the child/ren in our care until we have been given consent by the Parent/Guardian ,caregiver. If someone not on the list is to pick up your child/ren, please notify us beforehand. Please remember that the programme closes at 5.45pm.

Fees

As fees are our only source of income we ask that fees be paid in advance weekly, or as arranged with Sue.

You also realise that once your child/ren is booked, there are no refunds of fees and should any fees become in arrears there is a penalty fee of 10% per day payable (at the Discretion of Management). If fees remain unpaid and it is necessary to engage an agency for collection, then any charges (including any Court Costs) are payable by the person or caregiver that agrees with these Terms & Conditions.

Behaviour Management

We use behaviour management techniques that are non-violent and encourage positive self esteem. Every effort will be made to help your child/ren settle into the programme. However if the child's behaviour is consistently harmful to other children, we reserve the right to request that the child be removed from the programme.

As Parent/Guardian, you acknowledge that if your child/ren are accepted for the programmes he/she will receive reasonable care and attention for their safety and health while in attendance. Whilst every care will be taken, it is a condition of your child/ren's attendance that the Programme, its management and employees, are to be under no liability for any personal injury or damage to property howsoever occurring.

Emergencies

In a civil emergency the staff will remain at the centre until all the children have been collected.

In the event of accident or illness, you authorise the programme to obtain on behalf of you, such medical assistance as your child/ren may require, and agree to meet any expenses incurred. You realise that you, or a person at the emergency number given will be contacted or attempted to be contacted in any case of emergency.

Complaints

The programme has a complaints procedure. If you have any problems please approach Sue.

Transportation and Trips:

You also realise that there are activities that may necessitate using transport that may include buses, Centre Vans or walking. You give permission for the child/ren named on this registration form to participate in any activities that require transport. This includes picking up and dropping off before and after school using the Centre vans. Seat belts must be worn at all times. On signing this parent contract you will be giving Permission for your child/ren to be transported, pickup and drop off , when required.

You also agree that the Programme can use any photos that may be taken for publicity and promotional purposes. Yes / No

I have read the above information and agree that the supervisor has my permission to arrange any necessary urgent medical treatment at my cost. I also acknowledge that neither the staff nor management will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Privacy Act 1993:

The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. All personal information requested will be destroyed at the completion of the child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time. As we are funded by the Ministry of Social Development we have a requirement when requested to provide enrolment information.

Signed by Caregiver (1):

Date:

Signed by Caregiver (2):

Date: