



Chipmunks Manukau After School Care Programme ENROLMENT FORM

**OSCAR
Subsidy
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All sections must be completed & returned

FAMILY DETAILS		Age:	Date of Birth:
FULL NAMES OF CHILDREN		Age:	Date of Birth:
		Age:	Date of Birth:
		Age:	Date of Birth:
Home Phone Number	Email:		
Home Address			
School			
School Phone			Pick Up Needed? Yes/No
Days Attending: Circle Days as appropriate	Monday	Tuesday	Wednesday Thursday Friday
Parents/Guardians			
Name			
Place of Work			
Phone numbers	Home:	Work:	Mobile:
Name			
Place of Work			
Phone numbers	Home:	Work:	Mobile:
Other Contact People	(at least one person, preferably living in the area)		
Name			Phone:
Relationship to child			
Name			Phone:
Relationship to child			
If your child will walk home from the programme please provide details			
Is your child allowed any café purchases? If so please circle applicable choices	No/ Yes: Food products Lollies IceBlocks Drinks Anything If YES, a TAB will be set up and must be settled daily.		
Family Doctor's Name:			Phone:
Has your child any allergies, dietary restrictions, special medication, illnesses?			
Is there anything else we should know about your child, special needs, particular interests, custody or access orders, etc ?			

IN THE EVENT OF AN EMERGENCY OR ACCIDENT, I CONSENT TO THE PROGRAMME STAFF TAKING WHATEVER STEPS ARE NECESSARY, INCLUDING GIVING FIRST AID AND IF REQUIRED CALLING AN AMBULANCE, TO ENSURE THE SAFETY AND WELL-BEING OF MY CHILD/CHILDREN.

SIGNED _____ DATE _____

PLEASE INFORM THE CO-ORDINATOR IF ANY OF THIS INFORMATION CHANGES



Parent Information, Terms & Conditions

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Enrolment:

Enrolment is finalised upon completion of an enrolment form and the signing of this sheet. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

Fees:

- \$16 per day casual rate for a child 4 days or less, including statutory public holidays
- Full time \$70 per week, including statutory public holidays
- An additional rate of \$5.00 will be charged if school finishes prior to 3pm.
- Fees are our only source of income. To operate efficiently we require that fees be paid one week in ADVANCE: automatic payment forms are available.
- Debtors will be notified if account is outstanding; all expenses relating to recovering money owing will be passed on to you. Signing this form gives us permission to enforce this clause.
- Accounts period is Monday to Friday afternoon. Please ensure that you collect your receipt as proof of payment when paying over the counter.
- A minimum late fee of \$15 / per 15-minute block will be charged for parents who collect their children after 6.00pm.
- A \$5 fee is payable for failure to notify the centre if a child is absent.

Cancellation of Enrolment

We require two weeks' notice in writing for any cancellation of enrolment already accepted. Failure to honour this requirement will incur the fees for the two weeks in lieu of notice.

Absences:

Full fees are applicable for any days your child is booked to attend.

Payment Failure

If any account balances remain unpaid and are deemed by us to require outside debt recovery action, then all costs of debt collection (legal, filing and court fees and all debt collection commissions, etc) incurred will be payable by the debtor.

In terms of the Privacy Act 1993, the debtor irrevocably authorises the supplier (Chipmunks Manukau), to seek and exchange information with any person, company or agency, etc., in regard to the debtors credit rating and the Suppliers' credit management and debt recovery procedures.

Communication of changes on pick up days

If you wish to change the days your child is to be picked up you must notify us in writing, please do not tell staff members. The notice should consist of name of child, school, date, changes in days and your signature. Please hand this over to supervisor on the day, or alternatively you can fax (09) 278 5568, email manukau@chipmunks.co.nz

Pick – Up Services:

Children will be collected at the designated pick-up point inside the school property by a Chipmunks Staff member in uniform.

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified otherwise by the parent/ caregiver, by calling us before 12.30 noon on (09) 278 5568 (please leave a phone message if unanswered). Failure to notify us incurs a \$5 penalty fee, as it means the school office personnel are contacted to help locate the child, and other children are affected. ***If we have not been notified*** and your child does not arrive, our staff will respond accordingly to try to locate the child/children: however, ultimate responsibility for the child's/children's welfare rests with you.

Routine:

Daily routine includes afternoon tea, assisting with children's homework, planned activities and free play in the playland. (Afternoon tea consists of fresh fruits, biscuits, cake/muffin/sandwich, pizza, dessert, and juice/water.)

Collecting your child:

If a person whose name is not on your enrolment form arrives to collect your child, then we are obliged (for your child's safety) to keep your child in our care until you have been contacted for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 6.00pm.

Signing out your child:

Each day when you collect your child, it is essential that you sign your child out in the daily roll book.

Sick children:

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

Policies and Procedures:

Please see the supervisor if you wish to view our Policies and Procedures booklet. It contains detailed information on Health and Safety, complaints procedure, employment practices, etc.

Behaviour Management:

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

Damage to Oscar/Chipmunks Equipment:

Parents will be required to pay for any damages caused by their child.

Emergencies:

Our staff members are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centres until all children are collected.

Excursions:

Parents will be informed before any children are taken on outings. You will be asked to complete a permission slip. Whenever the group leaves the centre, details are logged to inform callers of the groups destination, times of departure & return, and contact details of the group supervisor.

Child safety:

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

Complaints:

The programme has a complaints procedure. If you have any concerns please approach the supervisor, coordinator or if necessary, the management board and we will be happy to assist you with your concerns.