

School details:

Name of school attending:.....
Phone number:.....Class number:.....
Teachers name:.....

Please circle the day(s) on which you would like to enrol your child:

Mon Tues Wed Thurs Fri

Causal (You enrol your child and just let us know by 11am on the day you require care).

Health needs of your child:

Does your child have any particular health needs that we should be aware of? **YES/NO**
If yes, please supply details.....

Does your child have any particular dietary needs that we should be aware of? **YES/NO**
If yes, please supply details.....

Do you need to fill in a "Consent to administer medication" form? **YES/NO**
Doctors name:.....
Phone:.....

Any other comments about your child?.....

- I understand the terms and conditions of the Chipmunks holiday programme
- I give permission for my child to be photographed for promotion purposes
- I understand that taxi rates will vary due to the different circumstances which occur each day and I agree to pay any costs associated with this.

Parent/guardian signed.....

Enrolment is finalised upon completion of this enrolment form and payment. Fees are to be paid at the beginning of each week. If you would like your child to attend an additional day we must be informed by 11am that day. A \$10 per 10 minutes late fee applies to any child collected outside the time specified on this enrolment form.

Afternoon tea will be provided.

A no refund policy applies where a child's absence has not been notified by 11am the day of enrolment.

Parents/guardians or approved persons are expected to sign their child out of the programme each day. Chipmunks staff will sign your children in each day.

Please do not send along sick children. If a child becomes ill during the afternoon, parents will be contacted and asked to collect their child.

Once your child's name has been entered on the roll we expect them to be at the programme unless their parent or caregiver has notified us. Making a quick call to Chipmunks on **579 4840** before 11.00 on the day easily does this. If we have not been notified and your child is not at the prearranged pick-up point at school, we will do EVERYTHING we can to locate him /her. This is done with the assistance of the school.

Staff will comply with the policies and procedures of the Chipmunks holiday and afterschool manual. Please ask staff if you would like to view this manual.

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

Our goal is to ensure children and their families a safe and secure environment. Every effort will be made to help your child settle and have **fun** throughout their time at Chipmunks.



After School Programme

2:30pm to 5.30pm Mon – Fri

WE ARE NOW OSCAR AND WINZ APPROVED AND SUBSIDISED!

We offer an exciting, well supervised and child centred programme for children aged 5 to 12 years old.

Afternoon tea will be provided

Full week, set days and casual enrolment options are available in our programme.



Bay central shopping centre, 63-65 Chapel Street,
Phone/Fax: 5794840,
Email: tauranga@chipmunks.co.nz

Enrolment Information

Prices:

PLEASE ASK FOR OSCAR/ WINZ FORMS FOR SUBSIDY INFORMATION

	1 Child	2 Children	3 Children
1 day	\$18	\$32	\$42
2 days	\$34	\$64	\$84
3 days	\$50	\$96	\$126
4 days	\$65	\$128	\$168
5 days	\$80	\$160	\$210

Chipmunks will arrange pick up of your child

What to bring everyday:

- Socks for the playground!
- Water bottle
- Medication (if required)
- Homework or reading books
- A big smile and a positive attitude!

Whats Happening

15 minutes prior to your child finishing school:

Chipmunks will have arranged and confirmed reliable transport to pick your child up at the designated pick-

up point- we will let you know these details at the beginning of each week.

Note: It is the parents' responsibility to inform the child's school and teacher of pick-up arrangements. On request, Chipmunks will provide the school and/ or teacher with the appropriate details.

When your child arrives at Chipmunks: Children put their shoes and bags in the designated after school care room. They are free to play in the Chipmunks playground, and are supervised by the after school programme staff.

Approximately 3:45pm:

Children wash their hands, are seated and are given afternoon tea. A roll is taken. Each child receives fruit, a biscuit or sandwich or piece of cake, and water. They then put their dishes on the trolley.

Homework time: To ensure a work friendly environment, there are separate areas for spelling and reading. Children who do not have homework have the option of reading or participating in an activity set by the Programme Supervisors/ Co-ordinators (depending on the parents/caregivers instructions and wishes). One or two homework sessions will be held based on the number of children present.

On completion of homework: Children may become involved in the above activities or play in the playground. There will be no set homework times on Friday, therefore the programme will run straight from afternoon tea to arts and crafts activities.

The centre closes at 5.30pm so all children must be collected by this time.

Enrolment Form

Please complete this form, tear off and return to Chipmunks

Childs Details:

Name:.....

Date of Birth:..... Age:..... M/F

Family Details: (state if you are a carer)

Contact email address:.....

Mother:.....

Address:.....

Phone: (W):.....(H):.....

Mobile:.....

Father:.....

Address:.....

Phone:(W):.....(H):.....

Mobile:.....

Emergency Contacts: (not listed above)

1. Name:.....

Relationship to child:.....

Phone:(W):.....(H):.....

Mobile:.....

2. Name:.....

Relationship to child:.....

Phone: (W):.....(H):.....

Mobile:.....

People authorised to collect your child:

1.Name:.....

Phone:.....

2.Name:.....

Phone:.....



Please turn over...