

# OurKidz NZ Ltd

## Before & After School Care Enrolment Form

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### Child/Children's Details:

Name(s):

D.O.B:

1.

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2.

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3.

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### School Child/children attend:

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#### Enrolment Details (please tick)

Before School:      Mon            Tues            Wed            Thu            Fri     

After School:      Mon            Tues            Wed            Thu            Fri     

*Please note: Normal charges apply to daily booked days. 50% charges for family vacations may apply should two-week notice be provided prior to vacation date.*

Commencement Date:

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#### The programmes hours and \*fees:

- 7am to 8.30am – Before school programme and charged at \$8.00 for the first child and siblings at \$7.90 per morning;
- 2:45pm to 6pm - After school programme and charged at \$16.30 per afternoon for the first child and siblings at \$15.90 per afternoon; **OR**
- 3pm to 6pm - After school programme and charged at \$15.00 per afternoon for the first child and siblings at \$14.70 per afternoon;

A holding fee of \$17, per child, to accompany the enrolment form.

#### Bank Account Details:

These details can be found on the weekly invoices submitted.

Person/persons authorized to collect your child/children):

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*\*fees are subject to change*

**Parent/Guardian Details:**

Parent Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Mobile: \_\_\_\_\_ Telephone Afterhours: \_\_\_\_\_

Parent Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Mobile: \_\_\_\_\_ Telephone Afterhours: \_\_\_\_\_

Email: \_\_\_\_\_  
(for accounts preferred)

**Emergency Contacts (not parents please):**

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address \_\_\_\_\_

Telephone(s): \_\_\_\_\_

**Doctor Details:**

Doctor Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

**Additional Information:**

Does your child have any health requirements we should be aware of? (e.g.; allergies, diet requirements, asthma, medical conditions, special needs requirements etc.):

\_\_\_\_\_

Is there anything else we should know about in order to take good care of your child/children (e.g.; custody arrangements, special needs, behavioral issues etc.)

\_\_\_\_\_

Please inform of any cultural requirements or aspects we are to be aware of.

\_\_\_\_\_

Alternative mode of transport if not transported by parents:

\_\_\_\_\_

\_\_\_\_\_

## Parent Contract:

Please sign this contract to complete the enrolment. Should you require any further information with regards to the programme or wish to see a copy of the programme policies prior to signing, please don't hesitate to ask for one for your review. I / We agree and acknowledge:

- I have read and understand the enrolment information;
- I am aware that the service Policy & Procedures are on site for viewing at any time;
- The coordinator/supervisor has my permission to arrange any necessary urgent medical treatment at my cost;
- I will notify the coordinator/supervisor of any changes to enrolment information in a timely manner;
- I understand and agree that a two-week notice period is in place for 50% family holiday charges, any changes and/or withdrawal from bookings;
- I agree and understand that statutory holidays are payable should this fall on a day that my child would normally attend;
- I consent to my child being photographed and video recorded for programme displays and the members only Facebook and Instagram pages;
- I agree to pay the fees as required in the policy and understand that if defaulted, this will incur additional legal costs payable by me;
- I agree to the holding fee being paid prior to the child or children's placement, and an Automatic Payment to be arranged with my banking institution for the weekly fee of OSCAR care;
- I have received, read and agree to the Parent Information brochure document, attached to the enrolment;
- NB: I consent to transportation requirements for my child/children, which may be undertaken by OSCAR Staff and/or the Bus services made available while attending the OSCAR programmes.
- All care will be taken to provide supervision of children attending the programme in accordance with the programme policies, procedures and staff to child ratios always.

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Holding Fee to be included: \$17.00 (per child)

Receipt Number: \_\_\_\_\_

Bag Number: \_\_\_\_\_

### Privacy Act 1993:

The information provided is necessary for the safe and effective operation of the OurKidz NZ. All personal information requested will be solely for the purpose of this programme, however it may be shared with your respective school principal where necessary to ensure the appropriate care is taken for the safety and wellbeing of your child. All information will be destroyed on termination of your child/children's OSCAR placement. You are most welcome to review your enrolment information at any time.

# OurKidz NZ Ltd

## Before & After School Care Enrolment Form

## Parent Information:

### Enrolment

Enrolment forms are required annually for Before and After School care, and one for each holiday programme. A non-refundable holding fee of \$17.00 is required, per child, which must accompany the enrolment form. The programme enrolment is finalized upon completion of the required programme Enrolment Form. Please inform staff of any changes to your enrolment details. It is essential that we always have up-to-date information. Parents are required to inform of any allergy and/or dietary requirements to the programme supervisor. Any changes to care or withdrawal from OSCAR require a **two-week notice period**. Stat days are charged at normal rates and 50% vacation charges apply during your children's enrolled days, if notification is received **two weeks prior** to vacation taking place.

### Absences

Once your child is enrolled, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. If we have not been notified and your child does not arrive, we contact you in the first instance. ***Your child's safety is paramount to us!*** Please phone Debbie 021 0274 6031 for any absences from the programme. If absences are not notified by 9.30am for the holiday programme, at the earliest for the Before School care and by 12 noon for the After-School care on the day your child is enrolled, a \$20.00 fee will apply.

### Signing your child in / out

Please ensure you sign and record the arrival and departure times on the daily attendance sheet of the programme your child attends. The supervisor/staff member will record the arrival times of children at the after school programme.

### Programme Hours

Before Programme Hours

7am to 8.30am

After School Programme Hours

2.45pm to 6pm **OR**

3pm to 6pm Mon to Fri (surrounding schools).

### Fees \*\*

Before School

\$8.00 for the first child and \$7.90 for siblings per morning:

After School -

**2.45pm finish**—\$16.30 for the first child and \$15.90 for siblings per afternoon **OR**

**3pm finish**—\$15.00 for the first child and \$14.70 for siblings per afternoon

A nonrefundable holding fee of \$17.00, per child, is to accompany the enrolment forms when submitted. Once your child/children are enrolled but do not attend the programme, the normal billing charges apply. Should the child be away on holiday and a **two-week notice** has been received, 50% fee will be charged during this time. Bills will be issued to parents at the end of each week and payments to be submitted the following week. Payments can be submitted to the programme coordinator / supervisor and cheques made payable to OurKidz NZ. Late payments of bills will incur a 10% charge of the outstanding customer balance. Per week Should legal action be required; these costs will be incurred by the parent.

### Food provision

Afternoon tea will be provided by the After School programme, however children are required to bring a packed lunch from home during the Holiday Programme. Morning and Afternoon tea will be provided at the programme.

### Behavior management

We use behavior management techniques that encourage positive self-esteem. It is our goal to ensure that children, family and whanau experience an environment where they are safe, secure, respected and their dignity is protected. This is achieved by means of positive corroboration and a stimulating and varied programme to ensure against monotony. Every effort will be made to assist your child to settle into the programme. However, if a child's behavior is consistently harmful to themselves, other children or staff, parents will be requested to remove him/her from the programme.

**\*\* Fees are subject to change**

### Sun protection

Sunscreen is provided at the programme; however, parents are required to provide sunscreen if their children have allergies and require a medicated sunscreen for their child's skin condition.

### Policies and Procedures

Please see the programme supervisor if you wish to review our Policies and Procedures. It contains detailed information on enrolments, health and safety, making complaints, employment practices, etc.

Please visit our website, <http://ourkidz.co.nz/> for a full copy of policies to review at your leisure.

### 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 programme premises until all children are collected unless instructed otherwise by authorities.

### Child safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to Oranga Tamariki

### Complaints

The programme has a complaints procedure. If you have any concerns, please approach the supervisor/coordinator and they will be happy to be of assistance to you.

If you wish to report a serious concern, you may contact Oranga Tamariki at 0508 FAMILY (0508 326 459).

### Sick children

Please do not send sick children along to the programme, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and requested to collect them. If you have any queries or concerns, the coordinator/supervisor is available to you.