



Deb Honey – Kids Club Manager Contact: 021586633

School Office: (07)8479322

kidsclub@sccs.school.nz

ST COLUMBA'S KIDS CLUB

(BEFORE & AFTER SCHOOL CARE – ENROLMENT FORM 2019)

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

2..... Room: Date of Birth:/...../.....

3..... Room: Date of Birth:/...../.....

4..... Room: Date of Birth:/...../.....

Address:

E-mail address:

Mother's Name: (Title, Christian name, surname).....

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Father's Name: (Title, Christian name, surname).....

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Alternative Emergency Contact: Phone No:

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

.....

People authorised to collect my child/children from Kids Club (in addition to the ones listed above):

1..... Phone No:

2..... Phone No.

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

CHILDREN'S HEALTH

Please write any health conditions we should be aware of e.g. asthma, allergies etc.

Name of Child: Condition:

Any serious illness, injuries, behaviours or disabilities we should be aware of?

Name of Child: Type:

Any ongoing medications to be administered?

Name of Child: Medication:Dose:

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

Start time:

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:

CONDITIONS OF ENROLMENT

1. I understand that by making a **permanent booking** I will be charged for that time regardless of whether or not my child attends that day. (In the event of any long term absences, please discuss with Kids Club Manager). Whether your booking is a permanent booking or a casual one off or a special day booking, once booked there are no refunds after 3 working days before booked date. (*refer Policies & Procedures manual*).
2. **I agree to paying fees no later than 7 days of receiving the invoice / statement.**
3. **I understand that the above student(s) may be suspended if there is any default in payment.**
4. I understand that cost recovery of any defaulted payment will be charged to the debtor.
5. I understand that the St Columba's Kids Club staff will exercise due care but will not be liable for any injury, damage or loss which my child / children may sustain to person or property.
6. In the event of sickness or accident I authorise qualified medical attention be secured at my expense.
7. I give permission for the programme staff to administer first aid.
8. I give permission for my child's photo to be taken and used at Kids Club & on the school website.
9. I have received a copy of the fee structure and agree to abide by these conditions.
10. **I acknowledge that this enrolment form is kept for Audit procedures by the Ministry of Social Development.**
11. 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.

Every effort will be made by the St Columba's Kids Club staff to provide a happy and safe environment for your children. They are however in the programme because you desire them to be, and thus we look to you for support in any disciplinary matters that may arise. **Please note – the same set of rules for behaviour as set by St Columba's School will apply.**

Despite offering high standards of supervision the St Columba's Kids Club staff do not accept responsibility for breaches of behavioural expectations such as leaving the school grounds. The applicant accepts that any behaviour deemed by the Supervisor to be unreasonable or unsafe may be considered reason for suspension from St Columba's Kids Club.

Signature (Parent/Caregiver): Date:

Office copy

Email

Phone

Bday

FEE STRUCTURE 2018

Enrolment Fee

There will be no annual enrolment fee.

Before School Care

If you are interested in before school care please contact **Deb Honey (Kidsclub Manager)** to discuss your needs further. All bookings for before school care are charged at one rate **\$8** per session, 7.30am to 8.30am and this charge is invoiced each week whether your child is there or absent.

Oscar Approved

We are an Oscar approved facility. 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.

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

1 st child	\$10.00 per day
2 nd child	\$ 8.00 per day
3 rd child	\$ 8.00 per day

From 2:45pm until 5:30pm

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

After School Care CASUAL Rates

From 2:45pm until 4:30pm

1 st child	\$11.00 per day
2 nd child	\$ 9.00 per day
3 rd child	\$ 9.00 per day

From 2:45pm until 5:30pm

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

Please text the Kids Club Contact **Mobile 021 586633** if your child is going to be away from Kids Club 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 at Kids Club 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: **St Columba's Catholic School Board of Trustees**

Bank: **ASB Bank Limited**

Account Number: **123152 0122019 00**

If paying by direct credit, please use the following reference: Family name and **"Kids Club"**

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.

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

Thank you for your support and we welcome all your feedback and ideas.
St Columba's Kids Club Team☺

