



Whangaparaoa School After School Care

39 Ladies Mile Whangaparaoa Ph. 424-9029 Fax 424-9031
Karen Ph Mobile 021 705804 anytime



Parent / After School Care Service Contract

To Whangaparaoa After School Care

I wish to enrol my child/ren in your After School Care / Before School Care service. We acknowledge and agree to the following conditions:

1. All Children, including those attending casually, must be formally enrolled and have signed an Information sheet, an After School Care Contract, and a Behaviour Contract, that I have read, understand, and agree to the Policy and Procedure – Condensed Parents Version.
2. All children are to be collected from the school no later than 5.45pm each day. The Supervisor is to be advised if someone other than the appointed/authorised person is collecting the child/ren. If the child is not collected by 6.30pm they will be taken to the police station.
3. Children must know to go to the hall after school and the Supervisor informed of the child/ren's attendance if new or casual by 2.45pm on the day, by phoning the office or Karen Adams (Ph 021 705-804).
4. On each occasion the child/ren will not be attending, the Supervisor must be informed before 2.45pm on the day. Failure to inform 24 hrs in advance will result in a charge to cover costs.
5. Fees are to be paid after each week, or if casual, when the child/ren are collected that day. Holiday Program fees to be paid with booking and at least one week in advance.
6. I personally guarantee that all costs / accounts incurred by my child/ren while attending Before or After School Care will be paid up to date and settled upon completion of attendance or before leaving the school permanently,
7. A penalty fee of 10% per month on the amount outstanding will be charged for payment in arrears. In addition, any costs of Debt Collection will be passed onto and paid by myself.
8. ANY DISAGREEMENT OR ENQUIRY REGARDING FEES IS TO BE ADDRESSED TO KAREN ADAMS.
9. The Supervisor will be advised immediately of any change to the enrolment form.
10. The Supervisor may arrange urgent medical treatment at my expense.
11. I understand that if my child/ren are sick or become sick during the 'care' time, myself, or an authorised caregiver, will be required to collect them immediately, and that if I am unable to collect my child/ren within a reasonable time, a staff member will be bought in to care/supervise my child/ren in the 'School Sick Bay or appropriate area' and that I may be charged up to \$20/hour, until my child is collected.
12. The Supervisor will be advised of any situation which may be disturbing my child/ren .
13. Behaviour that consistently affects the quality of care available to other children may result in dismissal from the service, after possibilities have been explored. That my child and I have signed the Pupil Behaviour Contract and agree to those terms and conditions
14. I give permission for my child/ren to go on pre-arranged field trips and pay any extra cost involved. I will be notified in writing about all trips and costs, etc.
15. Photographs of my child/ren may be used for genuine publicity purposes.
16. I acknowledge that any willful damage to equipment or property caused by my child will incur an additional charge.
17. While the Whangaparaoa After School Care, its employed, contracted and volunteer staff, will take every care to provide proper supervision of all children, neither the Whangaparaoa After School Care, nor the employed and volunteer staff shall have any personal liability in respect of any act of omission arising from any session or activity of the service.

NAME OF PARENT _____

SIGNATURE _____

DATE _____ / 2014

G10570wb

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the After School Care program. All personal information requested will be destroyed at the completion of your child's time in the program. You are welcome to review information pertaining to your child's enrolment at any time.
201001