

Kokopu School

Kokopu Road, R D 9, Whangarei 0179

Phone/Fax (09) 434 6765

Email office@kokopu.school.nz

www.kokopu.school.nz



After School Care Parent Contract and Information

Enrolment

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

What to expect from the After School Care Programme.

We will provide a fun and stimulating age appropriate care programme for your child. Please inform us of any special interests of your child/ren so we can plan and adapt the programme appropriately.

We will provide afternoon tea including a drink for your child.

Absences

Once the child's name is on the roll and he/she is booked in for regular sessions we expect him/her to be at the programme unless we have been notified by the parent/care giver. The school office must be notified before 12 noon on any day the child is not attending (ph. 09 4346765) or email office@kokopu.school.nz. If we have not been notified and your child does not arrive we do EVERYTHING we can to locate him/her.

Your child's safety is paramount to us!

Signing your child in and out.

Your child will have been booked in for an afternoon and at the start of the session the supervisor will check the roll. Each day when you collect your child/ren, it is essential that you sign your child out in the daily roll book. The supervisor will show you where this is. We need to know that your child has gone home safely.

Fees

Regular Care: (e.g. care booked on a regular basis)

\$8.00 per session. (1.15hr per session x 2 sessions)

\$8.00 retainer fee if a child does not attend when booked.

Casual Care:

\$8.00 per session per child

The After School Care Programme finishes at 5.30pm. If you are late to collect your child/ren a fee of \$20 may be charged and invoiced to you.

Receipts will be issued at the time of payment. Please retain these. A record of your payments will be kept and you can check your balance at any time. Annual receipts are distributed at the end of each year. Fees are tax deductible. Check whether you are eligible to claim an OSCAR child care subsidy from WINZ. Preferred payment is by direct credit to Kokopu School Board of Trustees 12-3099-0419154-52 or by cheque.

Policies and Procedures

Please see the leader if you wish to view our policies and procedures. They contain detailed information on health and safety, making complaints, employment practices, child protection etc. If you have any problems please approach the supervisor, principal or if necessary a member of the Board of Trustees and they will be happy to assist you with your concerns.

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 the child's behaviour is consistently harmful to the children, parents will be asked to remove him/her from the programme.

Emergencies

Our after school care leader is a qualified first aider. In the case of a serious accident involving your child both emergency services and you will be contacted. In a civil emergency the staff will remain at the school until all the children are collected.

Sick Children

Please do not send sick children. If a child becomes ill during the programme hours, parents will be called and asked to collect them

If you have any concerns or queries the after school care leader is always available for you.

We look forward to getting to know you and your child/ren.

Parents please complete enrolment form and sign this contract to complete enrolment.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff. Both parents and the programme will receive a signed copy of this contract. I/We agree and acknowledge:

- I have read and understand the above information.
- The after school care leader has my permission to arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor the management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance of this programme.

Name of Parent _____

Signed: _____ Date: _____

After School Care Enrolment Form

Child's Details

Name(s):

- 1) _____ D.O.B: / __ / __ M / F
- 2) _____ D.O.B: / __ / __ M / F
- 3) _____ D.O.B: / __ / __ M / F
- 4) _____ D.O.B: / __ / __ M / F

Home Address: _____

Email: _____

Ethnic Identification: (please tick - optional)

NZ European Maori Iwi Affiliation _____
 Pasifika Other (please specify) _____

Telephone: (_____) (day) (_____) (after hours)

Alternate Contact Number: (_____) (after hours)

Enrolment Details

Please indicate the regular days and hours the above children will be attending, or tick if casual:

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday	Casual
3pm – 4.15pm						
4.15pm -5.30pm						

People authorised to collect your children from After School Care:

Name: _____

Name: _____

Name: _____

Name: _____

Family Details

Mother's Name: _____

Telephone: (_____) (day) (_____) (after hours)

Alternate Contact Number: (_____) (after hours)

Father's Name: _____

Telephone: (_____) (day) (_____) (after hours)

Alternate Contact Number: (_____) (after hours)

Emergency Contacts

Name: _____

Relationship to children: _____

Telephone: (_____) (day) (_____) (after hours)

Children's Doctor: _____

Medical Practice: _____

Telephone: (_____) (day)

Additional Information

Does your child have any particular needs that we should be aware of (e.g. Medication, Allergies, Dietary requirements, Cultural information)?

Is there anything else we should know in order to take good care of your child? (Please tick box/es applicable).

Medication (and dosage): _____

Allergies: _____

Dietary requirements: _____

Cultural information: _____

Other: _____

Custody and Protection Orders

If a Custody Order or Protection Order is in place, a copy must be filed with the Programme. In the case of a Protection Order, the person with custody must also provide the following information:

Persons with right of access to the child:

Special access conditions:

Persons forbidden access to the child by law:

Description / photograph of barred persons:

If there are any specific fears of a breach of orders (particularly Protection Orders), please advise the Programme Supervisor. This is particularly relevant where there have been suggestions that a person may attempt to breach the order while the child is at school.

(please tick)

- I give permission for Programme staff to administer first aid, and seek emergency treatment if necessary.
- I give permission for Programme staff to administer the medications listed on Page 2. (strike out if no medication required)
- I have read and signed the Parent Contract / Information Sheet.

Signed: _____ Date: _____

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

"I acknowledge that the information contained herein is confidential and, pursuant to the Privacy Act, will only be strictly used by the Kokopu School After School Care Club team to effectively care for my child and not used or distributed for any other purposes. Representatives from the social services procurement team, Ministry of Social Development may view this information as part of the programme assessment process."