



After School Care

Taupiri Primary School



Childs name:

- 1.....room:.....DOB...../...../.....
- 2.....room:.....DOB...../...../.....
- 3.....room:.....DOB...../...../.....
- 4.....room:.....DOB...../...../.....

Address:.....

Email:.....

Mother/Caregivers Information

Name:

Home ph no:..... (Personal) Mobile ph no.....

Place of work.....Work ph no.....

Father/ caregivers Information

Name:

Home ph no:..... (Personal) Mobile ph no.....

Place of work.....Work ph number.....

Alternative Emergency Contact

Given names.....ph number.....

Person(s) authorized to collect my child/children from ASC (in addition to the ones listed above)

Name and relationship

1..... Ph number.....

2.....Ph number.....

3.....Ph number.....

4.....Ph number.....

Is there anything else that we should know about in order to take good care of your child? E.G custody arrangements, special needs, behavioral issues, ethnic, cultural, spiritual values and beliefs etc

.....
.....

Name of child:.....type.....

Medication applied or ways we can help while child is in our care

.....

If permanent days are required, please indicate below.

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 Raphaela or Emily).
2. 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 the booked date.
3. I agree to paying fees no later than 7 days of receiving the invoice / statement.
4. I understand that the ASC 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.
5. In the event of sickness or accident I authorize qualified medical attention to be secured at my expense.
6. I give permission for my child(ren) to participate in all our activities.
7. I give permission for the programme staff to administer first aid.
8. I have received a copy of the fee structure and agree to abide by these conditions.
9. Consent to transport your child(ren) if necessary.
10. 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 LC's ASC staff to provide a happy and safe environment for your children.

Please note - the same set of rules for behavior as set by Taupiri School will apply.

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.

Fees will not be charged for public holidays.

From 2.45pm until 4:30pm

1st child \$14.50 per day

2nd child \$ 13.50 per day

3rd child \$ 13.50 per day

From 2.45pm until 5:30pm

1st child \$16.50 per day

2nd child \$15.50 per day

3rd child \$15.50 per day

After School Care CASUAL Rates

From 2.45pm until 4:30pm

1st child \$14.50 per day

2nd child \$ 13.50 per day

3rd child \$ 13.50 per day

From 2.45pm until 6pm

1st child \$16.50 per day

2nd child \$15.50 per day

3rd child \$15.50 per day

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 via internet banking.

Account Name: after school care

Bank: ANZ

Account Number: 06-0313-0763201-00

If paying by direct credit, please use the following reference: Family name

Please call Raphaela on 027 646 7624 or Emily on 0225925044, if you require an alternative payment option.

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

We look forward to working with you and welcome your ideas and feedback.