



# Stay 2 Play

BEFORE & AFTER SCHOOL CARE



## Enrolment Agreement Form

Contact - Zuzana Stevens, Mobile 022 642 7570, Email - [office@stay2play.co.nz](mailto:office@stay2play.co.nz)

### Child's Details

Child's full name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ M / F

Home Address: \_\_\_\_\_ Post code: \_\_\_\_\_

1. Name of Parent/Caregiver: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

2. Name of Parent/Caregiver: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

### Enrolment Details

Please tick days you wish your child to attend:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
After School					

Preferred Start Date: \_\_\_\_\_

**Office use only:**

Actual Start Date: \_\_\_\_\_

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

## Stay 2 Play Before & After School Care Programme

### Emergency Contact Details

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

### People Authorised to collect your child in addition to Parents/ Caregivers

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

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

Any person **not allowed** to collect your child: \_\_\_\_\_

### Custodial Information

Are there any custodial arrangements concerning your child? Yes / No

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 special access conditions, description / Photograph of the person.

### Additional Information

Does your child have any particular needs that we should be aware of such as a Medical Condition, Medication, Allergies, Dietary requirements or behavioural issues? Is there anything else we should know in order to take good care of your child?

Medical Condition YES / NO \_\_\_\_\_

Medication YES / NO \_\_\_\_\_

Allergies YES / NO \_\_\_\_\_

Dietary Requirements YES / NO \_\_\_\_\_

Behavioural issues YES / NO \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

I give permission for my child to be photographed while participating in activities for advertising purposes. YES/ NO

## Terms and Conditions

**ENROLMENT** - Enrolment is finalised upon completion of a signed enrolment form by all relevant parents/caregivers and subsequent confirmation by email of the days available for your child. It is your responsibility to inform the office of any relevant changes to your enrolment details such as contact details, authorised pick up persons etc. It is crucial we have up-to-date information.

**COLLECTING YOUR CHILD** - If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been contacted for consent.

**SIGNING IN / OUT** - Each day when you bring your child to Before School Care you **must** sign your child in and when you collect your child from After School Care, you **must** sign your child out. The supervisor will show you where this is. We need to know that your child has arrived and gone home safely.

**STATUTORY DAYS** - There is no reduction in fees for days enrolled that fall on statutory holidays. Full payment for these days is required.

**ABSENCES** - All absences must be reported. Once your child's name is on the roll, we expect him/her to be in attendance unless we have been notified by the parent/caregiver. Please call / text on 022 642 7570 before each session starts. If we have not been notified and your child does not arrive we will do everything we can to locate her/him. Full fees are required if your child is absent.

**SICKNESS** - If a child becomes ill during session hours, parents will be called and asked to collect them. Full fees are required when your child is sick.

**SCHOOL HOLIDAYS/TEACHER ONLY DAYS** - Before and After School Care will not operate when the school is closed so no charge applies on these days.

**ANNUAL LEAVE** - There is no reduction in fees for time spent away on Annual Leave. Payments must be paid as usual during this time.

**CHANGE OF DAYS** - If you wish to permanently change the days of attendance for your child you must inform the office in writing at least 1 week in advance, subject to space being available on the days requested.

**WITHDRAWAL OF A CHILD** - When a parent wishes to withdraw their child from Before or After School Care they must inform the Stay 2 Play office in writing and give at least 2 weeks' notice.

**UNACCEPTABLE BEHAVIOUR** - We have Zero Tolerance for bullying, swearing, threatening language / behaviour and intentional damage to property or equipment. If the behaviour is considered a risk to others your child will be removed from the programme immediately.

**HEALTH AND MEDICAL CONDITIONS** - These must be provided on the enrolment form for your child. Medication will only be administered to a child with prior written consent of the parent/caregiver and the medicine form has to be filled before the session begins and needs to be signed by a parent.

## Stay 2 Play Before & After School Care Programme

### Fee Structure and Policy

**Before School Care:** \$9 per day

**After school Care:** \$15 per day (includes light Afternoon tea)

**Invoices are sent out Friday each week. To operate efficiently we require that fees be paid prior to your child's session.**

**UNPAID FEES:** As our policy is that accounts are kept up to date. Any accounts that become overdue may incur late payment penalties of up to 10% per week. Non-payment of fees could lead to the exclusion of children in the programme and all unpaid accounts will be passed onto a debt collecting agency with all debt collection costs will be charged in addition to fees.

**LATE PICK-UP FEE:** The charge is \$1.00 for every minute if you are late. This is payable direct to each staff member that has stayed behind to look after your child.

**CHANGES IN FEES:** Management reserves the right to change the fee rates and policies and those rates and policies will apply to parents/children already enrolled or previously quoted from the date specified on the notice. When changes are made a notice will be given in advance and a new schedule given to all parents.

### Payment Details

**Account Name:** Stay2Play

**Bank account number:** 38 – 9019 – 0514838 - 00

**Reference:** Please use the 3-digit code as shown on your weekly invoice

**Cash/cheque payments are not accepted.**

Stay 2 Play Before and After School Care are committed to providing a safe and caring environment for all children who attend, however there is always an element of risk involved with some activities. By enrolling in Stay 2 Play Before and After School Care you are assuming those risks and staff will not be held responsible for personal injury, loss or damage to belongings. The staff has my permission to arrange any necessary urgent medical treatment at my cost.

I /We agree and acknowledge that I/we have read and understand the above information.

By signing this Enrolment Agreement Form I/ We agree with the Term & Conditions, fees structure and policy and I/We declare that the information I/We have provided is true and correct.

Name of parent: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the programme. All personal information requested will be destroyed at the completion of your child's time in the programme. No information is shared except if it is required by legislation, e.g. Health and Safety Act or Child, Youth and Family Approval assessors. You are welcome to review information pertaining to your child's enrolment at any time.