



ENROLMENT FORM FOR BEFORE & AFTER SCHOOL PROGRAMMES

For Year 0-8 Children (priority given to children enrolled at St Clair School)

Kid Station's **BEFORE SCHOOL PROGRAMME** helps children to prepare for the day ahead. With a healthy, unrushed breakfast and a choice of fun activities, the children get ready to settle confidently into their school day.
HOURS: 7:00 - 8:30am

Kid Station's **AFTER SCHOOL PROGRAMME** helps children to wind down after a busy day. A nutritious snack is followed by a burst of active play, some quiet time for homework, then a wide range of recreational activities. New friendships, skills and interests are discovered and nurtured, all within a relaxing, fun, family-like environment.
HOURS: 3:00 - 5:45pm



**PLEASE RETURN YOUR COMPLETED FORM TO KID STATION MANAGEMENT
DURING PROGRAMME HOURS OR POST TO KID STATION LTD,36 HOLYPORT CLOSE
FAIRFIELD, , DUNEDIN 9018**

CONTACT DETAILS

PROGRAMME MANAGER	Kevin Marshall or Eleanor O'Neil
PHONE NUMBERS	027 449-2102 (Kevin) or 021 056-3825 (Eleanor)
EMAIL	kevs_marshall@yahoo.co.nz WEBSITE.Kidstation-st-clair.co.nz

BEFORE & AFTER SCHOOL PROGRAMMES - ENROLMENT FORM

PRIVACY ACT (1993) STATEMENT: *The information you supply will be used for the safe, effective operation and management of programmes. All personal information will be destroyed at the end of your child's time at Kid Station or at the completion of all management activities, including fees collection, whichever date is last. You may review information relating to your child's enrolment at any time.*

CHILD(REN)'S DETAILS

	CHILD'S FULL NAME	GENDER	AGE	DATE OF BIRTH	ETHNICITY	YEAR (eg Y3)	ROOM
CHILD 1		Boy Girl			NZ European Maori Pacific Asian Other	Y0-Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8	
CHILD 2		Boy Girl			NZ European Maori Pacific Asian Other	Y0-Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8	
CHILD 3		Boy Girl			NZ European Maori Pacific Asian Other	Y0-Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8	

PARENT (CAREGIVER) CONTACTS (Please complete IN FULL)

PARENT (CAREGIVER) 1	FULL NAME		RELATIONSHIP TO CHILDREN	
	HOME ADDRESS			
	DAY PHONE		DO THE CHILDREN LIVE WITH THIS PARENT?	YES NO
	EVENING PHONE		EMPLOYER	
	WORK HOURS		OCCUPATION	
	EMAIL			
PARENT (CAREGIVER) 2	FULL NAME		RELATIONSHIP TO CHILDREN	
	HOME ADDRESS			
	DAY PHONE		DO THE CHILDREN LIVE WITH THIS PARENT?	YES NO
	EVENING PHONE		EMPLOYER	
	WORK HOURS		OCCUPATION	
	EMAIL			

EMERGENCY (ALTERNATIVE) CONTACTS (Please complete IN FULL)

NB: People willing and able to provide consent on your behalf or collect your child if you cannot be reached.

CONTACT 1	FULL NAME		RELATIONSHIP TO CHILDREN	
	DAY PHONE #1		DAY PHONE #2	
CONTACT 2	FULL NAME		RELATIONSHIP TO CHILD	
	DAY PHONE #1		DAY PHONE #2	
FAMILY DOCTOR			PHONE	

AUTHORISATION

Who may COLLECT and SIGN OUT your child(ren)? (aged 14y+) _____

Is anyone NOT authorised to COLLECT (and/or ACCESS) your child(ren)? (Please name)

HEALTH ISSUES / SPECIAL NEEDS

NB: Please provide as much information as possible below.

CHILD'S NAME →	1:	2:	3:
How would you describe your child's GENERAL HEALTH ?	Excellent Good Poor	Excellent Good Poor	Excellent Good Poor
Does your child have any relevant: SPECIAL NEEDS or DISABILITY ? (eg speech, hearing, physical, behaviour, intellectual, development) OR DIAGNOSED CONDITION ? (eg ADHD, excema, epilepsy, glue-ear, asthma) OR ALLERGIES ? (eg hayfever, allergic to bee-stings, allergic to eggs or nuts) OR ANY SPECIAL DIETARY REQUIREMENTS ? (eg vegetarian, gluten-free, dairy-free)	NO YES (describe below)	NO YES (describe below)	NO YES (describe below)
How would you describe your child's TOILETING practices?	Independent May need help Needs help	Independent May need help Needs help	Independent May need help Needs help
How would you describe your child's EATING ?	Eats most things A bit 'fussy' Very 'fussy'	Eats most things A bit 'fussy' Very 'fussy'	Eats most things A bit 'fussy' Very 'fussy'
Any OTHER INFORMATION you think we should know about your child?			

BOOKING INFORMATION (please tick the days **PERMANENTLY** required) **3 HOUR** min fee per week.

Please tick the appropriate BOXES → to indicate the SESSION TIMES and DAYS you require care	BEFORE SCHOOL CARE 7:00am – 8:30am	SESSION TIMES					M	Tu	W	Th	F	
		1	INCLUDING BREAKFAST 7:00-8:30am (or part thereof) Fee: \$10.50									
		2	INCLUDING BREAKFAST 7:30-8:30am (or part thereof) Fee: \$7.00									
		3	WITHOUT BREAKFAST From 8:00-8:30am ONLY Fee: \$3.75									
		SESSION TIMES					M	Tu	W	Th	F	
	AFTER SCHOOL CARE 3:00pm – 5:45pm	1	INCLUDING AFTERNOON TEA 3:00-4:00pm (or part thereof) Fee: \$7.00									
		2	INCLUDING AFTERNOON TEA 3:00-5:00pm (or part thereof) Fee: \$14.00									
		3	INCLUDING AFTERNOON TEA 3:00-5:30pm (or part thereof) = \$17.50 NB: 5:30-5:45pm (or part thereof) = \$1.75 extra									

NB: The times you have ticked indicate the **MINIMUM** times that your child(ren) will be booked into care at Kid Station, and will assist us in determining staff numbers. If you wish to have your child in care for **LONGER** on any given day, simply notify us and any additional fees will be charged at the rate of \$3.50 per half hour (or part thereof).

Are you applying for a WINZ OSCAR Subsidy for your child(ren)'s care?	YES	NO
If YES, have you submitted your Childcare Assistance Application to WINZ to cover these dates?	YES	NO

NB: WINZ Subsidies are available for regular (permanent) care of 3+ hours per week. Kid Station charges standard fees until WINZ has confirmed a parent's eligibility. It is the responsibility of parents to seek and renew all WINZ childcare subsidies.

PAYMENT INFORMATION

INVOICES: These are issued weekly. Payment must be made weekly. ANZ Account No: 010906-0146073-00
FEE PAYMENT: Our preferred payment method is internet banking. Branch: ANZ George St, Account Name: Kid Station Ltd, Account No: 010906-0146073-00 , Reference: CHILDCARE FEES FOR (your child's name). Cash (the exact amount, as we carry no change) are acceptable in a <u>named</u> , <u>dated</u> , <u>sealed</u> envelope.
CASUAL BOOKINGS: Parents must pay <u>in cash</u> or by prior bank deposit on the day unless other prior arrangements have been made with Kid Station.

PARENTAL CONSENT

I give permission for my child(ren) to be photographed (by Kid Station or for local papers).	YES	NO
I give permission for my child(ren) to go on short walks (with Kid Station staff).	YES	NO
I give permission for Kid Station to give my child(ren) paracetamol for pain.	YES	NO
I give permission for Kid Station to give first aid or arrange urgent medical treatment if required.	YES	NO

POLICIES

*** Please SIGN BELOW to indicate your acceptance of the following programme policies.

COMMUNICATION WITH KID STATION

1. Although held at St Clair School, Kid Station's programmes are **run independently** from the school. All queries, requests or notifications, therefore, must be made **directly to Kid Station**, and not to or via the school.

DROPPING OFF AND COLLECTING CHILDREN

2. Children must be **signed in** and/or **out of** all Kid Station programmes by an **approved person** (listed on this enrolment form) unless Kid Station is **advised directly** that (a) a child is to be collected by someone other than a listed person OR (b) that a parent requires a child (aged 8+ years) to make their own way (unattended) to and from the programme. (*In this case, Kid Station will ensure the child signs in/out (counter-signed by staff) and leaves at the designated time.*)
3. Kid Station is not responsible for children once **signed out** of programmes.
4. If children are **dropped off prior to 7:00am** or **collected after 5:45pm**, a charge of **\$1 per minute** applies.

FEES

5. **Invoices are issued weekly. Payment is due weekly and must be up to date. A weekly payment is required.**
6. **Fees are charged according to the bookings made.**
7. **Responsibility for paying all fees associated with a child's care at Kid Station lies with the enrolling parent/caregiver.**
8. **Care for children at Kid Station will be cancelled if fees remain outstanding after 4 weeks**
9. **Overdue fees will incur a \$5.00 weekly charge until fees are paid in full (unless Kid Station has agreed to alternative arrangements for payment).**
10. **The recovery of any outstanding fees may involve a collections agency with collection fees charged to the debtor.**
11. **Automatic payments and internet banking are preferred to ANZ **Account No: 010906-0146073-00****

ABSENCES OR CANCELLATIONS

12. Kid Station must be notified of any **absences** (including sickness) as soon as possible.
13. If Kid Station receives **no notification** of a child's absence, a **\$10 Administration Fee** will be charged to the parent (*since programme operations are disrupted until the child's whereabouts are confirmed*).
14. **Full Session Fees** will be charged for all absences (permanent bookings).
15. **Public holidays that fall on a school day, late starts and all snow days are also charged at full rates.**
16. Kid Station requires **2 weeks' advance notice** of a parents' intention to cancel a permanent care arrangement. Failure to do so will incur 2 weeks of **Full Session Fees**.

GENERAL

17. Kid Station has **safety routines, play boundaries and behaviour expectations** to help keep all children safe. Children are required to follow all staff members' requests while attending Kid Station programmes.
18. The enrolling parent/caregiver must notify Kid Station at the time of enrolment (or when an issue arises) of any relevant **health issues, disabilities or special needs** a child has. Wherever possible, Kid Station will endeavour to ensure the child receives appropriate care while attending its Holiday Programmes.
19. Kid Station is not responsible for **loss or damage** to any **personal possessions** children bring (eg toys, scooters, clothing). Parents/caregivers are liable for any **property damages** willfully caused by their child while at Kid Station.

NAME of Parent/Caregiver

SIGNATURE of Parent/Caregiver

DATE