

RIVERVIEW OSCAR – AFTER SCHOOL PROGRAMME

2012

Child's Details

Child's Name		DOB		AGE	
Address					
	Room		Phone		

Family Details

Mother's Name					
Address					
Phone (home)		Phone (work)		Cell Phone	
Father's Name					
Address					
Phone (home)		Phone (work)		Cell Phone	
Guardian's Name					
Address					
Phone (home)		Phone (work)		Cell Phone	

Custody Details

Are there any custody arrangements relating to your child that we need to be aware of?

If so, please state any special instructions briefly. Please notify here of any person who is legally not allowed access to this child.

Other people authorised to pick up your child

Name					
Phone (home)		Phone (work)		Cell Phone	
Name					
Phone (home)		Phone (work)		Cell Phone	

Emergency Contacts

Name:					
Relationship to child		Phone		Cell Phone	
Name:					
Relationship to child		Phone		Cell Phone	

Health needs

Does your child have any particular health needs we should be aware of?

- Allergies?
- Medication your child needs to have administered by our staff whilst on the programme?

If YES, please briefly outline the condition, specific needs, and treatment or intervention required, including self-administered treatments eg asthma:

If medication is urgently required to treat a medical or allergic condition, a small supply of this should be well-labeled and kept at the programme. Eg asthma and allergy medication. Programme staff may not be able to access supplies stored in the school sick bay outside usual office hours.

Child's Doctor		Phone	
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In the event of an accident or emergency, staff will administer first aid and, if necessary, an ambulance will be called. Parents will be contacted immediately. If necessary, and parents cannot be contacted, children may be taken to Kerikeri Medical Centre by private vehicle, where they will receive **urgent** medical treatment by the doctor on duty.

Other needs

Is there anything else we should know about in order to take good care of your child?

- Special needs, personal, behavioural, cultural, religious requirements or preferences.

If yes, briefly outline:

Enrolment Details

Please complete details for the days that you wish your child to attend our programme:

	Mon	Tues	Wed	Thur	Fri
Start Date:					

Are there any variables: eg sports practices, alternate weeks only etc ?

I wish to enrol my child for full sessions and will collect my child any time before 5.30 pm

I wish to enrol my child for half sessions only and will collect my child before 4 pm each day

Signed:		Date:	
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Privacy Act: Information is collected to ensure the safety and wellbeing of children at this programme and will not be used for other purposes. All information about individuals is available to them for review at any time.



Riverview OSCAR

Welcome to Riverview OSCAR. We aim to provide safe and stimulating programmes for children to enjoy after school and during the holiday break. Riverview OSCAR is operated by Riverview Primary School to support both parents and children. This agreement accompanies the completed enrolment form and the programme operating procedures, which are available at the programme venue and school office. This programme has been approved as meeting the Child Youth and Family OSCAR Standards.

Communication regarding absences, additional days, changes to addresses and contact details can be made directly with the programme supervisor or messages left at Riverview School office during school hours.

RIVERVIEW OSCAR 021 2964829

RIVERVIEW SCHOOL 4077277

PARENT RESPONSIBILITIES:

1. All children including those attending on a casual basis must be enrolled in advance of attendance.
2. Any change to the information supplied on the enrolment form must be advised immediately.
3. All children are to be collected no later than 5.30 each day and signed out by an adult when collected.
4. If any person other than those nominated on the enrolment form is collecting the child/ren, the supervisor must be advised. No child/ren will be released to an unauthorised person.
6. On each occasion the child/ren will not be attending, the supervisor and/or Riverview School office must be informed before the programme begins. An absence fee may be charged for failure to do so.
7. Fees are to be paid weekly on invoice. Invoices will be issued in arrears to accommodate receipt of Work and Income subsidies. Fees include all programme expenses, unless otherwise notified.
8. Payment for repair and/or replacement of any damage wilfully caused by a child will be the responsibility of the parent.

PERMISSIONS:

Children participating in recreation activities encounter numerous learning opportunities, and will at times encounter risks. Risks are managed to balance maximum experience with minimum risk. Children are likely to encounter skateboards, rollerblades, swimming, cooking, bikes, playground and active play, social interaction, and craft and building tools.

1. I give permission for my child to participate in organized trips as advertised in the programme promotional material on days they are enrolled. Information is supplied ahead of time for all trips away from the school.
2. I give permission for my child to participate in unadvertised low-risk walks away from the school, in the local environment.

3. I give permission for my child to go **swimming** in the Riverview School pool during programme time, supervised by programme staff.
4. I give permission for my child to use computers for recreation. There is no internet access.
5. I acknowledge that in the event of an accident or emergency, staff will administer first aid and, if necessary, an ambulance will be called. Parents will be contacted immediately. If necessary, and parents cannot be contacted, children may be taken to Kerikeri Medical Centre by private vehicle, where they will receive medical treatment by the doctor on duty. I give permission for the supervisor to arrange **urgent medical treatment** at my expense.
6. With your permission, **photos** of your child at OSCAR may be used in print material and/or on websites to celebrate children's achievements, and to promote the programme and the OSCAR sector . If names are used, only first names will appear.
 - a. I give permission for photographs to be taken of my child at Riverview OSCAR and for them to be used in school newsletters and other print material for genuine publicity purposes of this programme .
 - b. I give permission for photographs to be taken of my child at Riverview OSCAR and for them to appear on related websites for genuine publicity purposes of this programme.
 - c. I give permission for photographs of my child to be used by *The OSCAR Foundation* in print material and on their website www.oscar.org.nz for genuine information and promotion of the OSCAR sector.

PENALTIES:

1. A penalty fee of \$ 5.00 may be charged for failure to collect children by closing time.
3. Any unpaid account that is sent to a debt collection agency will incur further fees, which are the responsibility of the debtor.

CONCERNS AND DISPUTES:

1. A full copy of the programme's operating policies, including the process for voicing concerns or complaints is available at the programme and Riverview School office.
2. We welcome your feedback. Any queries or concerns should be initially directed to the supervisor.
3. Behaviour that consistently affects the quality of care available to other children may result in dismissal from the service, after other possibilities have been explored.
4. Any disagreement about fees is to be addressed to the programme supervisor.

I wish to enrol my child

I have read through and agree to the conditions outlined above.

.....
(Name of Parent)

.....
(Signature)