

RIVERVIEW OSCAR - AFTER SCHOOL PROGRAMME

Enrolment Form



Child's Details

Child's Name		DOB		AGE	
Address					
	Room		Phone		

Family Details

Mother's Name					
Email address:					
Address					
	Phone (home)		Phone (work)		Cell Phone
Father's Name					
Email address:					
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 e.g. 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. E.g. 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	Thurs	Fri
Start Date:					

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

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

I wish to enroll my child on a casual basis and will advise OSCAR & the office before 2pm

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. Te Kāhui Kāhu Social Services Accreditation may view client records for audit purposes. All information about individuals is available to them for review at any time.

RIVERVIEW OSCAR - AFTER SCHOOL PROGRAMME

Terms and Conditions



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. Late pick up may incur an additional fee.
4. Upon collection, it is the responsibility of the parent/caregiver/guardian to sign the child/ren out on the daily roll sheet. Failure to do so does not exclude charges for attendance.
5. Any person, other than those nominated on the enrolment form, collecting the child/ren, must contact the supervisor and this must be arranged in advance as child/ren will not be released to an unauthorised person.
6. Riverview School OSCAR reserves the right to charge a **'no show' fee** when child/ren are booked into an after school Programme session and fail to turn up without prior notification or if cancellations are made the same day as a booking. The fee for after school is **\$10**. Advice must be directed to the Programme Manager on 021 296 4829(a text message is fine).
7. Fees are to be paid within 7 days of receiving the invoice. Invoices are 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.
9. Riverview School OSCAR reserve the right to request payment in advance and/or bond fees.
10. Riverview School OSCAR requires an appropriate standard of behavior, and respect at all times, and therefore reserves the right to exclude child/ren should this requirement not be respected.
11. It is the responsibility of the Parent/Guardian to provide Programme Management with any /all Protection Order information and details. Where possible photos are helpful to aid the protection of child/ren. Any information/documentation provided, will be held in the strictest confidence, at all times.

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, craft and building tools.

- 1. I give permission for my child to participate in organised 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 swim 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 my permission, photos of my child at OSCAR may be used to promote the programme. 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.

PENALTIES:

- 1. A penalty fee may be charged for failure to collect children by closing time.
- 2. Should fees remain unpaid beyond the terms and conditions of payment (7 days), the school reserves the right to stop providing OSCAR services until fees are fully paid.
- 3. Any unpaid account that is sent to a debt collection agency will incur further fees, which are the responsibility of the debtor. Referral to a debt collection agency is used only in extreme situations.

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 enroll my child/ren

I have read, understand and agree to the all terms and conditions as outlined above.

.....
(Name of Parent/Guardian)

.....
Date: (Signature)