

**KIDS DOMAIN LOWER HUTT CENTRE**

**ENROLMENT FORM**

CHILDS DETAILS	NAME:	DATE OF BIRTH	MALE / FEMALE (circle)		
MOTHER / CAREGIVER DETAILS	NAME:				
	HOME ADDRESS:				
	PLACE OF WORK/STUDY:				
	EMAIL ADDRESS:				
	HOME #	WORK #	MOB #		
FATHER / CAREGIVER DETAILS	NAME:				
	HOME ADDRESS:				
	PLACE OF WORK/STUDY:				
	EMAIL ADDRESS:				
	HOME #	WORK #	MOB #		
SCHOOL ATTENDING:					
TRANSPORT REQUIRED:	PICK-UP FROM SCHOOL (PM)	DROP-OFF TO SCHOOL (AM)	WALKING (circle as applicable)		
EMERGENCY CONTACT: (person to phone when your child has not been collected etc)	NAME:				
	HOME ADDRESS:				
	RELATIONSHIP TO CHILD:				
	HOME #	WORK #	MOB #		
EMERGENCY CONTACT: (person to phone when your child has not been collected etc)	NAME:				
	HOME ADDRESS:				
	RELATIONSHIP TO CHILD:				
	HOME #	WORK #	MOB #		
PERSONS AUTHORISED TO COLLECT YOUR CHILD (excluding parents/caregivers)	NAME:	RELATIONSHIP TO CHILD:			
	NAME:	RELATIONSHIP TO CHILD:			
	NAME:	RELATIONSHIP TO CHILD:			
	NAME:	RELATIONSHIP TO CHILD:			
CHILD'S DOCTOR OR MEDICAL CENTRE	NAME:				
	PHONE:				
PERSONAL INFO WE SHOULD KNOW, e.g custody, special needs, medical problems, allergies, allowed to walk home or to parents work etc					
DO YOU HAVE ANY CULTURAL NEEDS e.g religious, social, ethnic					
HOMEWORK TO BE DONE:	YES / NO				
BOOKING TYPE:	REGULAR (same days each week) / CASUAL (one off bookings) (please circle)				
DAYS ATTENDING: (please circle)	MON	TUE	WED	THU	FRI
	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
METHOD OF PAYMENT:	DIRECT CREDIT / WINZ (please circle)				
APPLYING FOR WINZ SUBSIDY:	YES / NO (please circle)				
CARE REQUIRED (STARTING DATE):					
SIGNED:	PRINT NAME:	DATE:			

**KIDS DOMAIN LOWER HUTT CENTRE**

**PARENT CONTRACT**

I wish to enrol my child/ren in your Out of School Care and Recreation Service. I acknowledge and agree to the following conditions:

All children, including those attending casually must be formally enrolled (see attached enrolment form)

All children attending after school care are to be collected no later than 5.50pm each day. A penalty will be charged for failure to collect children by this time as per the Fees Policy - \$20 for the first 15 minutes (5.50pm-6.05pm) & \$20 per 5 minutes after that.

Parents/Caregivers are to sign their child/ren in and out of the programme every day they attend

Written consent must be given if their child/ren has permission to walk, bike or catch a bus home. This can be noted on the enrolment form, otherwise a phone call or a text to a supervisor giving permission is acceptable

If your child has other activities on after school and will not be using the transport provided, please notify a supervisor as soon as possible advising where the activity is, what time the child/ren is expected at after school care if they are returning.

Only persons appropriately identified on the enrolment form will be allowed to pick up a child unless Supervisors have been previously advised, preferably in person or by phone call/text.

On each occasion that your child/ren will not be attending, Supervisors must be informed as soon as possible. Children who have permanent placements will still be charged for the space booked regardless of absence, this fee is still payable on public holidays, teacher only days etc. Invoices are emailed out weekly via our automatic invoicing system for that week of care. Accounts must be paid 1 week in advance.

If you are going to be away for one week or more e.g holiday etc, two weeks notice in writing (email or handwritten) must be given to Kids Domain advising dates of absence and the fee won't be payable.

Any disagreement regarding fees is to be addressed to Management. Unpaid debts will be placed with a debt collection agency or Department of Courts and parents/caregivers will be liable for collection fees incurred

If care is no longer required or you would like to make changes to bookings, two weeks notice in writing (email or handwritten) must be given to Kids Domain

Suspension of care – if your child is suspended by Kids Domain, for example behavioural issues or an overdue account, the weekly fee is still payable

I allow supervisors to administer panadol/paracetamol to my child/ren if it is required and any urgent medical treatment at my expense

Supervisors will be advised of any situation which may be disturbing my child/ren

It is ultimately my responsibility to ensure that my child/ren acts in an appropriate manner while at Kids Domain. Behaviour which consistently affects the quality of care available to other children may result in suspension or removal from the programme as set out in the Behaviour Management Policy

I will pay for damage wilfully caused by my child/ren

I give consent/permission for my child/ren using the transportation service provided by Kids Domain and go on pre-arranged outings

I understand that my child/ren is allowed to bring toys/devices/cellphones/scooters etc but they are responsible for their own property

Photographs of my child/ren may be used for genuine resources or publicity

I will advise immediately any change in details contained in the enrolment form

I agree to abide by the terms and condition, policies and procedures of Kids Domain (a copy of all current policies/procedures & terms/conditions are held at the centre)

I understand that all staff are police vetted, and have appropriate experience for the job they do and that Kids Domain complies with Health and Safety Policies and the National OSCAR standard. However accidents do happen and I will not hold Kids Domain, its staff or volunteers responsible for genuine mishaps.

.....  
**(Print your name)**

.....  
**(signature)**

.....  
**(date)**

.....  
**(Kids Domain)**

.....  
**(date)**

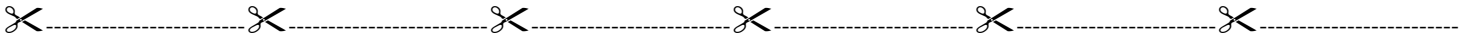
**KIDS DOMAIN CIVIL DEFENCE INFORMATION**

Can you please supply your child/ren with non-perishable food e.g box of muesli bars or something suitable for your child to snack on. These will have your child/rens name on them and stored with our kits and handed to your child/ren should an emergency happen. If in an emergency we do have to leave the centre, we hope to send parents a text notification/post on our facebook page advising where we have gone e.g which civil defence centre/higher ground etc. A note will be left on the centre door incase communication can't be made this way.

**CIVIL DEFENCE CENTRE LOCATIONS**

For Kids Domain Lower Hutt the nearest civil defence - Hutt Central School, Railway Avenue – if we need to leave the property we will walk to the Normandale overbridge

For Kids Domain Stokes Valley the nearest civil defence - Tui Glen School



**NAME OF CHILD/REN:** .....

Please supply us with the names of people who are delegated by you to collect your child after a civil emergency such as a flood or earthquake. No child will be allowed to leave with any other person, even a relative or a friend unless we have written permission because there is no guarantee phone calls/texts can be received. So please fill in as many people as required.

Name	Relationship to Child	Contact Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed: ..... Date: .....