

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:				
	EMAIL ADDRESS:				
	HOME #	WORK #	MOB #		
FATHER / CAREGIVER DETAILS	NAME:				
	HOME ADDRESS:				
	PLACE OF WORK:				
	EMAIL ADDRESS:				
	HOME #	WORK #	MOB #		
SCHOOL ATTENDING:				PHONE:	
TRANSPORT REQUIRED:	PICK-UP (PM)	DROP-OFF (AM)	WALKING	(circle as applicable)	
EMERGENCY CONTACT: (person to phone when your child has not been collected etc)	NAME:				
	HOME ADDRESS:				
	RELATIONSHIP TO CHILD:				
	PHONE # (BETWEEN 3PM & 6PM):				
EMERGENCY CONTACT: (person to phone when your child has not been collected etc)	NAME:				
	HOME ADDRESS:				
	RELATIONSHIP TO CHILD:				
	PHONE # (BETWEEN 3PM & 6PM):				
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 (3-5 days) / CASUAL (1-2 days) (please circle)				
DAYS ATTENDING: (please circle)	MON	TUE	WED	THU	FRI
	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
METHOD OF PAYMENT:	AUTOMATIC PAYMENT / DIRECT CREDIT / WINZ (please circle)				
APPLYING FOR WINZ SUBSIDY:	YES / NO (please circle)				
CARE REQUIRED (STARTING DATE):					
SIGNED:	PRINT NAME:	DATE:			

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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 fee (\$20.00) will be charged for failure to collect children by this time as per the Fees Policy

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

I give consent/permission for my child/ren using the transportation service provided by Kids Domain

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, written consent must be given to Management/Supervisors advising where the activity is, what time the child/ren is expected at after school care.

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

On each occasion that the child/ren will not be attending, Management/Supervisors must be informed at least one day prior. Children who attend will still be charged for the space booked regardless of absence, this fee is still payable on public holidays, teacher only days etc.

If you are going to be away for one week or more e.g holiday etc, two weeks notice in writing must be given to Management/Supervisors advising dates of absence. If this is not done the fee is still 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

Management/Supervisors will be advised immediately of any change in details contained in the enrolment form

Management/Supervisors are allowed to administer panadol/paracetamol to my child/ren if it is required.

Management/Supervisors may arrange urgent medical treatment at my expense

Management/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

Parents/Caregivers will pay for damage wilfully caused by my child/ren

I understand that my child/ren is responsible for their own property

I give my permission for my child/ren to go on pre-arranged outings

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

If care is no longer required, two weeks notice in writing must be given to Management/Supervisors

I agree to abide by the rules 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.

The OSCAR programme is managed by Kids Domain, which is completely separate from all schools. Neither the staff nor the Board of Trustees of any schools are responsible for the OSCAR service, nor liable for any act or omission arising through its activities.

.....
(Print your name)

.....
(signature)

.....
(date)

.....
(Kids Domain)

.....
(date)

KIDS DOMAIN - ACCOUNTS INFORMATION

Invoices are emailed out weekly via our automatic invoicing system for that week of care.

At the end of every month, you will also be emailed a statement.

Please make sure you have given the correct email address on your enrolment form.

Payments are required 1 week in advance

Any overdue accounts will incur late payment penalty fee or debt collection costs.

KIDS DOMAIN **BANK ACCOUNT DETAILS**

Bank: ANZ

Name: Kids Domain

Account Number: 06 0545 0282917 00

Please use child's first/last name as reference or an invoice number