

## Technicolour Kids ASC Enrolment Form

Child's name:

Date of birth:

Address:

Classroom and teacher:

Names and addresses of parents/guardians:

Email address:

Contact phone numbers - Home:

Work:

Mobile:

Name & contact number of two other people who can collect your child in an emergency:  
(Form is not complete without these details)

Names of people authorised to pick up your child:

Doctor's name, address and telephone number:

Child's attendance:                      Regular              Casual              (please circle which applies)

Regular weekly booking (please circle which apply):              M              T              W              Th              F

Additional information regarding your child's health needs we need to be aware of:

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

**Privacy Act 1993:** The information that you have supplied is necessary for the safe and effective operation of the asc programme. All personal information requested will be destroyed at the completion of your child's time in the programme. Please note that MSD have the statutory ability to view this information for auditing and approval purposes. You are welcome to review information pertaining to your child's enrolment at any time.

## Technicolour Kids ASC Parent/Caregiver Information Form and Contract

Welcome to Technicolour Kids After School Care Programme.

Enrolment is finalised upon completion of an enrolment form and the signing of this sheet. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

### Food

We will provide a nutritious afternoon tea for your child. If s/he has any allergies, please make sure this information is included on the enrolment form.

### Absences

Once your child's name is on the roll, we expect him/her to be at the programme after school unless we have been notified by the parent/caregiver. Calling Justine at home before 2pm (9724099), or texting/calling the Technicolour Kids mobile phone at any time (027 381 3409) will enable you to do this. If we have not been notified and your child does not arrive, we have a procedure in place which will enable us to locate her/him as quickly as possible. Your child's safety is paramount to us.

### Collecting your child

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged for your child's safety to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 5.30pm.

### Signing your child out

Each day when you collect your child, it is a requirement that you sign your child out in the daily roll book. The supervisor will show you where this is. We need to know that your child has gone home safely.

### Fees

The fees for Technicolour Kids ASC in 2012 are as follows:

3-4pm	\$9
3-5.30pm	\$14
3-5.30pm	\$13 if more than one child per family attending
3-5.30pm	\$15 casual (24 hours' notice preferred)
Late fee	\$10 per every fifteen minutes after 5.35pm

- If your child is booked in for the 3-4pm slot and they are picked up late, the 3-5.30pm charge will apply.
- There is a charge for the regular days that your child is booked for whether s/he attends or not, and for public holidays which fall on school days.
- Should an overdue account be referred to a debt-collection agency, the customer shall be liable for any charges incurred.
- Automatic payment/bank transfer is the preferred method of payment.
- Please confirm payment amount with the manager before making any payments.
- Email contact is [technicolourkids@gmail.com](mailto:technicolourkids@gmail.com).
- Bank account details are as follows:

Technicolour Kids      Kiwibank  
389000 0295516 01

### Policies and Procedures

Please see the supervisor if you wish to view our Policies and Procedures folder. It contains detailed information on health and safety, making complaints, employment practices, etc.

### Behaviour management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. If a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

### Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

### Child safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services (CYF).

### Complaints

The programme has a complaints procedure which is displayed in the room where we are based. If you have any problems please approach the supervisor, manager, school principal or Board of Trustees representative. They will be happy to assist you with your concerns.

### Sick children

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, they will be made comfortable, and parents will be called and asked to collect them.

If you have any queries or concerns, the manager is always available for you. We look forward to getting to know you and your child

Parents - please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of any programme policy prior to signing, please do not hesitate to ask a member of staff.

I/We agree and acknowledge:

I have read and understand the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost. All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Name of parent/guardian:

Signature of parent/guardian:

Dated: