



General

OSCAR-approved care is available for children aged 5-13 years. Sessions are 3—6 pm, Mon-Fri during term time. ASC is not available when school is closed. Bookings (absences, extra sessions or enrolment changes/cancellations), and fees are managed through the School Office. Please email office@rewarewa.school.nz or call 939 0186, 8.30am-12 noon, Mon-Fri.

Fees—After School Care

Regular Booking

\$75.00 per week (5 days) per child

\$15.00 per day (1-4 days) per child

Regular bookings are invoiced at the beginning of each term and payment must be made weekly or fortnightly, 2 weeks in advance (unless payment in full is received within the first week of term). Full payment must be completed *before* the end of each term.

Casual/Extra Session

\$20 per day, per child

Contact the School Office to check availability and secure a space by 10am on the day required - **at the latest**. Payment must be made on the day or prior to attendance.

Payment

Online payment is preferred. Cash/cheque payments by prior arrangement only.

Account No. **03 0525 0270118 00**

Particulars: **ASC**

Reference: **Child's name**

One week's notice is required for all absences and cancellations or fees will be charged in lieu of notice.

Programme

Meals

Afternoon tea is provided. Please ensure that your child does not bring extra sweets or 'junk' food.

Absences

If your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by a parent/caregiver—this is **very** important. Unless we are informed, we will be trying to locate him/her. Your child's safety is paramount.

Collecting Your Child

If an unauthorised person arrives to collect your child (ie. not listed on the 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. Therefore, we require prior notification from you. The programme closes at 6 pm and children must be collected before this time. The collecting adult is required to sign your child out of the programme each session on the weekly attendance sheet kept at the door.

Policies and Procedures

After School Care Policies and Procedures are available for viewing at any time, please contact the Supervisor or School Office should you wish to do so.

Behaviour Management

We offer a stimulating and varied programme that ensures children are actively engaged, safe and respected. Behaviour management techniques are used to encourage positive self-esteem. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is of concern, parents/caregivers may be asked to remove him/her from the programme.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious incident involving your child, emergency services will be called and you will be contacted immediately. In a civil emergency, staff will remain at the programme until all children are collected.

Excursions

Children are generally not taken on excursions as part of the after school care programme. Should an excursion be arranged, parents will be informed and permission will be obtained prior to the event (as per the Holiday Programme).

Child Safety

All ASC staff are police vetted every three years, as per Ministry requirements for schools. The programme has a detailed Child Protection Policy, which includes the reporting of any suspected child abuse to the Ministry for Vulnerable Children/ Oranga Tamariki (or the equivalent agency).

Complaints

There is a written Complaints Procedure and any concerns or complaints will be managed in accordance with this policy. Issues of concern should be raised with the Supervisor in the first instance and then the Principal, as necessary.

Sick Children

If a child is unwell, parents/caregivers will be contacted to collect them. Please note, if your child experiences vomiting or diarrhoea, they may not return to after school care until 48 hours following the last episode.

We look forward to getting to know you and your child.



Child Details

Legal Surname:	Legal First Names:
Preferred Surname:	Preferred First Name:
Date of Birth: Male / Female (Circle one)	Actual Age: Years Months
Learning/Behaviour Needs: (Please specify any learning or behavioural needs staff should be aware of)	

Custody Details

Student Lives With: <input type="checkbox"/> Both parents (same address) <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Both Parents (shared care) <input type="checkbox"/> Other (specify)
Court Order Issued? Yes / No / Not Applicable (Circle one)
Details of custody order:

Parent/Caregiver Details

Dr / Mr / Mrs / Ms / Miss (Circle one)	Dr / Mr / Mrs / Ms / Miss (Circle one)
Parent/Caregiver Name:	Parent/Caregiver Name:
Relationship to Child:	Relationship to Child:
Home Address:	Home Address:
Email:	Email:
Home Phone:	Home Phone:
Mobile:	Mobile:
Work Phone:	Work Phone:
Occupation:	Occupation:
Place of Employment:	Place of Employment:

Emergency Contacts

In the event of an incident/accident or unwellness and we cannot contact a child's primary caregivers, it may be necessary to contact another person to collect your child. Please list 2 **alternative** contacts (NOT parents/caregivers already listed), who would be able to collect your child.

Name	Relationship to Student	Home Phone	Mobile

Adults authorised to collect my child (may include siblings over the age of 18).

Name	Relationship to Student	Home Phone	Mobile

Health & Medical

Family Doctor and/or Medical Centre:

Phone No.

Please read the following statements and circle Yes or No for each, then sign consent.

Does your child have from any medical condition or dietary requirements that staff should be aware of (eg. allergies, asthma, disability)? <i>If yes, please provide details:</i>	Yes	No
Does your child require regular medication? <i>If yes, please provide details:</i>	Yes	No
Has your child been fully immunised? <i>If yes, please ensure the School Office has a copy of your child's immunisation certificate.</i>	Yes	No
I authorise the staff of Rewa Rewa School to take reasonable steps in the event of an emergency concerning my child and to seek necessary medical treatment at a local medical centre or hospital acting as my agent.	Yes	No
I undertake to meet any costs resulting from this.	Yes	No

Permissions

Images of children enrolled in our programmes (eg. photos & video clips), are sometimes published in our promotional materials in print and online, this may include our school's website and Facebook page. In the interest of safety and security we require parental consent before publication. With consent, we share a child's first name only, image or image of their work.

Please tick below to indicate your preference:

- I give permission** for my child's first name, image and/or work to be included in school publications, in print or online.
- I do not give permission** for my child's first name, image and/or work to be included in school publications, in print or online.

*Please note: if your preferences change regarding publication of child information, it is the parent/caregiver's responsibility to advise the programme in writing.**Policies & Procedures*

- I agree that my child will be subject to the policies and procedures of the programme, particularly as they relate to safety & discipline
- I understand that programme staff will, at all times, act to keep my child safe; in doing so they may access and share information about my child with relevant education, health & welfare agencies, as is authorised or required by law
- I understand that the school will take action on my behalf in the case of sudden illness or injury
- I agree to abide by programme policies
- I agree to notify the School Office immediately of any changes to my child's enrolment
- I understand that 1 week's notice is required for all absences and cancellations or fees will be charged in lieu of notice
- I understand that fees are payable weekly or fortnightly, 2 weeks in advance at all times and that failure to ensure payment is made, may jeopardise my child's enrolment in the programme

*A full set of After School Care policies is available on request**Enrolment**Please circle below to indicate weekly enrolment:*

Casual only	Monday	Tuesday	Wednesday	Thursday	Friday
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Start date:

Name Signature Date