



Enrolment Form

Child(ren)'s details

Name	Age	D.O.B
1.
2.
3.

Enrolment details

Permanent OR Casual (*please circle*)

Please circle the days and sessions you would like to enrol your child:

- | | | | | |
|--------------------|---------------------|-----------------------|----------------------|--------------------|
| Monday A.M. | Tuesday A.M | Wednesday A.M | Thursday A.M | Friday A.M |
| Monday P.M. | Tuesday P.M. | Wednesday P.M. | Thursday P.M. | Friday P.M. |

	Permanent	Casual
Before School Care	\$9.00	\$12.00
After School Care	\$17.00	\$20.00

Payment

Online payments are preferred. Pay directly to **12-3042-0320436-02** Remember to state your name so we can identify the payment easily.

People authorised to collect your child(ren)

.....

Mother's name:email:

Home address:

Telephone: (day) (after hours) (mobile)

Father's name:

Home address (if different):

Telephone: (day) (after hours)(mobile)

Emergency contacts

Name: Relationship to child:

Address:

Telephone contact:

Name: Relationship to child:

Address:

Telephone contact:

Doctor's details

Childrens' doctor: Telephone:

Address:

Additional information

Does your child have any particular health needs we should be aware of?

(eg, allergies, food requirements, asthma, medical conditions etc.)

.....
.....

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

(eg, custody arrangements, special needs, behavioural issues etc.)

.....
.....

Parent contract

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

I/we agree and acknowledge:

- I have read and understand the enrolment information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the supervisor of any changes to enrolment information in a timely fashion.
- I agree to pay fees as stipulated in the fees policy.

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Name of parent:

Signature of parent: Dated:

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.

Mai Place

TERMS AND CONDITIONS

Mai Place is an out of school care and recreation programme (OSCAR) provider. It is an initiative of the Mairangi Bay School Board of Trustees. It is operated independently of Mairangi Bay School.

It is the goal of Mai Place to provide quality, safe and fun recreational activities for the Mairangi Bay School community. To create a “home away from home” environment where children are encouraged to make leisure time choices from a range of structured and free play activities.

Mai Place’s after school programme is a more structured programme where years 1 through 8 are kept together as a group with age appropriate activities.

2. Location

Mairangi Bay School Hall

Mairangi Bay School

Galaxy Drive

Mairangi Bay

3. Contact Details

T: 09 4788424

M: 021 624 752

E: maip@mairangibay.school.nz

4. Staff

Programme Manager: Ryan McWilliams

We endeavour to operate with a 1:10 ratio. This may vary at times and staff may be sourced from a pool of relieving staff to achieve this. A ratio of 1:8 will be operated for off site visits.

5. What we do

Before School: Breakfast, followed by supervised indoor or outdoor freetime play and group games, clean up and roll call before release at 8.30am.

After School: Children are met by a staff member and brought over to the hall, roll call followed by afternoon tea. Children then have the option of some of the following activities:

Free play inside or outside, homework, reading, out of school tutors.

6. Additional activities:

Additional activities are sometimes available to children. They change each term and separate enrolment forms will be issued prior to their commencement. Charges for some of these activities are extra but will be kept to a minimum. For example soccer skills, art lessons, tennis lessons, dance/music/gymnastics and cooking.

7. CYF OSCAR Approval

Mai Place is currently going through the process of OSCAR approval. If you require information on WINZ subsidies, please contact the WINZ office.

8. Hours of operation and fees:

Before School Care:

Monday - Friday (7.30am - 8.30am)

Breakfast provided

Fee: \$9.00 per child per session

Casual: \$12.00 per child per session

After School Care

Monday - Friday (3.00pm - 6.00pm)

Afternoon Tea provided

Fee: **\$17.00 per session (first child)**
\$15.00 per session (second child+)

Casual: **\$20.00 per child (No discounts)**

Note:

Late fee: **\$1.00 per minute after 6.00pm. This is strictly enforced.**

The programme operates during the Mairangi Bay School terms.

Mai Place is not open on public holidays. Mai Place is under no obligation to open on Teacher Only Days, however, we will look to provide a holiday programme on these days, subject to staff availability and parent interest.

All fees are GST inclusive.

9. Enrolment

All enrolment forms must be signed and completed prior to a child attending Mai Place. This includes casual attendances. Any attendance that occurs outside of pre-enrolment is classified as casual and the casual rate will apply.

An enrolment form may be collected from the Hall during operating hours, Mairangi Bay School office, or downloaded from the Mairangi Bay School website.

You must notify Mai Place immediately if there are any changes of circumstance that affect your contact details or where you wish to authorise your child to be collected by someone who is not listed as an authorised person.

One week's prior notice is required to reduce or cancel enrolments or to withdraw entirely from the Mai Place programme.

10. Absence

You must notify Mai Place immediately if your child is not attending on the day that they are enrolled. If your child is enrolled into the programme we expect them to attend that day. Notification of your child's absence due to illness or any other reason, must be phoned through to the Mai Place telephone number by 7.30am (for morning sessions) or 3.00pm (for afternoon sessions) of that day.

11. Sign in/out sheets

These are located in the Hall and must be completed prior to dropping off/collecting your child. If your child is to be collected by someone else then you must have previously advised us in writing. Where written authority is not received follow up calls are made.

12. Updated Contact Numbers

At times a child that is booked to attend may not be present at roll call time. It is imperative that we can contact you AT ALL TIMES to clarify their attendance. If we are unable to do this we cannot be held responsible for their whereabouts. It is vital that at all times a staff member from Mai Place can contact you. We recommend that you provide us with at least one mobile number that is monitored.

13. Behaviour Management

We use behaviour management techniques that encourage positive self-esteem and development. It is our goal to ensure that children and families experience an environment where they feel safe, secure, respected and where their dignity is protected. This is done through the use of positive reinforcement. Every effort is made to help children settle into the programme. However, if a child's behaviour is constantly harmful to other children or staff, parents will be asked to remove their child from the programme.

14. Policies and Procedures

It is your responsibility to be aware of Mai Place's policies and procedures. Staff and parents are required to abide by them. Our policies and procedures manual is held at the Mairangi Bay School Hall kitchen area for you to view at any time.

15. Payment Conditions

You will be charged fees based on enrolled days and any casual days booked, not attendance.

In the event of a child being ill on an enrolled day, the first day (which will include both sessions, if pre-enrolled for them) will be charged. Subsequent related illness days may be treated as a credit as long as the absence has been communicated. Mai Place staff may require a medical certificate to be produced where any child is absent for illness for more than one day.

You must make payment of fees one week in advance for enrolled bookings. Casual bookings must be paid on the day of attendance. Failure to do so may result in a child being withdrawn from the programme.

Payments can be made on any school day at the Hall. Eftpos is available and is our preferred payment method. There is a \$1.00 per minute penalty for every minute late for the pickup of your child.

Receipts will be issued annually on request.

16. Health and Safety

Access and arrangements/custody details for your child must be detailed on the enrolment form.

In the event of an accident or illness, Mai Place will immediately attempt to contact the parent/guardian and will take all appropriate steps to ensure the child's well being, but will not be liable for any costs (doctor's fees etc).

Any medical conditions, allergies or special dietary needs must be indicated on the enrolment form.

Medicine will not be administered without a medical consent form.

17. Exclusion

A breach of terms and conditions will result in your child being excluded from the programme until the matter has been resolved.

18. Privacy Act 1993

Information collected will be used for the purpose of establishing and maintaining records held by Mai Place.

Children's files will be available for perusal by parents/caregivers with authorised access.

19. Disclaimer

Mai Place will exercise reasonable care but will not be liable for any injury, damage or loss that may be sustained or incurred by you or your child or any other person or property.

Mai Place reserves the right to change any of the programme activities.

If your child damages property you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

20. Binding Agreement

This is a binding agreement between the Board of Trustees of Mairangi Bay School operating Mai Place and the parents/guardians of _____ (child's name).

By signing this document you have read and understood the programme information and parent responsibilities and terms and conditions detailed.

Signed:

_____ (Parent/Guardian)