

CareKids

Terms and Conditions for the Before and After School Care Programme

Contact Details

For more information contact Margaret O'Sullivan:

Mobile: 0210582660

Email: margaretosully@hotmail.com

CareKids' Bank Account

ASB account 12-3059-0581472-50

Introduction

This agreement sets out the terms and conditions of enrolment with CareKids Limited, as well as the responsibilities of both parties. The legal entity providing the services is CareKids Limited, hereafter referred to as "CareKids".

CareKids' offers quality childcare. The programme offers a wide range of activities, including art, drama, organic gardening, small business skills, science, cooking, and sports.

There will be daily indoor and outdoor play activities arranged for the children. As well as this there will be a number of groups set up which the children will be encouraged to participate in. Such groups may include environmental groups, community care/volunteer groups and concerts/exhibition groups. The children are encouraged to set up their own groups and take an active role in the planning of all holiday programmes.

CareKids' programmes will be operated by trained staff at all times. The manager will be assisted by enthusiastic and creative staff.

Location

CareKids Building
Murrays Bay School
18 Clematis Road
Murrays Bay

Parking

Parking is available outside the hall. Please do not park in the driveway.

Schedule, Hours and Fees

All fees are GST inclusive.

Before School Care

Before school care will be available from 7:00am until 8:30 am each day

Hours and fees: Daily rate 7.00am -8.30am \$14.50

Weekly rate 7.00am -8.30am \$68.00

Casual Rate, only if there is space available:

7:00am – 8:30am \$20.00

After School Care

After school the children will meet at the CareKids building. The roll will be taken and the children will have afternoon tea, followed by a sharing time and an outline of the activities being offered for the day. The children will then have a chance to relax and move around the activities of their choice.

Hours and fees: Daily rate 3.00pm- 6.00pm \$18.80 (afternoon tea provided)
Weekly rate 3.00pm- 6.00pm \$85.00 (afternoon tea provided)

Casual Rate, only if there is space available:
3.00pm-6.00pm \$25.00 (afternoon tea provided)

Late Fees: The CareKids' workday concludes at 6:00pm and all staff must be free to leave at the agreed time. Nevertheless, a staff member will remain with your child if you are late. Regrettably though, we must impose a 'late fee', regardless of the circumstances creating the delay. Parents failing to comply with the 6:00pm pick-up schedule will be charged an additional \$20.00 per fifteen minutes or part thereof. This will be strictly enforced.

Note: This CareKids' after school programme only operates during term times and is not open on public holidays.

School Holiday Programme

A school holiday programme will also be provided between 8:00am – 5:30pm with details of the programme being advertised prior to the holidays. A programme will only be provided when there is a demand for such a programme.

Payment Conditions

Accounts to be paid two weeks in advance of your children attending CareKids' programmes. Late payments may incur an additional 10% charge on top of the outstanding fees. Invoices will be provided each term.

Casual fees to be paid prior to the child's attendance.

The preferred method of payment is by automatic payment, or regular direct credit into the CareKids' ASB account 12-3059-0581472-50.

You will be charged fees based on enrolled days and any casual days booked. There will be no refunds given for children who are sick or for non- attendance on any day that your child is enrolled in a CareKids' programme. Days booked are non-transferable, additional bookings will incur a casual charge and be dependent on availability.

Enrolment

An Enrolment Form must be signed and completed prior to a child attending any CareKids' programme. This includes casual attendances.

The form may be collected from the CareKids Building, or downloaded from the Murrays Bay School website.

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

Two weeks notice in writing is required to reduce or cancel enrolments or to withdraw entirely from CareKids. For reducing enrolments or withdrawing at the start of a term, notice must be given two weeks prior to the end of the previous term.

Charitable Support

Ten dollars from every enrolment CareKids receives will go to True Colours, a Hamilton based charity providing care and support for sick children and their families.

Absence

You must notify the CareKids' manager immediately if your child is not attending on a 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/emailed/texted through to CareKids' telephone number/email address by 10:00am of that day. If you fail to inform us of your child's absence a \$10.00 fee will be charged on top of the daily fee.

Sign In/Out Book

All children will be ticked in on the daily register by the staff at roll call. Each day when you collect your child, it is essential that you sign your child out in the daily roll book, with the exact time, and inform the manager that you are taking your child. Your child may only be signed out by those authorised on the enrolment form unless prior permission is provided to the Programme Manager. If express permission has not been received a call will be made to the parent/guardian.

Updated Contact Numbers

At times, a child who 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 non attendance. If we are unable to do this, we cannot be held responsible for the child's whereabouts. It is vital that at all times a staff member can contact you. We recommend that you provide us with one mobile phone number that is monitored.

Behaviour Management

We will discuss our expectations and the behaviour management plan so everyone knows what is expected of them. We will implement a rewards system to reinforce positive behaviour.

Unaccepted behaviour will be recorded and the parents will be informed. If continued over several days the manager will meet with the parents to discuss the child's behaviour. If the behaviour continues the parent will be asked to remove the child from the programme.

Policies and Procedures

It is your responsibility to be aware of CareKids' policies and procedures. These will vary from time to time and will be available on request. Staff and parents are required to abide by them.

Health and Safety

Access and arrangement/custody details must be recorded on the enrolment form. In the event of an accident or illness, CareKids will immediately attempt to contact the parents/guardians and will take all appropriate steps to ensure the child's wellbeing, but will not be liable for any costs (medical 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. Medicines for any life threatening condition will be stored in the CareKids' locked health box. These medicines will be separated from any other medicines being held in the first aid box.

Exclusion

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

Privacy Act 1993

Information collected will be used for the purposes of establishing and maintaining records held by CareKids. Children's files will be available for perusal by authorised personnel only.

Disclaimer

CareKids will exercise reasonable care but will not be liable for any injury, damage or loss that may be sustained or incurred by or to your child or any other person or property. Notwithstanding anything else in this agreement, the liability of CareKids shall in total not exceed one week's fees.

CareKids reserves the right to change any of the programme activities. If your child damages any property you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

Binding Agreement

This is a binding agreement between CareKids and the parents/guardians.

Child's name: _____

By signing this document you declare that you have read and understood the programme, information and parent responsibilities, and Terms and Conditions.

Parents/Guardian's Signature _____

Full Name _____

Signed on behalf of CareKids _____

Full Name _____

Date _____

CHILD'S DETAILS:

Family Name: _____ First Name(s): _____

D.O.B: _____

Address: _____

PARENT/CAREGIVER:

Family Name: _____ First Name(s): _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Relationship to Child: _____

Address (if different from child's): _____

Email address: _____

PARENT/CAREGIVER:

Family Name: _____ First Name(s): _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Relationship to Child: _____

Address (if different from child's): _____

Email address: _____

EMERGENCY CONTACTS:

Name: _____

Name: _____

Relationship to Child: _____

Relationship to Child: _____

Address: _____

Address: _____

Phone Numbers: _____

Phone Numbers: _____

HEALTH:

Allergies: _____

Sight: _____

Medication: _____

Speech: _____

Serious Problems: _____

Hearing: _____

Doctor: _____

Phone: _____

OTHER DETAILS:

Ethnicity: _____

Learning and Behaviour Needs: _____

Special Needs: _____

Other Information/Requests: _____

ATTENDANCE DETAILS:

Booking Type: Permanent Casual

Days Attending:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

People authorised to collect children other than listed parents/caregivers:

Name: _____ Phone: _____

Name: _____ Phone: _____

Children collected by persons approved by parents may be unknown to staff/supervisors; in this situation identification will be required.

I agree to abide by the CareKids Limited policies:

Signature: _____

Name Printed: _____

Parent Caregiver

Date: _____

Please tick if you consent to your child being photographed for the purpose of promoting the CareKids programme.

Contact: Margaret
Mob: 021 058 2660
margaretosully@hotmail.com