

K.A.S. CARE HASTINGS LTD

Enrolment form

Child's Name:						Age:	D.O.B:		
Child's Name:						Age:	D.O.B:		
Child's Name:						Age:	D.O.B:		
Home Address:						Home Phone:			
E-Mail Address:									
Mother's Details Name:									
Cellphone:									
Workplace:						Workphone:			
Father's Details: Name:									
Cellphone:									
Workplace:						Workphone:			
Emergency Contact Person:						Phone:			
Family Doctor:						Phone:			
People authorised to collect your child:						Phone:			
1.									
2.									
3.									
4.									
People legally denied access to your child:									
Special needs, Personal, Family cultural, Religious, Medical History, Allergies:									
Swimming Ability (1 unable to swim 5 capable swimmer) Please circle									
Name:		Age:		Ability:		1 2 3 4 5			
Name:		Age:		Ability:		1 2 3 4 5			
Name:		Age:		Ability:		1 2 3 4 5			
Days Attending:			Mon	Tues	Wed	Thurs	Fri	Casual	
Starting Date:			School:						
Postal Address: Oakleigh Hills RD 11 Hastings		K.A.S. CARE HASTINGS LTD Frimley School Hall, Frimley Avenue, Hastings Phone 06 8769533 Email: kascare@actrix.co.nz				Julie Field 8776345 / 0275 447539 Karen Davidson 8777360 / 0275 509679			

Enrolment Form Agreement

Aims

- To provide a safe, reliable, affordable and interesting place for your child.
- To have zero tolerance to bullying and bad language.
- To help with your child's homework.
- To care for your child and in the event of an accident or illness contact you immediately.
- To provide afternoon tea.

Terms & Conditions

- To ensure the information on the enrolment form is kept up to date.
- To notify staff by 12 noon of any alterations to attendance. Failing to do this will incur normal fees.
- To advise the supervisor of any situation or medical condition that might affect or disturb your child.
- Children are to be collected by 5.30pm every day. A late pick-up penalty fee of \$20 will apply.
- To pay fees fortnightly. Casual enrolments must be paid daily.
- Behaviour which is consistently harmful to others may result in dismissal from the program after all possibilities have been explored and the behaviour management procedure has been followed.
- The staff will endeavour to provide the best of care for your child and his/her property but cannot be held liable for any accidental injury or loss of property.
- Children will be held financially responsible for deliberate damage to property.
- An absent fee will apply after 10 absences per calendar year per child.
- Accounts in arrears will incur a penalty fee every month and may also incur Debt Collection costs.
- In the event that it becomes necessary for K.A.S. Care to take legal action to recover any outstanding fees, I understand and accept that I will be liable for any and all costs arising from the undertaking of such action.
- I give authority for K.A.S. Care to collect or transport and deliver, my child/children to the centre.
- In the event that my child/children are transported to and from any venue in private vehicle, I give authority and understand that they may do so and that the vehicle must have be registered, have a current warrant of fitness and that the driver has a current, clean full drivers license.
- I give authority for K.A.S Care to take my child/children on short excursions that may happen within centre hours. Procedures for these excursions are outlined in our Policies and Procedures Manual.
- I authorise K.A.S. Care to engage emergency treatment/procedures should it be necessary for the care of my child/children.
- Our Policy & Procedure Manual is available at the centre for your information.
- All enrolment information is confidential. Every parent / caregiver has the right to check for accuracy of information held about their children at the centre.

Signed: Date:
Parent/Caregiver

Signed: Date:
Supervisor

I confirm I have read these terms and conditions and agree to them as above.

Signed: Date:
Parent/Caregiver