

# K.A.S. CARE MAHORA

## 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:			D.O.B:
Workplace:			Workphone:
Father's Details: Name:			
Cellphone:			D.O.B:
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:			
Days Attending:		Mon	Tues
Starting Date:		Wed	Thurs
		Fri	Casual
School:			
Postal Address: Oakleigh Hills RD 11 Hastings	K.A.S. CARE HASTINGS LTD 1024 Duke Street, Hastings Email: <a href="mailto:kascare@actrix.co.nz">kascare@actrix.co.nz</a> Web: <a href="http://www.kascare.co.nz">www.kascare.co.nz</a>		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.
- I agree to give two weeks notice when changing or cancelling my child's booking.
- To advise the supervisor of any situation or medical condition that might affect or disturb your child.
- My child has permission to participate in swimming sessions.
- 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.
- To pay fees fortnightly. Casual enrolments must be paid daily.
- Children are to be collected by 5.30pm every day. A late pick-up penalty fee of \$20 will apply.
- Staff will do their best to ensure a safe experience for your child. However K.A.S. Care's staff and volunteers will be free and clear of all liability in the event that any injury, damage or loss is sustained to your child or their personal effects.
- Children will be held financially responsible for deliberate damage to property.
- An absent fee will apply after 10 absences per calendar year per child.
- I understand that if on an OSCAR subsidy, the child must attend the hours I have applied for.
- I agree to pay a 10% penalty (based on the amount owing) if my fees become in arrears. Late payment of fees may result in my child's space being cancelled and all debt collection fees payable by myself.
- 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 authorise K.A.S. Care to assess, collect, retain and use any information about myself for the purpose of assessing my credit worthiness.
- I also authorise K.A.S. Care to disclose information about myself to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default.
- 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 been registered, have a current warrant of fitness and that the driver has a current, clean full drivers license.
- The terms of this agreement are subject to the centre rules and regulations, and as such, rules and regulations may hereafter be amended from time to time.
- 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 give consent for photographs to be taken of my child/ren for publicity purposes, and/or programme activities.
- I understand, and agree to, the programme utilising a sole charge operator.
- 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.
- I declare that the information I have provided is True and Correct.

Information provided by parents/guardians on this enrolment form is required for statistical purposes, to ensure contact in an emergency and to facilitate individual care and attention for your child. It is strictly confidential to K.A.S. Care and follows the principles of the Privacy Act 1993

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

Signed: .....

Parent/Caregiver

Date: .....

Supervisor: .....

Date: .....