



Top Cats Before & After School Care

65 Iris Taylor Avenue

West Melton

Tel: 741-1785

ENROLMENT FORM

◆ Child(ren)'s details:

Full Name(s)

1. D.O.B.:...../...../.....F/M
2. D.O.B.:...../...../.....F/M
3. D.O.B.:...../...../.....F/M

Residential Address:

Post Code:

Email Address:

Telephone

(Work)

(Home)

School Attending:

Enrolment Details:

Please tick the days and sessions you would like your child to be enrolled:

Before School (Starts at 7.30am and we will deliver children by foot to West Melton School by 8.50am)

- Monday Tuesday Wednesday Thursday Friday

After School (3pm – 6pm and we will collect your child by foot from West Melton School)

- | | | | | | | | | |
|-----------|--------------------------|---------------|--------------------------|---------------|--------------------------|---------------|--------------------------|---------------|
| Monday | <input type="checkbox"/> | 3.00 - 4.30pm | <input type="checkbox"/> | 3.00 – 5.00pm | <input type="checkbox"/> | 3.00 - 5.30pm | <input type="checkbox"/> | 3.00 – 6.00pm |
| Tuesday | <input type="checkbox"/> | 3.00 - 4.30pm | <input type="checkbox"/> | 3.00 – 5.00pm | <input type="checkbox"/> | 3.00 - 5.30pm | <input type="checkbox"/> | 3.00 – 6.00pm |
| Wednesday | <input type="checkbox"/> | 3.00 - 4.30pm | <input type="checkbox"/> | 3.00 – 5.00pm | <input type="checkbox"/> | 3.00 - 5.30pm | <input type="checkbox"/> | 3.00 – 6.00pm |
| Thursday | <input type="checkbox"/> | 3.00 - 4.30pm | <input type="checkbox"/> | 3.00 – 5.00pm | <input type="checkbox"/> | 3.00 - 5.30pm | <input type="checkbox"/> | 3.00 – 6.00pm |
| Friday | <input type="checkbox"/> | 3.00 - 4.30pm | <input type="checkbox"/> | 3.00 – 5.00pm | <input type="checkbox"/> | 3.00 - 5.30pm | <input type="checkbox"/> | 3.00 – 6.00pm |

What date would you like your child to start at Top Cats?/...../.....

NB: we are CLOSED Public Holidays

Parents / Guardians:	
Mother's Name:	Father's Name:
Address:	Address:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

◆ Emergency Contacts: Please list two people we can contact in an emergency to collect your child if you are unavailable	
First Names:	First Names:
Surname:	Surname:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

◆ Person's who can pick up your child: additional to parent/guardian and emergency contacts	
First Names:	First Names:
Surname:	Surname:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):

◆ Doctor:	
Name:	Phone:
Name of medical centre:	

Custodial Statement
Are there any custodial arrangements concerning your child?
If YES , please give details of any custodial arrangements or court orders?

◆ Additional Information

Does your child have any particular health needs we need to be aware of? (e.g. allergies, dietary restrictions, illnesses or special conditions)

Does your child have any special interests? (e.g. art & craft activities, sports, music)

Does your child have any special needs Top Cats' staff need to be aware of?

◆ Parent Contract and Information

Enrolment

Enrolment is finalised upon completion of an enrolment form and the signing and returning of this sheet. Please inform the office of any relevant changes to your enrolment details. It is crucial we have up to date information.

Please return all pages of this enrolment form to the Top Cats' Office.

Meals

Some children bring their breakfast and start the morning with this. Children should also bring along afternoon tea for the After School Programme. Please ensure that your child does not bring extra sweets or "junk" food.

Absences

Once your child's name is on the roll, we expect them to be at the programme unless we have been notified by the parent/caregiver. Please make a quick phone call advise us of your child's absence to the Top Cats' Office (741-1785) or email: westmelton@catspjs.co.nz before:

- 1.00pm for the After School Programme
- 4pm prior to the day of attendance for the Before School Programme
- This would be much appreciated. If we have not been notified and your child does not arrive and we cannot locate them at school, we will do EVERYTHING we can to locate him/her. Your child's safety is paramount to us!

Collecting your child

If a person arrives to collect your child whose name is not on your 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. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 6.00pm. Parents who pick up their children any later than 6.00pm may be charged a late fee of \$20.00 for every 15 minutes late or part thereof. If parents arrive late to collect their child for their booked session, late fees will also apply.

Signing your child in and out

Each day when you collect your child it is essential that you sign your child in and out on the daily roll. The supervisor will show you where this is. We need to know that your child has gone home safely.

Fees

Fees are our ONLY source of income. To operate efficiently, we require that fees be paid in advance fortnightly or as arranged by the Top Cats Office. A penalty of 10% will be charged for fee payments in arrears more than two weeks. As part of this contract, you understand and accept that if any fee or change remains unpaid beyond the time specified, your child's enrolment may be forfeited and the debt passed on to Baycorp Debt Collection Agency

for collection. You also accept responsibility for all debt collection and legal costs incurred in this process.

Payments should be made to the following bank account:

12-3441-0077373-00

Invoices for fees will be emailed fortnightly in advance and payment due within 7 days.

Policies and Procedures

Please see the supervisor if you wish to view our Policies and Procedures booklet. It contains detailed information on health and safety, making complaints, employment procedures etc.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Families.

Behaviour Management

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

The cost of repairing accidental or intentional damage to property by a child will be invoiced to the parent's account.

Complaints

Top Cats has a complaints procedure. If you have any concerns, please approach the supervisor or the owner, Tracy Summerfield, and they will be happy to assist you with your concerns.

Sick Children

Please do not send along sick children. If a child becomes ill during programme hours, we will contact the child's parents/caregivers and make the child comfortable until their parents/caregivers collect them.

If you have any queries or concerns, the supervisor or management is always available to speak to you. We appreciate your feedback as we want Top Cats to be the best before and after school care programme it can be for your child.

We look forward to getting to know your child and your family and trust that your time with us will be a fun and rewarding experience.

If you have any questions about the programme or wish to see a copy of the programme's policy prior to signing, please do not hesitate to ask a member of staff. Both parents and the programme will receive signed copies of this contract.

I/We agree and acknowledge:

- I/We have read and understand the above information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I/We give permission for my child/ren to go on local excursions (e.g. park, reserve)
- I/We give permission for photographs of my child/ren to be used for genuine publicity purposes.

All care will be taken to provide supervision of children attending the programme in accordance with Top Cats' policies and procedures. I acknowledge, however, in signing this form, that neither the staff nor management of the Top Cats will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the Top Cats Before and After School Care.

**Thank you for choosing to enrol your child at Top Cats Before & After School Care
Please return all 5 pages of this enrolment form to Top Cats.**

Name of Parent:

Signature of Parent:

Dated:

◆ For Office Use Only:

Ceased Enrolment Details

Date Enrolment Ceased: ___ / ___ / ___

One month's notice in writing Received

Y / N

Account Finalised

Y / N

Account Referred to Baycorp

Y / N