

Enrolment Agreement Form



Name of Service **Top Cats Before & After School Care**

Licence no **10050**

Customer no

Child's Details

Full name's

1.	Age	Date of birth	dd / mm / yyyy
2.	Age	Date of birth	dd / mm / yyyy
3.	Age	Date of birth	dd / mm / yyyy

Home address

Phone home

Email address

Mobile

School attending

School phone

Enrolment Details

Tick the days and session you would like your child/ren to be enrolled

Before School (Starts 7:30am and we will deliver children by foot to West Melton School by 8:50am)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

After School (3:00pm - 6:00pm and we will collect your child by foot from West Melton School)

Monday	<input type="checkbox"/> 3:00pm - 4:30pm	<input type="checkbox"/> 3:00pm - 5:00pm	<input type="checkbox"/> 3:00pm - 5:30pm	<input type="checkbox"/> 3:00pm - 6:00pm
Tuesday	<input type="checkbox"/> 3:00pm - 4:30pm	<input type="checkbox"/> 3:00pm - 5:00pm	<input type="checkbox"/> 3:00pm - 5:30pm	<input type="checkbox"/> 3:00pm - 6:00pm
Wednesday	<input type="checkbox"/> 3:00pm - 4:30pm	<input type="checkbox"/> 3:00pm - 5:00pm	<input type="checkbox"/> 3:00pm - 5:30pm	<input type="checkbox"/> 3:00pm - 6:00pm
Thursday	<input type="checkbox"/> 3:00pm - 4:30pm	<input type="checkbox"/> 3:00pm - 5:00pm	<input type="checkbox"/> 3:00pm - 5:30pm	<input type="checkbox"/> 3:00pm - 6:00pm
Friday	<input type="checkbox"/> 3:00pm - 4:30pm	<input type="checkbox"/> 3:00pm - 5:00pm	<input type="checkbox"/> 3:00pm - 5:30pm	<input type="checkbox"/> 3:00pm - 6:00pm

What date would you like your child to start at Top Cats? dd / mm / yyyy

Note: We are **CLOSED** Public Holidays.

Parent/Guardian's Details - 1

Full name

Relationship

Phone (Work)

Phone (Home)

Mobile

Email address

Home address

Post code

Parent/Guardian's Details - 2

Full name

Relationship

Phone (Work)

Phone (Home)

Mobile

Email address

Home address

Post code

Emergency Contacts / People Authorised to Collect Your Child(ren)

The names of the people, who are permitted to collect this child/ren or should be consulted if the child is ill or injured (other than those stated above). No child will be given permission to leave unless the person collecting the child is noted on this form.

Full name	Relationship	
Phone (Work)	Phone (Home)	Mobile
Email address		
Home address		
Post code		

Full name	Relationship	
Phone (Work)	Phone (Home)	Mobile
Email address		
Home address		
Post code		

Person's who can pick up your child(ren)

The names of the people, who are permitted to collect this child/ren additional to the parent/guardian and emergency contacts.

Full name	Relationship	
Phone (Work)	Phone (Home)	Mobile
Email address		
Home address		
Post code		

Full name	Relationship	
Phone (Work)	Phone (Home)	Mobile
Email address		
Home address		
Post code		

Custodial Statement

Are there any custodial arrangements concerning your child/ren? ☐ Yes ☐ No
If YES, please give details of any custodial arrangements or court orders?

Names of any persons who are forbidden to have any contact or restricted contact to this child/ren. A court order needs to be sighted and a copy held on file in order for our centre to prohibit a parent/guardian from collecting his/her child/ren.

Name	Court order is on file? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Court order is on file? <input type="checkbox"/> Yes <input type="checkbox"/> No

Invoicing Details

Account Name	Phone	
Email address	Mobile	
Is the person responsible for the care of the child an employee of BestStart?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Employee no

Doctor

Name	Phone
Name of medical centre	

Additional Information

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

☐ Yes ☐ No

Does your child/ren have any special interests? (eg art and craft activities, sports, music)

Does your child/ren 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 the full form. Ensure the office is informed of any relevant changes to your enrolment details. It is crucial we have up to date information. 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. Ensure that your child does not bring extra sweets or 'junk' food.

Absences

Once your child/ren's name is on the roll, we expect them to be at the programme unless we have been notified by the parent/caregiver. Ensure a phone call is made to advise us of your child/ren's absence to the Top Cats Office on 03 741 1785 or email catspj.westmelton@best-start.org before:

- 1:00pm for the After School Programme
- 4:00pm prior to the day of attendance for the Before School Programme
- 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(ren)

If a person arrives to collect your child/ren whose name is not on your enrolment form, then we are obliged (for your child/ren's safety) to keep your child/ren in our care until you have been located for consent. The programme closes at 6:00pm. Parents who collect their child/ren 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/ren for their booked session, late fees will also apply.

Signing Your Child(ren) In and Out

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

Fees

Fees are the only source of income for the programme. To operate efficiently, we require that fees be paid in advance or as arranged by the Top Cats Office. A late payment fee will be charged for fee payments in arrears of 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, the enrolment/s may be forfeited and the debt passed onto a debt collection agency for collection. You also accept responsibility for all debt collection and legal costs incurred in this process.

Payments

Invoices for fees will be emailed weekly in advance and payment due within 7 days. Our preferred method of payment is direct debit. Payments can also be made using Internet banking to the following bank account **02-0466-0248112-00** quoting your 9-digit customer number found on the top right-hand section of your invoice.

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 get 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 Ministry for Children, Oranga Tamariki.

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/ren 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 the property by a child will be invoiced to the parent/caregiver's account.

Complaints

Top Cats has a complaints procedure. If you have concerns, please approach the supervisor or Area Manager and we 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 they are collected.

If you have any queries or concerns, the supervisor 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/ren.

We look forward to getting to know your child/ren 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 ask a member of staff. Both parents and the programme will receive signed copies of this contract.

Parent/Guardian Permissions and Declaration

I/we agree and acknowledge:

I declare that all the above information is true and correct to the best of my knowledge. ☐ Yes ☐ No

I/we have read and understood the above information. ☐ Yes ☐ No

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost. ☐ Yes ☐ No

I/we give permission for my child/ren to go on local excursions (eg park, reserve). ☐ Yes ☐ No

I/we give permission of photographs and video of my child/ren to be used for genuine publicity or programme purposes. ☐ Yes ☐ No

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 or management of Top Cats will be liable for loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the Top Cats Before and After School Care programme.

➡ Parent/Guardian Signature Date dd / mm / yyyy

➡ Parent/Guardian Signature Date dd / mm / yyyy

Thank you for choosing to enrol your child/ren at Top Cats Before and After School Care
Please return all 4 pages of the enrolment form to Top Cats

Office Use Only

Emergency Contacts Folder updated ☐ Direct debit form completed ☐

Deposit Paid \$ Date enrolment ceased / /

Receipt Number Invoice/statement finalised ☐

Top Cats Before & After School Care West Melton

65 Iris Taylor Avenue, West Melton, Christchurch

Phone: 03 741 1785

Email: catspjs.westmelton@best-start.org

Web: www.catspjs.co.nz



Effective 26 April 2021

Our Purpose

Top Cats was established in response to a need from families with children attending our preschool (The Cat's Pyjamas Preschool and Nursery) for quality before and after school care.

Like our preschool, we strive to provide a stimulating programme which caters for children's different ages, sex and cultural backgrounds, whilst encompassing individual needs and interests.

We offer a high quality before and after school care programme with optional supervised homework sessions for primary aged children between the hours of 7:30am to 9:00am and 3:00pm to 6:00pm, Monday to Friday.

Our Location

Top Cats is located at The Cat's Pyjamas Preschool and Nursery, in a fantastic purpose-built room that has been designed with school-aged children in mind. An extensive outdoor area and a wealth of age-appropriate resources to keep children engrossed provides an outstanding facility for children.

Fees

Before School Program – 7:30am – 9:00am	Per Session
Permanent Bookings	\$12.00
*Casual Booking	\$13.50

After School Program – 3:00pm – 6:00pm Minimum booking of 1.5 hours	Per Hour
Permanent Bookings	\$8.00
*Casual Booking	\$9.00

*Booking Policy

Minimum booking of 2 days per week. For the After School Program a minimum booking of 1.5 hours applies. Casual bookings are only available to those children permanently enrolled with Top Cats.

Deposit

One week's fees are payable upon enrolment. This is non-refundable if your child does not start with the program and less than one week's notice is given.

Terms and Conditions

Enrolment at this programme confirms your acceptance of the terms and conditions. The terms and conditions contained herein are not exhaustive. Further terms and conditions are contained in published programme enrolment forms, policy documents, rules, notices, etc. Fees may be reviewed from time to time. Where possible at least two weeks' notice of any changes will be given. The centre reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices, or posting notification on one of the programme notice boards.

Discounts are allowed at the discretion of the company and may be withdrawn at any time. Only one discount offer can be applied to fees at any given time.

Notice Period and Changes to Enrolment

Casual days must be agreed in advance and are subject to availability. We require one weeks' notice if you wish to terminate or change your child's booking. Changes in bookings are on the basis of space permitting.

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

Please email us at catspjs.westmelton@best-start.org if you have any questions regarding enrolment.