

Super Kids Wilford

Terms and Conditions

I/We agree and acknowledge:

1. Only enrolled children, casual or regular, will be accepted into Super Kids OSCAR Program (Super Kids)
2.
 - a. Morning Program
The parents are to bring child/ren into the hall and sign them in. Children will NOT be the responsibility of Super Kids until they have been signed in. Children will be released to the school at 8.30 am.
 - b. Afternoon Program
To collect children from Super Kids no later than 5.45pm(our *clock is the official time for the purposes of timing*) every day and to advise in writing, if someone else, other than the person authorised on the enrolment form will be picking up the child/ren.

Parents need to inform the supervisor if they will be dropping children off late or picking them up early. If the group is not in the Hall (eg outdoors in the playground) parents must make sure that the staff know their child has been picked up.

In the event that child/ren is not collected at the end of a session the following will occur;

- Two staff members will remain with the child/ren.
 - Attempt will be made to contact parents.
 - Emergency contacts and/or people authorised to collect the child are contacted and asked to collect the child.
 - The Manager Super Kids will be informed.
 - If there is no contact with any of the above contacts within half an hour of the programme closing, the Police will be contacted and advice sought as to what further action should be taken.
3. **Parents may be charged a fee for pick-up after closing time.**
 4. To pay all fees one week in advance, or if casual, upon collection of the child/children that day. Should we engage the services of a Debt Collection Agency all expenses incurred will be added to the outstanding arrears. If payment is made by cheque, please add 25c for clearance fee. **A fee may be charged for overdue accounts.**
 5. Any disagreement regarding fees charged are to be addressed to Managing Director/s Super Kids.
 6. **To advise the Manager Super Kids on each occasion a child will not be attending;**
Morning program before 9.30pm the day before,
Afternoon program before 9.30am on the day of the afternoon program.
 7. To advise the Manager Super Kids of any situation which may disturb the child/ren and/or any medical or other relevant condition.
 8. To ensure child/ren know where to go for **Super Kids**.
 9. Behaviour which is consistently harmful to property or others may result in dismissal from the programme after all methods of resolution have been explored.

10. To ensure children understand the **Super Kids** rules.
11. To immediately advise the Manager **Super Kids** of any changes to contact particulars on the enrolment form.
12. That I may be held liable to cover cost of equipment/building wilfully broken by my child/ren.
13. That the Manager (or person for timebeing in charge) **Super Kids** may arrange any necessary urgent medical treatment if I cannot be contacted, at my cost.
14. While the management of the **Super Kids** programme, its staff and volunteers, will take care to provide proper supervision of all children, they will not have any personal liability in respect of any act of omission arising out of any session or activity of the programme.
15. Fees. Refer to the seperate fees schedule.
Permanent (that is for 3+ days per week)
Casual Attendance is to be paid on the day.
Fees are charged for non-notification of absence: If your child is booked into the programme and does not attend, you will still be charged the normal rate that is charged when they attend.
Late pick-up fee
\$20.00 up to 15 minutes past closing; and every 15 minutes thereafter.
The above fee plus, \$50.00 for pickups after 6.15pm.
All Fees, are to be paid one week in advance, and are to be paid to the Manager/Acting Manager, **Super Kids**.
16. **Super Kids** Policies and Procedures form part of these terms and conditions.
17. From time to time photographs are taken of the children for the purposes of promotion and competitions. If you do not want your child to be photographed or wish to be notified when this occurs please advise us in writing and we will ensure your child is removed from any photographs and that their likeness is not used in any photographs used for the purposes above.

Duty Manager: Mobile 021 990 742
Phone (School) 04 5683424 Ext. 117
Phone (Home) 04 972 1511 Sandra or Jay (Owners)
Mobile (Jay) 021 215 9585
Email jay@superkids.net.nz

Super Kids Wilford Enrolment form

Child(ren)'s details

Name(s)

1 Date of Birth:

2 Date of Birth:

3 Date of Birth:

Enrolment details

Permanent / Casual (please circle)

Please circle the days you would like to enrol your child

Monday Tuesday Wednesday Thursday Friday

People authorised to collect your child(ren)

Name

1 Phone

2 Phone

3 Phone

4 Phone

Mother's name Mobile

Home address

Telephone Work Home

Email

Father's name Mobile

Home address (if different)

Telephone Work Home

Email

Emergency contacts

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Name Relationship to child

Address

Telephone contact between 3.00 and 6.00pm

Doctor's details

Childrens' doctor Telephone

Address

Medicine administration

If your child/ren requires administration of medication, please contact the Manager Super Kids Wilford OSCAR to arrange completion of the Medication Consent Form (Form Z)

Additional information

Does your child have any particular health needs we should be aware of? eg, allergies, food requirements, asthma, medical conditions etc.

Is there anything else we should know about in order to take good care your child? eg, custody arrangements, special needs, cultural needs, behavioural issues etc.

Parent contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of staff.

- I/we agree and acknowledge:
- I have read and understand the enrolment information.
- I have read and understand the Terms and Conditions, Policy and Procedures, and Complaints Process.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the supervisor of any changes to enrolment information in a timely fashion.
- I agree to pay fees as stipulated in the fees policy.

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Name of parent

Signature of parent Dated

Your signature indicates your acceptance of all Super Kids Wilford OSCAR rules, policies and procedures.

Privacy Statement: The information that you have supplied is necessary for the safe and effective operation of the Super Kids Wilford OSCAR programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.

- A representative from the Ministry of Social Development (MSD) may view this information as part of the OSCAR programme assessment process.

Super Kids Wilford Fees Policy

Super Kids hourly rate is \$7.60. This is the GST Inclusive cost.

We charge a flat rate for the first hour of attendance, which is from the finish of school, usually 3.00pm. So you will be charged \$7.60 from 3.00pm until 4.00pm (if you pick up earlier you are still charged the full hour).

From 4.00pm you will be charged for every 15 minutes thereafter to the next 15 minutes at a rate of \$1.90 (a quarter of the hourly rate).

Before School is provided from 07:30hrs until released to school at 08:30hrs. A flat charge of \$7.60.

Example 1

Child attends from school finish until you pick up at 3.50pm	First hour fee	\$7.60
	Total to pay	<u>\$7.60</u>

Example 2

Child attends from school finish until you pick up at 4.40pm (1 hour, plus 3 x 15 minute blocks.)	First hour fee	\$7.60
	3 x 15 minutes	\$4.95
	Total to pay	<u>\$13.30</u>

Example 2

Child attends from school finish until you pick up at 5.45pm (2 x hour, plus 3 x 15 minute blocks).	First hour fee	\$7.60
	1 hour fee	\$7.60
	3 x 15 minutes	\$4.95
	Total to pay	<u>\$20.90</u>

Work and Income (WINZ) OSCAR Subsidy

Out of School Care and Recreation (OSCAR) Subsidy is a payment which helps families with the costs of before- and after-school programmes, and school holiday programmes. It helps with the costs of before- and after-school programmes for up to 20 hours a week, and school holiday programmes of up to 50 hours a week. For eligibility please refer to the WINZ website.

The payment is up to a maximum amount as per eligibility that can be viewed on the WINZ website. It *does not* pay the full child care amount. **You will always need to top up the remainder owing.**

If you apply for 20 hours and only use 10, we are legally required to charge for the 20 hours, as those are the hours you have also booked with us, and recover the remainder of the payment from you.

WINZ does allow some variation in hours without having to make changes, but an ongoing reduction in hours will mean changing that with WINZ.

Payment

We require you to be in advance with your account. This means you will have to pay the full account until the WINZ payment is processed. We understand how difficult this may be for some in the first week or so, and we ask that you talk to us about your circumstances so we can make arrangements with you.

Online payments to: Super Kids Wilford Ltd, ASB 12-3142-0364436-50
Please include your child's name as a reference.

Jay & Sandra Bauman
Owner/Director