



Hurupaki Educare Limited  
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Hurupaki Educare 0272405683  
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## HURUPAKI EDUCARE LIMITED DECEMBER/JANUARY SCHOOL HOLIDAY PROGRAMME 2018/19 PARENT/GUARDIAN SERVICE CONTRACT

Welcome to **Hurupaki Educare Limited** (referred to herein as “**Hurupaki Educare**”).

We aim to provide a safe and stimulating programme, which caters for the children of this Holiday Programme.

I wish to enrol my child(ren) in **Hurupaki Educare Holiday Programme**. I have read through and agree to the following conditions.

### 1. REGISTRATION

- All children must be registered and formally enrolled **before** attendance. Please note: The Supervisor is to be advised immediately of any change to the original enrolment form such as contact phone numbers for parents/guardians, health status of the child etc.
- There will be a maximum of up to 50 children per day registered into the Holiday Programme.

### 2. TIMES:

We operate out of the Hurupaki School hall, from 8.00am to 5.30pm, December/January 2018/19 School Holidays.

### 3. FEES:

The fees are \$38.00 “staying in” and \$40.00 “outings” per child per day, a 10% discount is available when a second/third child attends – conditions apply.

### 4. THE PROGRAMME:

- The programme is OSCAR accredited, families can apply for WINZ assistance – conditions apply.
- The daily activities being offered in the holiday programme can change without notice.

### 5. ENROLLMENT:

**To secure my child(ren)’s enrolment, and before my child(ren) is able to attend, this contract must be returned. This is a binding agreement between Hurupaki Educare and myself. If my child(ren) cannot make the programme on their specified day, or a trip is cancelled, no refunds of fees will be given.**

### 6. DEPOSIT REQUIREMENT:

**A 50% deposit needs to be deposited into Educare’s bank account prior to commencement of the Holiday Programme. Bank account details for internet banking is ASB, Kamo Branch: 12-3093-0238491-00. The balance is to be paid on the first day of attendance.**

### 7. DROPPING OFF AND COLLECTION OF CHILDREN:

- The Parent/caregivers **must** sign their child/ren in when arriving at the centre and again when collecting their child/ren at the end of the day.
- All children are to be collected no later than 5.30pm each day. A penalty fee of \$5.00 plus GST for every five minutes after 5.30pm may be charged.
- The supervisor is to be advised if someone other than the appointed person is to collect the child(ren). No child(ren) will be released to an unauthorised person.

8. **FEES:**
- All cheques made payable to Hurupaki Educare Limited.
  - Any unpaid account that is sent to a debt collection agency will incur further fees, which is the responsibility of the debtor.
  - Any disagreement of fees is to be addressed to Christin Munro, P O Box 4033, Kamo, Whangarei 0141.
9. **URGENT MEDICAL CARE:**
- The Supervisor may arrange urgent medical treatment at my expense.
10. **CODE OF BEHAVIOUR:**
- Behaviour, which consistently affects the quality of care available to other children, may result in dismissal from **Hurupaki Educare**, after all possibilities have been explored.
  - It is ultimately my responsibility to ensure that my child(ren) acts in an appropriate manner while at **Hurupaki Educare**.
  - I agree to pay for any damage wilfully caused by my child.
  - I understand that my child(ren) is/are responsible for their own property.
11. **GENERAL TERMS AND CONDITIONS:**
- Photographs of my child(ren) may be used for genuine resources and publicity purposes.
  - **I give permission for my child/ren to participate in any organised trip outside the school grounds subject to all relevant information being sighted by me prior to the event.**
- 12 **DUTY OF CARE/PARENTAL/GUARDIAN RESPONSIBILITY**
- All care will be taken to provide supervision of children attending **Hurupaki Educare** in accordance with programme policy and procedures (available from the Supervisor).
  - I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.
  - The **Hurupaki Educare** service is a completely separate entity from Hurupaki Primary School. Neither the Board of Trustees of Hurupaki Primary School or it's staff, are liable for any act arising through **Hurupaki Educare's** activities.

- In signing this agreement you are acknowledging that you have read and understood the terms and conditions of the agreement.
- You are also acknowledging that you have been given an opportunity to ask us any questions you may have before signing the agreement.
- If you have any questions regarding the programme, Complaints, Code of Behaviour, And/or the Prevention of Child Abuse Policies etc please refer to the Programmes Policies and Procedures, which are available upon request.

**Parents/Caregivers: Please sign this contract to complete enrolment.**

**Name of Parent:** .....

**Signature of Parent:** .....

**Dated:** .....

**Privacy Act 1993:** Information is collected to ensure the safety and wellbeing of children at this programme and will not be used for other purposes. All information about individuals is available to them for review at any time. As the monitoring agency for OSCAR services, Ministry for Vulnerable Children OR Oranga Tamariki – Ministry of Children, may require access to this enrolment information.

**HURUPAKI EDUCARE LIMITED - HOLIDAY PROGRAMME  
ENROLMENT FORM - PERSONAL DETAILS**

Name(s): 1 ..... Date of Birth: .....  
2 ..... Date of Birth: .....  
3 ..... Date of Birth: .....

HomeAddress:.....

Post Code: ..... **Driver's Licence No:** .....

Home Phone: ..... Mobile: .....

**Email Address:** .....

Mother's/Caregiver's name and day time phone number: .....

Father's/Caregiver's name and day time phone number: .....

**Emergency Contacts**

Name: ..... Telephone: .....

Name: ..... Telephone: .....

Relationship to Child: .....

Child(ren)'s Doctor: ..... Telephone: .....

**Additional Information:**

Please provide any relevant information that staff should be aware of i.e. medical conditions, special needs, custody etc.

.....

People authorised to pick up your child(ren) from the Programme?

Names: 1 ..... 2. ....

3 ..... 4. ....

Is there anything else we should know about in order to take good care of your child(ren)?

.....

I give permission for staff to administer first aid and to seek emergency treatment if necessary. YES/NO.  
I have received a copy of the Service Contract. YES/NO.

Please send completed Enrolment form, the whole Parent/Caregiver Service Contract and a cheque made out to: Hurupaki Educare Limited, C/- Christin Munro, P O Box 4033, Kamo, WHANGAREI.

## Hurupaki Educare Limited - Holiday Programme

Please return this (whole) contract as soon as possible to confirm your child/ren's placement.

Should you require further information regarding the holiday programme please contact Christin on 0274-821331.

CHILD'S NAME/S: 1 .....

2 .....

3 .....

PARENT'S NAME: .....

TELEPHONE No.: .....

**PLEASE NOTE: EDUCARE HAS BECOME A "PEANUT" FREE CENTRE, e.g. ALL NUTS, MUESLI BARS, PEANUT BUTTER, NUTELLA etc . WE HAVE A NUMBER OF CHILDREN WHO HAVE A NUT ALLERGY AND REACT IF THEY COME INTO CONTACT, SO WE WOULD APPRECIATE YOUR ASSISTANCE IN MAKING EDUCARE A SAFE PLACE FOR ALL CHILDREN ATTENDING.**

**"STAYING IN"** - Morning and afternoon tea will be provided, children need to bring their lunch.

**"OUTINGS"** – Parents will need to provide morning and afternoon tea, lunch, drink bottle, warm jersey and appropriate walking shoes.

**PLEASE CIRCLE THE DAY(S) YOU WISH YOUR CHILD/REN TO ATTEND.**

### DECEMBER/JANUARY 2018/19

#### Thursday 20<sup>th</sup> December and Friday 21<sup>st</sup> December

THURSDAY	FRIDAY
\$38	\$40

#### Monday 7<sup>th</sup> January to Friday 11<sup>th</sup> January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
\$38	\$40	\$38	\$38	\$40

#### Monday 14<sup>th</sup> January to Friday 18<sup>th</sup> January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
\$38	\$40	\$38	\$38	\$40

#### Monday 21<sup>st</sup> January to Friday 25<sup>th</sup> January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
\$38	\$40	\$38	\$38	\$40

#### Monday 28<sup>th</sup> January to Friday 1<sup>st</sup> February

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Closed Auckland Anniversary	\$40	\$38	First day of School	School