



Maunu Educare Limited
 P O Box 4033
 Kamo
 WHANGAREI 0141
 Christin 027 4821331
 Educare 021 946019
www.afterschoolcare.co.nz
info@schoolholidayprogrammes.o.nz
www.schoolholidayprogrammes.co.nz

Maunu Educare Limited Parent/Guardian Service Contract

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

We aim to provide a safe and stimulating programme, which caters for the children of Maunu School.

I wish to enrol my child(ren) in **Maunu Educare**. I have read this agreement and agree to the following conditions.

1. All children, including those attending on a casual basis, 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.
2. There will be a maximum of 70 children per day booked into after school care.
3. **TIMES:** We operate out of the Maunu School hall, from 3.00pm to 5.30pm Monday to Friday, school term time only.
4. To secure your child(ren)’s enrolment, and before your child(ren) is able to attend, an annual registration fee of \$12.00 is required. Educare’s bank account is BNZ 02-0492-0201780-00.
5. **The programme is OSCAR accredited, families can apply for WINZ assistance – special conditions apply.**
6. The fee structure as at 23rd July 2018 for **permanent children** is as follows. A minimum of one hour per child applies. A discount of 10% is available when a second/third child attend. These fees are GST inclusive.

	1 Child	2 Children (WINZ) no discounts	2 children (10% discount)	3 children (10% discount)
3.00 – 4.00pm	\$ 7.50	\$14.00	\$12.50	\$19.00
4.30pm	\$ 9.50	\$19.00	\$17.00	\$25.00
5.00pm	\$12.50	\$25.00	\$22.00	\$32.50
5.30pm	\$15.00	\$30.00	\$27.00	\$40.00

The fee structure for **Casual children** as at 23rd July 2018 is:

3.00pm – 4.15pm \$12.50 per child

3.00pm – 5.30pm \$17.50 per child

Cancelling a child/ren already booked for particular days in will incur a fee of \$6.00 per child. Any child/ren not cancelled before 1.00pm on the casual role for that day will incur a fee of \$12.00 per child.

A discount of 10% is available when a second/third child attend from the one family. These fees are GST inclusive.

7. Attendance / Non-Attendance Process

- 7.1 On each occasion when the child(ren) will not be attending, the parent/caregiver must ring Educare on 021946019 and leave a message or text, before 1.00pm on the day.
- 7.2 The same rule applies when booking a child into the programme, it must be made prior to 1.00pm.
- 7.3 A holding fee of \$6.00 per child will be charged for any child/ren cancelled on the register.
- 7.4 Any child/ren on the register not cancelled before 1.00pm will incur a further fee of \$12.00.
- 7.5 If you wish to cancel your child/ren from After School Care you must give a week’s notice in writing.

8. Collection of Children

- 8.1 All children are to be collected no later than 5.30pm each day.
- 8.2 A penalty fee of \$6.00 per child for every five minutes after 5.30pm may be charged.
- 8.3 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.
- 8.4 The parent/guardian **must** sign out children when collected.

9. Fees

- 9.1 Fees are to be paid at the end of each week. Accounts will be emailed or sent home with your child/ren every week.
- 9.2 All cheques are to be made payable to Maunu Educare and given to the Supervisor or posted to P O Box 4033, Kamo, Whangarei 0141.
- 9.3 Any unpaid account that is sent to a debt collection agency will incur further fees, which is the responsibility of the debtor.
- 9.4 Any disagreement of fees is to be addressed in writing to Christin Munro, P O Box 4033, Kamo, Whangarei.

10. Urgent Medical Care

- 10.1 The Supervisor may arrange urgent medical treatment at my (the parent/guardians) expense.

11. Code of Behaviour

- 11.1 Behaviour, which consistently affects the quality of care available to other children, may result in dismissal from **Maunu Educare**, after all possibilities have been explored.
- 11.2 I agree that it is my (the parents/guardians) responsibility to ensure that my child(ren) acts in an appropriate manner while at **Maunu Educare**.
- 11.3 I agree to pay for any damage wilfully caused by my child.
- 11.4 I understand that my child(ren) is/are responsible for their own property.

12. General Terms and Conditions

- 12.1 The Supervisor will endeavour to do homework with the children, however this will not always be possible.
- 12.2 Photographs of my child(ren) may be used for genuine resources and publicity purposes.
- 12.3 I give permission for my child(ren) to go swimming in the school pool while at **Maunu Educare** (during Terms 1 and 4) and I (the parent or guardian) will provide a rash shirt for my child to wear for swimming.

13. Duty of Care/Parental/Guardian Liability

- 13.1 Under our Duty of Care policy all care will be taken by **Maunu Educare** to provide supervision of children attending **Maunu Educare** in accordance with programme policy and procedures. (A copy of our policies and procedures is available to parents/guardians).
- 13.2 I (the parent/guardian) acknowledge nevertheless that 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.
- 13.3 The **Maunu Educare** service is completely separate from the Maunu School, although it has been established to benefit the families attending Maunu School. Neither the staff, nor the Board of Trustees of Maunu School, are liable for any act arising through **Maunu Educare** 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:**

MAUNU EDUCARE LIMITED

ENROLMENT FORM - PERSONAL DETAILS

Start Date:

Name(s): 1 Date of Birth: Room No.:
2 Date of Birth: Room No.:
3 Date of Birth: Room No.:

Home Address:

Post Code: Email Address:

Driver's Licence No 5a: Home Phone:.....

Mother's/Caregiver's name: Day time phone number:

Mobile:

Father's/Caregiver's name: Day time phone number:

Mobile:

Emergency Contacts

1. Name: Telephone:

Relationship to Child:

2. 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.

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MAUNU EDUCARE LIMITED

Enrolment Details

Please Note: Allocation will be made on a first in first served basis.

Days of care required: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **CASUAL**
(Please circle)

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

Name: 1 2
3 4

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

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I give permission for staff to administer first aid and to seek emergency treatment if necessary.

I have received a copy of the Service Contract.

Signed: Dated:

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

Privacy Act 1993: The information that you have provided is necessary for the safe and effective operation of the programme and will be used for the sole purpose of emergencies, birthdays and health and safety of the children as set out the in Policies and Procedures. 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. All information about individuals is available to them for review at any time. As the monitoring agency for OSCAR services, Ministry of Vulnerable Children, may require access to this enrolment information.

Please advise us immediately of any changes to the information provided on this enrolment form.