

KIDSBASE CONDITIONS OF ENROLMENT

Enrolment

- Enrolment forms are required to be completed for all children attending before the child can participate in any Kidsbase programme.
- Please inform Kidsbase of any relevant changes to your enrolment details.
- Please advise Kidsbase of any absences before the relevant programme starts.
- Two weeks notice is required in writing for a cancellation of a permanent before school or after school care booking. Failure to provide a written cancellation will incur a fee equal to 2 weeks fees of Child's enrolment at time of cancellation.
- Photographs may be taken of children attending Kidsbase for resources and publicity purposes only.
- Confidentiality will be maintained at all times, the only exception to this will be where there is a legal obligation to share information should a child be at risk. Ministry of Social Development may have access to Personal details as per current Child Protection Legislation.

Collecting your child(ren)

- Parents/Guardians will be required to sign their children out of the Kidsbase afterschool programme daily.
- Parents/Guardians will be required to sign their children **in and out** of the Kidsbase holiday programme daily.
- Kidsbase will not release a child to a person who is not identified on the enrolment form. If an unauthorised person comes to collect the child, parents and/or emergency contacts will be contacted for authorisation.
- Written permission must be given for children to leave the programme unaccompanied.

Payment of Fees

- Invoices/Receipts are issued weekly by Kidsbase. Fees are due no later than the Thursday following the invoice date, or as by mutual arrangement.
- School holiday programme fees and conditions are shown as per enrolment slip, or as by mutual arrangement.
- Full fees are payable for sessions booked but not attended if the child is absent.
- Full session fees apply for public holidays, or if the school where a Kidsbase programme is operating is closed during term time on a normal programme day.
- Charges are applied as per advised on enrolment form.
- Late pick up fees will be charged for any child remaining at Kidsbase after the programme has closed. This fee is charged at \$10 for the first 15 minutes then \$2 per minute period thereafter until the child is collected.
- Payments can be made to: **ANZ 010761-0132630-00**, please use your name as a reference.

Overdue Fees

- If fees are overdue by two weeks or more, or unless otherwise arranged with management, a 20% penalty fee will apply. The child(ren) may also face suspension from the programme until the outstanding fees are paid up to date.
- If the fees remain unpaid after four weeks, the matter will be referred to Baycorp for debt collection. Any additional fees incurred in this process will be the responsibility of the parent/caregiver.

Excursions

- From time to time, the children are taken on trips away from the Kidsbase venue. I give permission for my child(ren) to accompany Kidsbase staff on excursions.

Transport

- It is likely that only one adult will be present in the transport vehicle. All drivers must hold a current, clean driver's license and must agree to drive safely and maturely.
- I give permission for my child(ren) to travel in staff vehicles, taxis, shuttles or buses etc.

Behaviour Management

- Programmes will be designed to ensure that children, families and staff experience an environment where they are safe, secure and respected.
- Kidsbase will use behaviour management techniques that encourage positive self-esteem development.
- Behaviour which consistently affects the quality of care available to other children may result in suspension or removal from Kidsbase as set out in the Behaviour Management Policy.

Health & Safety

- Kidsbase staff are trained to deal with emergencies, with a minimum of one staff member certified in First Aid on site at all times. In the case of a serious accident involving your child, Kidsbase will contact you and take your child to the nearest medical facility. In a civil emergency, Kidsbase staff will remain at the venue until all children are collected.
- The Kidsbase Supervisor has permission to arrange any urgent medical treatment if required, at your cost.
- Kidsbase has a detailed child protection policy, which includes the reporting of any suspected child abuse to CYF's.

Complaints

- Kidsbase has a complaints procedure. If you have a situation to discuss please approach Kidsbase management, we will be happy to assist you with your concerns.
- Whilst every effort will be made to conclude any dispute in a consultative manner, and to the satisfaction of all parties, in the event of an agreement not being reached the decision of Kidsbase management will be final.

Sick Children

- Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

Absences

- Please ensure that the Kidsbase Programme Supervisor is notified of all absences should your child/ren be enrolled and unable to attend.

Property

- I understand that my child/ren will be held responsible for his/her property. Reimbursement from the Parent/Guardian to Kidsbase will be required for damage willfully caused by your child.

If you have any questions about the programme or wish to see a copy of the programme Policies and Procedures prior to signing, please do not hesitate to ask Kidsbase management. Parents can obtain signed copies of the Enrolment and Conditions of Enrolment documents on request.

By signing this form I/we agree and acknowledge that I have read and understand the above information and agree to the terms and conditions of this enrolment.

All care will be taken to provide supervision and transportation of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff, owners/management of Kidsbase Ltd nor the Board of Trustees of the school in which the Kidsbase programme is operating, shall be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance and transportation at the programme.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____