

# ESSENTIAL WORKERS IN-HOME CHILDCARE



## KIDSBASE BOOKING TERMS AND CONDITIONS

### Engagement

- Booking 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 booking details.
- 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.

### Behaviour Management

- Supervision 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 Kidsbase staff are able to deliver, may result in termination of a Kidsbase booking 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 an Ambulance and advise parent/caregivers. In a civil emergency, Kidsbase staff will remain at the venue until all children are collected.
- Accident/Incident Registers are completed for all accidents and incidents with parent/caregivers consulted after each event.
- Medication can be administered by Kidsbase Staff only if "Medication Consent Form" is completed by the parent/caregiver.
- Kidsbase staff have 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 Oranga Tamariki.
- Safe operating environments must be maintained by the Parent/Caregiver, Kidsbase reserves the right to terminate, with immediate effect, any booking where a working environment is hazardous to the safety and wellbeing of any Kidsbase staff member.

### 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

- If a child becomes ill during programme hours, parents will be called and advised immediately.

### Property

I understand that my child/ren and I will be held responsible for his/her and our own property. All care will be taken to provide supervision 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, shall be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

*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 booking.

All care will be taken to provide supervision 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, shall be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_