

# St Mary's After School Care 2018

Venue: Blessed Anne Marie Javouhey Centre  
 Email: [afterschoolcare@stmarystga.school.nz](mailto:afterschoolcare@stmarystga.school.nz)  
 Mobile: 0273102090

Child's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Home Address: \_\_\_\_\_

E Mail Contact: \_\_\_\_\_

Mother/Caregiver Name: \_\_\_\_\_

(Home Ph): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mob): \_\_\_\_\_

Father/Caregiver Name: \_\_\_\_\_

(Home Ph): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mob): \_\_\_\_\_

Other emergency contact people who may collect your child /ren:

Emergency contact (1): \_\_\_\_\_ (Home ph): \_\_\_\_\_ (Mob): \_\_\_\_\_

Emergency contact (2): \_\_\_\_\_ (Home ph): \_\_\_\_\_ (Mob): \_\_\_\_\_

Are there any family / custody circumstances which we should be aware of?

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Health (allergies, dietary restrictions etc): \_\_\_\_\_

Serious illnesses, injuries or disabilities: \_\_\_\_\_

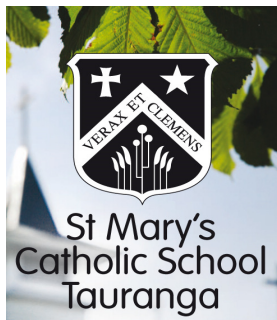
Permission to swim during attendance at after school care Yes \_\_\_\_\_ No \_\_\_\_\_

Attendance: Will you be using this service on a regular or casual basis? Regular ☐ Casual ☐

If you will be using this service regularly please fill in the days and time your child will be attending:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Pick up time Eg. 4pm or 5.30pm					

Parents Name \_\_\_\_\_ Signature \_\_\_\_\_



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## **Enrolment**

Enrolment is finalised upon completion of an enrolment form and the signing of this enrolment form. On receipt of these completed forms the Operators shall then confirm (or otherwise) that your child has been accepted into care. Only enrolled children will be accepted into care. For your child(ren's) safety please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information. Please note there is a \$20 yearly enrolment fee per family, which will be applied after you use the service for the first time.

## **Afternoon Tea**

Afternoon tea will be provided.

## **Absences**

Once your child's name is on the roll, we expect him/her to make their own way to the Blessed Anne Marie Javouhey Centre at 3 pm to be at After School Care unless we have been notified by the parent/caregiver directly. Please phone 0273102090. **Your child's safety is paramount to us! Please do not hesitate to contact us at any time.**

**Failure to contact the above number will result in fees being charged for the first hour.**

## **Children not booked in to After School Care**

If your child turns up to After School Care and is not booked in they will be sent to the school office for collection.

## **Collecting your child**

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been contacted for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please **PROMPTLY** pick your child/ren up at 5:30pm sharp to avoid LATE PICK UP FEES.

## **Signing your child out each day**

Our policy is that **ALL** children attending After School Care **MUST** be signed out on a daily basis. Under no circumstances will a child be able to leave After School Care unless they are signed out by an authorised adult. When you collect your child, it is essential that you let a supervisor know that you are taking your child home. The daily roll book will always be kept in the centre. We need to know that your child has gone home safely. As a guide the BAMJC clock will be used as the official sign out time.

## **Swimming**

If the pool is available, parental permission in writing is required to be allowed to swim. Swimming options will only be available in Terms 1 and 4. A permission form will be supplied by St Mary's After School Care. Each child must have their own togs and towel.

## **Emergencies**

There will always be one supervisor that holds a current St John's First Aid Certificate. In the case of a serious accident involving your child the staff will contact you. In a civil emergency the staff will remain in the centre until all children are collected.

## **Complaints**

If you have any problems please approach the supervisors directly, they will be happy to assist you with any concerns. If you still have concerns, please contact Ben Fuller, Principal.

### Sick children

If a child becomes ill during After School Care hours, parents will be called and asked to collect them. If a child becomes sick during school hours After School Care MUST be notified if they are booked in to avoid being charged the first hour.

### Booking and Payments

**Please note: Bookings will no longer be made through the school office.**

All bookings need to be made by ringing or texting the following number: 0273102090

Bookings ideally will be made a week in advance. Any alteration to established or previously advised bookings will need to be made at least 24 hours in advance to avoid charges being incurred. **Where a cancellation is made on the same day as a confirmed booking, parents will be charged for the first hour of the confirmed booking.**

Payments are still to be made directly to the school office, either directly or electronically as previously. All accounts are expected to be paid on receipt of weekly account. This is vital to ensure the continued viability of the service.

### Communication

All communication in regard to After School Care should be directed to Shelley. This can be done by either text message to the same number as for bookings, or by email to [afterschoolcare@stmarystga.school.nz](mailto:afterschoolcare@stmarystga.school.nz). Shelley will respond directly to parents via this means.

### Service Hours

This will continue to be as presently delivered, from 3 pm to 5.30 pm.

### Amended Fee Structure

\$8 per child per hour

**Please note: LATE PICKUP AFTER 5.30 WILL BE CHARGED OUT RELATIVE TO THE ABOVE FEE STRUCTURE**

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### **Parents – please sign this contract to complete enrolment**

If you have any questions about After School Care or wish to see a copy of the After School Care policies prior to signing, please do not to hesitate to ask a supervisor.

Both parents and the Operators will receive signed copies of this contract.

### **I / We agree and acknowledge:**

**I have read and understand the above information. The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.**

All care will be taken to provide supervision of children attending the After School Care in accordance with After School Care policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of St Mary's After School Care or the St Mary's Board of Trustees will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at St Mary's After School Care.

You also agree that St Mary's After School Care can use any photos that may be taken for publicity and promotion purposes unless you advise us in writing otherwise.

**Name of child / ren attending:**

**Name of parent / caregiver:**

**Date:**