



THE RIDGE CHILDCARE

322 Kerikeri Rd, Kerikeri 0230
Tel 09 407 7333 Fax 09 407 7308
info@theridgechildcare.co.nz

Oscar @ The Ridge Enrolment Form

After School Programme & Holiday Programme

Please make sure you READ AND SIGN WHERE INDICATED.

Child's Name:

Address:

DOB:

Age:

Mothers Full Name:

Address:

Email Address:

Place of work and work ph numb:

Cellphone:

Fathers Full Name:

Address:

Place of work and work phone number:

Cellphone:

Custody Details – are there any custody arrangements relating to your child that we must be aware of? And if so, please state special instructions below:

Emergency Contacts (people who we can contact if parent/s not available in case of emergencies: Name and Phone Number:

Does your child have **allergies** and or any particular health needs we should be aware of? If so, please list – if you do not list these we will not be held responsible:

In case of a medical emergency, if parent/s cannot be located, the manager has my permission to arrange necessary urgent medical treatment at my cost (please initial):

Doctors Name and Phone Number:

Is there anything else we should know about your child?

After School Care or Holiday Programme (please circle your choice)

Enrolment Details (please circle days you are enrolling your child:

Monday Tuesday Wednesday Thursday Friday

Winz Subsidy: Yes/No

Application Date:

Excursions – I give permission for my child to go on regular excursions within the town centre without prior parental written consent. For planned excursions, we will notify parents.

Transport from Kerikeri Primary School:

I give permission for my child to be collected and transported in The Ridge Childcare/Oscar @ The Ridge's van from Kerikeri Primary School for our After School Programme. The Ridge Childcare will ensure the van will be driven by a staff member with a current full driver's licence and will also ensure the van is completely roadworthy with current warrant of fitness and registration. **Please note: It is not OSCAR @ The Ridges staff's responsibility to search for your child if they are not present and waiting at the primary school hall for the van. Please make sure you have educated your child on this.**

Photo/video - I agree/disagree to my child being photographed or videoed for the purposes of assessment, planning and evaluation.

I agree/disagree to my child using our computers for recreation purposes.

I agree/disagree to my child using the internet for educational purposes

I agree/disagree to my child being photographed or videoed (which may be used on the internet, The Ridge Childcare/Oscar @ The Ridge for purpose of publicity, marketing or communication.

I agree/disagree to my child's work being placed on the internet, The Ridge/Oscar @ The Ridge website.

Children with special needs:

Every effort will be made to include children with special needs in our programme. The programme supervisor will discuss fully with parents, the child's requirements which will be

recorded on the child's enrolment form. Operations Management, along with the supervisor will assess how the child's needs may be catered for and discuss this approach with parents. The safety of the child **and** other children who attend the programme will be a major consideration. Children cannot be included in the programme if their behaviour or the level of supervision required, compromises programme supervision and safety. Operations Management may offer enrolment for an initial trial period first.

Each case will be considered individually and every effort will be made to include the child within the limits of the programme's resources.

Other Information

I agree to sunscreen being applied to my child

I will ensure that my fees are paid weekly and in full-I acknowledge that if I am eligible for a WINZ subsidy, this is my responsibility – if WINZ do not pay my child's subsidy, it is my responsibility to keep my child/ren fees paid up to date and in full. WINZ subsidies must be applied for a minimum of two weeks before the child's start date. Please note: If your child does not attend for i.e 2 x days out of x 5 days that you have booked and you are on a WINZ subsidy – your account will not go into credit – **you will be charged what we receive from WINZ.**

I agree to pay the current specified fees, and debt collectors fee (if applicable) and to give two weeks notice of with drawl.

Payment for repair and or replacement of any damage wilfully caused by a child will be the responsibility of the parent/caregiver.

The management of Oscar @ The Ridge (The Ridge Childcare Ltd) undertakes to collect, use and store the information you provide on this form according to the principles of The Privacy Act 1993. The information will be used to prepare rolls and records required by the Ministry of Social Development for administrative purposes. Confidentiality will be maintained.

Please feel free to inform yourself of our policies and procedures – these are on the sign in desk for you to view at your leisure. We also have a behaviour procedure in place, which is attached to this enrolment. Please read this so you are aware of what is expected of you and your child at our centre.

Parent Declaration:

It is my responsibility as parent/caregiver to inform Oscar @ The Ridge/The Ridge Childcare if my child/ren are not attending the programme (if after school programme – **before 2pm** on the day and if holiday programme – **before 9am** on the day) If I do not inform The Ridge Childcare Ltd (Oscar @ The Ridge), of my child’s absence, The Ridge Childcare reserves the right to charge my account for my child’s non attendance. Please phone our centre (094077333) or our centre cellphone (0277407733).

I declare that all the above information is true and correct to the best of my knowledge

Parent/Caregiver Signature: _____ Date: _____

On behalf of The Ridge Childcare/Oscar @ The Ridge, I declare that this form has been checked and all relevant sections have been completed

The Ridge Childcare/Oscar @ The Ridge Signature: _____ Date: _____

Please complete this form and return to Oscar @ The Ridge or The Ridge Childcare.

322 Kerikeri Road, Kerikeri. Phone: 094077333 Email: info@theridgechildcare.co.nz
Operations Manager/Administrator: Julieanne Frear-Adams

Centre Cellphone for texting messages: 0277407733

