



Enrolment Form

Before School, Afterschool & Holiday Programme

Personal Information	
Programme(s) Enrolling For	<input type="checkbox"/> After School Care <input type="checkbox"/> Before School Care <input type="checkbox"/> Holiday Programme
Date of Enrolment	
Full Name of Child	
Name of Caregiver/s	
Home Address	
Home Phone	
Work Phone	
Mobile Phone	
E-mail Address	
Childs Date of Birth	
Emergency Contacts (Minimum of 2)	
School Child is Attending	
Name of Teacher and Room No.	
Authorisation to Collect your Child	
Please list those names of individuals authorised to collect your child. Please note only those with prior authorisation from the primary caregiver(s) will be allowed to collect the child from Afterschool Care.	
Please list those names of individuals authorised to collect your child. Please note only those with prior authorisation from the primary caregiver(s) will be allowed to collect the child from Afterschool Care and/or Holiday Programme.	Name:
	Phone No:
	Relationship:
	Name:
	Phone No:
	Relationship:
Please list any names of individuals that specifically you DO NOT want to collect or being around your child at any point.	
Medical Conditions	



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Does your child have a disability, special needs or special medical requirement?	Yes or No (Please circle) If yes, you will be required to complete the "Children with special needs, special medical requirements and/or disabilities" form.
Known Allergies	
Known Medical Conditions and Current Medication	
Known Dietary Needs	
Additional Information	
Childs Interest	
Any Additional Information	

The purpose of this information being recorded is to inform our programme facilitators on your child(s) needs. Starfish Social Services will store this information on site, 15 Gordon Terrace Matamata. It is important to note that the information provided may be reviewed by government organisations for purposes such as audits.

Parents/Caregivers Name:

Signature:

Date:

Issued By: Jo McIntosh

Issue Date: 2012

Authorised By: Jo McIntosh

Reviewed: February 2019
Next Review Date: February 2020



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Terms and Conditions

Conditions of enrolment:

- I understand that I have to complete and sign the sign in/out sheets on the days my child has attended.
- I understand that it is my responsibility to escort my child(ren) to/from the Starfish Afterschool Care & Holiday Programme Classroom and NOT at the gate or carpark.

Conditions of payment:

- I understand that I will be charged for what I have booked and not what I have attended.
- I understand that I will settle my account within two weeks of receiving my invoice.
- I understand that there is a late payment fee if I pick up my child more than 10 minutes after the time I have booked for.
- I understand that I need to give at least 2 working days' notice for cancellations and absences. Failure to do this will incur the charges booked.
- I understand that if I am receiving the OSCAR subsidy from WINZ I will still be charged for the days that I have booked and applied for.
- I understand that I must give at least 2 weeks' notice to withdraw my child from Afterschool Care.

Permission:

- I give permission to use photographs of my Child(ren) for the Before School Care, Afterschool Care and Holiday Programme promotional and advertising purposes. These photographs may be used on the Starfish Social Services Facebook page and Website.
 - NO, I do not give permission for my child to be photographed.
 - Yes, I do give permission for my child to be photographed.
- Starfish Social Services Holiday Programme would like permission to take your child on the scheduled outing(s) for the day(s) you registered your child(ren). If you would like to give Starfish Social Services Holiday Programme permission to take your child in the Organisations vehicle, please sign and date below.

Name of Child: _____

Date: _____

Name of Parent/Caregiver: _____

Sign: _____

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