



Massey Kids' Club Inc.  
Massey University  
Orchard Road PN 652  
Private Bag 11 222  
Palmerston North  
Telephone 06 951 8800  
Charities Commission CC33683  
massey-kidsclub@inspire.net.nz

## **MASSEY KIDS' CLUB INC ENROLMENT FORM 2019**

Welcome to the Massey Kids' Club (MKC) Out of School Care Programme. This enrolment form represents a contract between you and MKC, the intent of which is to explain and agree the reciprocal obligations and expectations of you, your child and MKC. This document will provide you with important information about MKC, and will provide MKC with important information about you and your child. Sharing this information and keeping it up to date is vitally important for the safety of all parties, and for the effective operation of the programme.

This document will summarise and highlight key points about MKC policies and procedures; the MKC Operations Manual, which contains full versions of the policies and procedures, is available at MKC or by request.

MKC is a community-based centre operating as an Incorporated Society and registered charity. This means that MKC does not exist to return a profit to an individual or shareholders, but rather MKC is a group of people with a common interest of caring for our children. By enrolling with MKC and, upon payment of a membership fee, families become members of the MKC Society. The membership fee is an annual, non-refundable fee of \$5.00. As members, you are entitled to join the committee of volunteers that is responsible for governing MKC.

### **OUR PHILOSOPHY**

MKC recognises that the wellbeing of the children within its programmes is paramount. We strive to provide a well-managed service for the community that offers a safe, fun and happy, caring and friendly environment bound by the virtue of respect for one another. The programmes we provide are developed to be inclusive and enhanced by recognising the children's needs and interests based on their different ages, gender, and cultural backgrounds. Children will be given a choice of activities in which they can choose to engage. Every child is regarded as individually important.

### **ENROLMENT**

Enrolment is finalised upon completion and signing of this enrolment form. Please inform staff of any relevant changes to your enrolment and contact details, as it is crucial we have up to date information. Please note, three weeks' written notice is required for termination of, or changes to, this contract.

### **MEALS**

We provide a light afternoon tea during the after school programme, and morning tea also during holiday programmes. Lunches are **not** provided unless explicitly stated during the holiday programme, so please send your child along with a plentiful lunch. Please ensure that your child/ren does not bring extra sweets or "junk" food.

Please advise MKC of special dietary requirements and all food allergies on page 7 of

this form.

## **ABSENCES**

In cases of absence(s) please text or leave a message on the Massey Kids' Club answer phone - **027 678 4636 AND/OR** email: [massey-kidsclub@inspire.net.nz](mailto:massey-kidsclub@inspire.net.nz)

### **After School Programme**

Once your child/ren's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Please send a text or email **before 1.30pm** to ensure all children are offered maximum safety and security during the transition between school and MKC. We will reply to say we have received your message and it is *always* passed on to the staff member doing the pick-up. If we have not been notified and your child/ren does not arrive, we do **EVERYTHING** we can to locate him/her, as your child's safety is paramount to us!

### **School Holiday Programme**

Once your child/ren's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Please send a text or email before 9.00am notifying us of an absence. We will reply to say we have received your message. Please be assured that we will follow up on any absences and, if we are going on an outing, will ensure contact has been made with the parent/caregiver of any absent child prior to us leaving MKC.

## **COLLECTING YOUR CHILD/REN**

Please remember that during both the After School and School Holiday Programme, **MKC closes at 5.30pm**. Please ensure that you arrive at MKC in sufficient time to ensure children are not on site beyond 5.30pm. If however, due to circumstances beyond your control, you are unable to collect your child within the required time, please contact the MKC office immediately. Note that a late fee may be payable where children are not collected within the required times.

## **OTHERS COLLECTING YOUR CHILD**

If a person arrives to collect your child/ren whose name is not on this enrolment form, then we are obliged (for your child/ren's safety) to keep your child/ren in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please ensure everyone collecting your child/ren is aware that the programme closes at 5.30pm.

## **SIGNING YOUR CHILD IN AND OUT**

Each day when you collect your child/ren, it is essential that you sign your child/ren out in the daily roll book with the time that they leave. The Supervisor will show you where this is. We need to know when your child has gone home safely. On full day programmes, you will also have to sign your child/ren in.

**FEES**  
**After School Programme 2019**

	<b>Term 1 2019, to 12 April 2019</b>	<b>From Term 2 2019, from 29 April 2019</b>
Daily Rate per child	\$20	\$22
Weekly Rate (5 day booking) per child	\$85	\$95

**Half Day During Term Time**

\$35 per child

**School Holiday Programme**

\$50 per day per child

\$225 per week (5 day booking) per child

**Late Pick-Up Fee: \$5**

**After School Activity Drop off fee: \$5**

**Annual membership fee: \$5**

The after school fees apply to pick-ups from Schools within a 10km radius of Massey Kids' Club, please contact the manager for further information.

**FEE PAYMENT TERMS**

Our payment terms are all fees are payable **weekly in advance**.

**After School Programme**

You will be invoiced at the start of the term for the entire term and all fees are payable in advance. Bulk payments for the entire term are due on the Friday prior to the start of the term. Weekly automatic payments can be made through internet banking due weekly in advance, with the unit being the weekly charge for each child's enrolment.

**Please note that you must pay for the days your child/ren is booked in for whether s/he attends or not. This is also the case with public holidays and other days when schools are closed during usual term time where these fall on a normal attendance day.**

**School Holiday Programme**

All fees for the entire programme will be invoiced in advance prior to the commencement of the programme. No refunds will be given once the invoice has been produced. All fees for each enrolment week are payable weekly in advance, no later than the commencement of the week your child is enrolled.

**All Fees**

Parents/caregivers are responsible for ensuring fees are paid on time and in full. This includes, where applicable, ensuring that applications for WINZ subsidies are submitted in a timely manner. Parent/caregivers are required to pay all balances after deduction of WINZ subsidies and deposits. Non-payment of fees may result in exclusion from our programmes and referral to a debt collection agency.

**PAYMENT METHODS**

The preferred payment is by direct credit (internet banking) to the MKC bank account:

BNZ                      Massey Kids Club                      02 0630 0357530 00

Please use your child's last name and include either School Holiday Programme (HP) or After School Programmes (AS) in the reference and code fields.

## **Cash**

Cash can be paid to the manager or supervisor– you will be given a receipt on payment.

## **Cheques**

Please make cheques payable to: Massey Kids' Club and post to:

Massey Kids Club  
Orchard Road  
Massey University Palmerston North  
Private bag 11 222  
Palmerston North

You will be given a receipt

A weekly record of your payments is recorded on appropriate software. If you have questions regarding your payments, please contact the MKC Manager, Catriona Hay on [massey-kidsclub@inspire.net.nz](mailto:massey-kidsclub@inspire.net.nz) or, alternatively, the MKC Finance Administrator, Christine Mukabalinda on [mkcaccounts@inspire.net.nz](mailto:mkcaccounts@inspire.net.nz),

## **CANCELING OR ALTERING ENROLMENT**

### **After School Programme**

At least three weeks' notice in writing, via email to the Manager, is required to withdraw your child in part or fully from the After School Programme. Your invoice will be amended accordingly. There is a form available for this on the MKC website.

**Please note that you must pay for the days your child/ren is booked in for whether s/he attends or not. This is also the case with public holidays where these fall on a normal attendance day.**

### **School Holiday Programme**

No refunds will be processed once the invoice for the holiday programme booking has been sent out. Please be clear which days you are booking and carefully check the confirmation that we send out acknowledging your booking.

## **POLICIES AND PROCEDURES**

Please see the Manager if you wish to view our *Operations Manual*. It contains detailed information on health and safety, making complaints, employment practices, etc.

## **BEHAVIOUR MANAGEMENT**

It is our goal to ensure that children and families experience an environment at MKC where they are safe, secure, respected and their dignity is protected. We have behavioural expectations and these are outlined in the Behaviour management policy that families should familiarise themselves with.

Every effort will be made to help your child/ren settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

## **EMERGENCIES**

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child/ren, the staff will contact you and take your child/ren to the nearest medical facility. In a civil emergency, the staff will remain at the centre until all children are collected.

## **EXCURSIONS**

Parents will be informed before any children are taken on an outing. Whenever the group leaves the centre, a note will be left informing callers of its whereabouts.

## **CHILD SAFETY**

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Ministry for Vulnerable Children.

## **COMPLAINTS**

The programme has a detailed complaints procedure, If you have any problems, please approach the Supervisor or Manager, or if necessary a member of the Management Committee and they will be happy to assist you with your concerns.

## **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 the child. If you have any queries or concerns, the Manager is always available for advice.

## **SUNSAFE POLICY**

A sunsafe policy of "no hat, no play" is in operation. In terms four and one children should be provided with a suitable hat. Sunscreen and insect repellent is available at MKC and will be applied when necessary.

## **Parents please sign this contract to complete enrolment (For our records)**

If you have any questions about the programme, or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff. Both parents and the programme will receive a copy of this contract.

I/We agree and acknowledge that:

- I/We have read and understood the above information.
- The Supervisor has my/our permission to arrange any necessary urgent medical treatment at my cost.

While the staff will clearly act in accordance with programme policy and procedures, I acknowledge that by signing this form, neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

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Name of parent(s)

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Signature of Parent(s)

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Date

ENROLMENT FORM (for our records)

**CHILD/REN'S DETAILS**

Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Home address**

**School Details**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. (Day) \_\_\_\_\_ Tel. (School) \_\_\_\_\_

Tel. (Evening) \_\_\_\_\_

Tel. (Mob.) \_\_\_\_\_

Email \_\_\_\_\_

**ENROLMENT DETAILS**

If enrolling for the afterschool programme, please tick the days on which you would like your child/ren to attend

Mon      Tues      Wed      Thurs      Fri

Starting Date:

Afterschool Programme \_\_\_\_\_

Holiday Programme \_\_\_\_\_

Will you be applying for a WINZ subsidy      Yes      No

People authorized to pick up our child

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**FAMILY DETAILS** (for our records)

Parent's/Guardian's Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Tel. (day) \_\_\_\_\_

Tel (evening) \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

**Emergency Contact Details** (if different from that above)

Parent's/Guardian's Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Tel. (day) \_\_\_\_\_

Tel (evening) \_\_\_\_\_

**ADDITIONAL INFORMATION**

Does your child have any dietary requirements we should be aware of

Does your child have any food allergies?

Does your child have any particular needs, medical or otherwise, we should be aware of?

Is there anything else we should know in order to take care of your child?

Please read the points A to F below, and place a tick (✓) to indicate agreement or cross (X) if you do not agree to the point before signing. If you have any comments regarding any of these points please outline them below.

- A. I give permission for my children to travel by mini bus, charter bus, taxi, or staff vehicle, as appropriate, for after school pick-up and outings. (The Manager will advise you of mode of transport upon request).
  
- B. I undertake to read the After School Programme posted on the notice board and Holiday Programmes issued, and give my permission for the trips and outings advised.
  
- C. I agree to photographs being taken of my child/ren to document MKC Programmes.
  
- D. I agree to photographs of my child/ren being emailed to MKC After School and Holiday Programme parents .
  
- E. I agree to photographs for my child/ren being used on the MKC Facebook Page and/or website.
  
- F. I give authority and directive for staff to administer sunscreen, Arnica (bruise cream) and insect repellent for my children.

**Comments** \_\_\_\_\_

\_\_\_\_\_  
Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

This information is for use in emergencies, for trips and outings and the health and safety of your children. No information contained in this document will be shared with anyone other than staff, on a need to know basis, except with your permission or as required by legislation, e.g. Health and Safety Act.

**Privacy Act 1993:** The information that you have supplied is necessary for the safe and effective operation of the holiday programme. All such personal information requests will be destroyed at the completion of your child/ren's time in the programme. You are welcome to review information pertaining to your child/ren's enrolment at any time.



## AFTER SCHOOL PICK-UP DETAILS

(To be completed by Office)

CHILD/REN'S NAME(S)	
SCHOOL ADDRESS AND TELEPHONE NUMBER	
PICK-UP POINT	
PICK-UP TIME	
DAYS REQUIRED	
*USUAL SUPERVISOR	
*TRANSPORT	Massey Kids Club Van & Private Vehicle

\*The Manager reserves the right to change these arrangements during staff holidays or sickness when other staff members or relievers may be used.

Please contact staff before 1:30 on 027 678 4636 or email to [massey-kidsclub@inspire.net.nz](mailto:massey-kidsclub@inspire.net.nz)

**Note:** please state clearly whether your messages relates to after school pick-up or collection from Massey Kids' Club. The message will be taken by the Manager and directed to the appropriate staff member.

.....  
Parent(s) signature

.....  
Date

## **AFTER SCHOOL PICK-UP PROCEDURE**

### **Role of the Manager:**

1. To prepare staff pickup sheets with details of names and numbers of children, pick-up points and times, and emergency contacts for each child.
2. To update the pick-up sheets as necessary.
3. To inform staff of their relevant pick-up each day, and any absences.
4. To inform the taxi company where and when a pick-up is required.
5. To make decisions as to action if problems occur.
6. To inform schools of our service, pickup point, telephone number and mobile telephone numbers.

### **Role of Staff Members:**

1. To accurately complete daily pick-up sheets for daily pick-ups as advised at the daily 2.30pm meeting each day.
2. To carry mobile telephones and check regularly for text messages daily.
3. To check-off each child against sheet at pick-up time.
4. If the staff member is held up or late, they will telephone the school office and / or manager to advise the details.
5. If a child is absent to check with the school office and/or manager regarding attendance and if possible check with the classroom teacher or in the classroom.
6. Advise the Manager of any changes by mobile telephone.
7. Contact parent at home or work if advised by the Manager.

### **Role of Parents:**

1. To ensure the school and child is aware Massey Kids' Club service is being used.
2. To ensure children are aware of pick-up point and the time they are being picked up. If there is an issue prior to being picked up, then the children are to go directly to the school office. Nowhere else.
3. To inform the Manager in writing of any changes in routine or pick-up schedule.
4. To notify MKC office of any change on the day by leaving a message on the answer phone before 1:30 pm: 027 678 4636 OR 06 951 8800
5. Contact the Manager with any last minute changes (after 1:30pm) 027 678 4636.
6. To arrange that any detention or 'pay back' time be carried out at lunch or break times by the children.

### **Role of Children:**

1. To assemble at the agreed pick-up point without delay.
2. If the MKC staff are late or don't turn up at the pick-up point for any reason, the children are to go directly to the school office.