

NEWTON CENTRAL SCHOOL

AFTER SCHOOL CARE SERVICE

**Mission Statement:**

The After School Care service provides a light afternoon tea and supervised activities.

Part A: Enrolment Details

This document is an Enrolment form (Part A) and a binding agreement (Part B) between: Newton Central School as the provider of the After School Care service and: the parents or guardians of the children attending the service.

Starting Date:**End Date:****Child's full name:****Room No:****Parent's/Guardian's name:****Address:****Email:****Contact between 3pm to 5.50pm:****Home:****Work:****Mobile:****Alternative/Emergency Contact name:****Contact between 3pm to 5.30pm:****Home:****Work:****Mobile:****Circle Service required:****Permanent****Casual****Circle permanent days required:****Mon****Tues****Wed****Thurs****Fri**

Please provide any information necessary to ensure the wellbeing and safety of your child: e.g. Allergies & medical conditions

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Part B: Agreement



**Please read carefully this Agreement, tick that you have read the terms and conditions and accept them.
The sign and date below.**

1. After School Care is provided from 3pm until 5.30 pm, Monday to Friday
 - Permanent fees are \$12 per session per child.
 - Casual fees are \$14 per session per child.
 - Exception: Permanent Mon-Fri 3 - 3.30 pm is \$20 per week.

N.B: If you are booked as 'Permanent' or booked as 'Casual' and do not attend you will still be charged.
2. I/We agree to make payment in two-weeks in advance for use of the service. We prefer payments to be made automatically. The school bank account number is 12-3012-0751358-00 Reference **CHILD'S NAME ASC 22250**. Alternatively, payments can be made **directly to the school office** by cash, cheque or EFTPOS. After School Care Staff will no longer take payments.
3. I/We understand that it is my/our sole responsibility to keep After School Care payments current and that the school will send regular statements and monitor the account status.
4. I/We understand that all costs incurred in the recovery of overdue funds including but not limited to debt recovery charges and legal fees may be added to the balance of my/our account.
5. For casual attendance, I/We agree to notify the school by phone or in writing at least one day in advance. In the case of an emergency, advance notification can be made on the same day.
6. I/We agree to inform the school immediately of any changes to the information provided on this form.
7. I/We understand that I/we will be informed as soon as possible of any emergency.
8. I/We understand that the After School Care providers will take the utmost care to provide proper supervision for all children at each session. I/We also understand that in no event shall Newton Central School, its employees, management, trustees or After School Care providers be liable for any loss or damage arising (by way of accident, injury, theft or otherwise) out of attendance at the After School Care programme or in respect of any act of omission arising from any session or activity of the service.
9. I/We understand that either party may terminate this agreement on 5 working days notice.

Name:

Signature

Date: