

PARENT CONTRACT
(Terms and Conditions of enrolment).

I/We agree and acknowledge:

- Only children enrolled in the programme will be accepted into care. Children must be signed in when dropped off for before school care and holiday programme, then signed out when collected from Kids Knection 2022 ltd.
- Children must be collected by 6pm. Failure to this will result in a late penalty fee being charged. The charge is \$1 per minute after 6pm.
- Fees for before and after school: Casual attendees are to pay on the day of care. Permanent day attendees must pay at the end of the week of care. Holiday programme fees are to be paid on booking. **Canceling a school care booking must be done 7 days before the programme starts or the booking fee will still stand. Cancelling a Holiday Programme booking must be done 14 days prior to the programme or the booking fee will still stand.** The cost of any action taken by the operators to recover unpaid fees will be met by the parents of the child concerned.
- Any disagreement regarding fees, or any complaint about the programme must be directed to Sachin Narayanan 021 832181 or done in writing to kidsknection@outlook.com. For more details on this process please refer to our policies manual, which is located just inside our prefab door.
- If a child booked into the aftercare programme is unable to attend for any reason (i.e. sickness), the operators must be notified before 3pm of that day. As this is a permanent position the fees still apply. If care is no longer needed for a permanent position **one week's notice must be given to cancel the care.**
- If a regular booking for before and after care falls on a public holiday within a school term then the normal fee will apply, this however doesn't happen very often, as most public holidays fall in school holidays.
- To advise the operators of any change in who is collecting the child, enrolment details such as address and phone numbers.
- Problems with the behaviour of a child will be brought to the attention of the parents concerned and if the problem cannot be resolved the child may be removed from the programme. This is a last resort and all possible assistance will be offered in the first instance to resolve the issue. Any damage to school property that is a direct result of misbehaviour by any child will be paid for by the parents of that child.
- If urgent medical treatment is required at any time, this will be arranged but the cost will be met by the parents of the child involved. In urgent cases an ambulance maybe required to transport the child. If Kids Knection 2022 ltd staff think it necessary and an ambulance is not available or needed, staff may take the child for medical attention in their private vehicle. This will only be done with parents permission or if parents cant be got hold of.
- Every so often we have the opportunity to take photos for our website, if you don't give permission for your child's photo to be taken and maybe used for advertising, please advise Sachin in writing at kidsknection@outlook.com
- The centre will report any signs of abuse or neglect to our statutory agencies.

This information is being collected for the safety of the children. It will be collected in accordance with the Privacy Act 2020. However, it will be necessary for Te Kahui Kahu (Assessors for MSD) to view our enrolment forms when they do our approval or for funding purposes.

While every care is taken to ensure the safety of the children at all times, the staff and management of this programme do not accept responsibility or personal liability in respect of any act arising out of any session or activity of the programme.