

# BOSCO Enrolment Form 2012

1. Childs Surname: \_\_\_\_\_

Childs Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Room No: \_\_\_\_\_

2. Childs Surname: \_\_\_\_\_

Childs Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Room No: \_\_\_\_\_

3. Childs Surname: \_\_\_\_\_

Childs Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Room No: \_\_\_\_\_

School Attending: \_\_\_\_\_

1. Legal Guardian: \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. Legal Guardian (if applicable): \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Emergency Contacts** (*Please ensure you list 2 emergency contacts other than above listed*)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medical Centre: \_\_\_\_\_

Address: \_\_\_\_\_

**Medical Issues:** (*Allergies, medications, asthma etc.*):

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

**Additional Information we should know to ensure your children's individual needs are being met?** (E.g. Behaviour, phobias, Social conditions, Cultural differences) \_\_\_\_\_

**Who will be collecting your children from the program?** (If they are not listed we are unable to let your children leave with that person. We will charge \$5.00 if we have to contact you if someone not listed on this form picks up your child/ren. Please state the relationship to the child. Please note we require a copy of any relevant court order against a parent/guardian collecting a child.) \_\_\_\_\_

**Alternate arrangements to arrive at BOSCO or to leave:** (State instructions here) (E.g. child will bike to or from BOSCO; child can walk home at 4pm or from text etc.) \_\_\_\_\_

**Method of Contact:** How do you want to receive any communication (invoices/statements/newsletters etc)?

Box at BOSCO:  Email:

**Homework:** Do you want your child to do homework during "homework time"? (Please note even if they don't, they are required to do something quiet during this time) Only applicable for the after school programme.

Yes:  No:

**Photos:** (Do you approve or disapprove that photos taken at BOSCO may be used in promoting the programme in things such as pamphlets, newspapers or posters on the wall etc. Even if you tick approve, you will be notified first before any photo is displayed.)

Approve:  Disapprove:

**Which days will your child/ren be attending the Before School program?** (Please circle)

(Permanent/Casual)

Full Week OR Mon Tues Wed Thurs Fri

**Which days will your child/ren be attending the After School program?** (Please circle)

(Permanent/Casual)

Full Week OR Mon Tues Wed Thurs Fri

**Holiday Programme - Tick box if you want us to use these details for all holiday enrolments for this year and we will contact you when enrolments open to confirm days (Four weeks prior to programme beginning)**

Yes

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of BOSCO. All personal information requested will be destroyed at the completion of your child's time in the programme or the end of the school year. You are welcome to review information pertaining to your child's enrolment at any time. The information will only be accessible to BOSCO staff and management only.

## Parent Contract

To BOSCO Incorporated I, a legal guardian of:

\_\_\_\_\_

(Henceforth the child/ren) wish them to be enrolled with you and so sign that I fully understand and agree to all of the following conditions of that enrolment:

1. My child/ren will be enrolled with BOSCO at the Before School, After School and/or the Holiday Programme on completion of this enrolment form for this year. All enrolment forms will be nullified on the 23<sup>rd</sup> December (our closing date) and re-enrolment will be required in order to attend BOSCO thereafter.
2. My child/ren will only be deemed to be in the care of BOSCO from the time they arrive in the Multi-Purpose room at Beckenham School until their departure. My child/ren are required to be signed in by a parent for the Before school and Holiday programme and by a staff member for the after school programme each day and signed out by someone identified on enrolment form.
3. My child/ren will only be allowed to depart BOSCO in the manner/with persons identified on the enrolment form, unless prior arrangement has been made with the Co-ordinator or Supervisor. A \$5.00 fee will be added to my account if someone not listed comes to collect my child/ren.
4. Seven (7) days' notice is required to cancel my child/ren's booking, full fees will be charged if my child/ren leave before this notice.
5. Full charges will apply if my child/ren is absent, and for Statutory days that fall on a day my child/ren would normally be booked in. (Excluding days that fall during School holidays). An additional \$5 fee will be added if BOSCO have to contact me to find out where my child/ren is. 50% of fees (up to a maximum of 3 days for holiday programmes) will be charged for the duration of a closure if the Management Committee has to close the programme due to earthquakes, snow, sickness etc.
6. My account will be paid either weekly or fortnightly, or as discussed with the Co-ordinator. Any account over thirty (30) days will be forwarded to Baycorp (NZ) Ltd and a 25% fee will be added to my account. It is my responsibility to ensure accounts are collected from BOSCO.
7. I understand my child attends BOSCO at my own risk and although proper care is exercised at all times, BOSCO cannot accept responsibility for misadventure, injury, damage or loss sustained to person or property while at any of our programmes and other places visited for activities.
8. I agree to my child bussing or using Staffs private vehicles for an excursion away from the school (notice will be given first). I agree to my child going on walks within the Beckenham area.
9. I agree to my child participating in all advertised activities and any other replacement activities that may be required.
10. I agree to the Co-ordinator or Supervisor seeking medical aid if it is considered necessary. If my child requires medication during any programme, I will contact the Co-ordinator or Supervisor and fill in a medication consent form first.
11. I understand that if I am late to pick my child up there will be a charge of \$50.00 per 10 minutes after 5.30pm.
12. All comments/complaints/queries of any nature will be addressed to the Co-ordinator in the first instance or the Chairperson if appropriate.
13. I accept that all details in this entire enrolment form are correct and I understand that if any of the details in this enrolment form change it is my responsibility to update them.
14. I agree to all rules, policies, procedures and terms of conditions of BOSCO (a current copy may be obtained from the Co-ordinator or on our website).
15. I understand BOSCO has a no cell phone policy at all times. I can contact the Co-ordinator or Supervisor at any time to get hold of my child.
16. Every effort has been made to provide accurate information in the programme brochures, however sometimes changes occur due to circumstances beyond the control of BOSCO staff and Management Committee who are unable to take liability for these situations.
17. I understand all programmes of BOSCO Incorporated are operated independent of Beckenham School. The Staff, Board of Trustees and Principal of Beckenham School have no responsibility of BOSCO nor any of its activities.
18. I understand that BOSCO Staff and/or the Management Committee will liaise with the Principal, Deputy Principal and/or my child/rens teacher where necessary for the care of my child/ren.

Parent/Caregivers Signature \_\_\_\_\_ Date: \_\_\_\_\_