

01 Feb 2009

Dear Parents/Caregivers

After school care is provided by the Board of Trustees at Te Awamutu Primary School for our pupils. The programme operates from 3pm - 6pm daily when the school is open for instruction.

The fees are outlined below and all accounts are to be settled by Thursday for the previous weeks care, unless prior arrangements are made.

If you wish your child to attend the Te Awamutu Primary After School Care Programme please fill in the attached sheet and send it along with your child.

Gareth Duncan  
Principal

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#### TEAWAMUTU PRIMARY AFTER SCHOOL CARE PROGRAMME

Regular attendance fees:

1 child	2 children	3 or more children
\$5.50 per hour	\$9.00 per hour	\$11.50 per hour

Casual attendance fees:

1 child	2 children	3 or more children
\$7.00 per hour	\$10.50 per hour	\$13.00 per hour

Minimum charge one hour. Fees charged in 15 minute units after first hour. A charge of \$1.00 per minute will apply if your child/children have not been collected by 6pm.

A regular place for your child/children can be reserved on receipt of the attached enrolment form.

*(Please note that if you have booked a regular place and your child is not attending on that day, a message must be placed on the After School Care answer phone 871 5378 extension 703 or text 027 320 9849. If the school is not notified, full charges will be incurred as staffing levels are regulated by the number of students expected each day).*

If you wish your child/children to attend on a casual basis, a message needs to be left on the number above by 12:30pm on the day you wish for their attendance. Once again, this is to ensure that acceptable supervision ratios are reached. We can not accept casual students who come over to us after school where parents have not left a message.

## Te Awamutu Primary School After School Care Programme

401 Teasdale Street Te Awamutu.  
Phone: 07 871 5378 Extension 703

**PROGRAMME CONTACT: Laille Martin 027 320 9849**

<b>Please reserve a regular place on:</b> <div style="text-align: center;">                     Mon    Tue    Wed    Thu    Fri    <u>or</u>    Casual                 </div>	
Child's Name:	
Address:	
Date of birth:	
Current Year and Teacher	
<b><u>Medical or other concerns:</u></b> Does your child have any health problems, asthma, serious illness, injury or disability? YES / NO : If yes please explain -  Does your child have any other specific behaviour or ongoing medication we should know about? YES / NO : If yes please explain -  Medical Alert number if applicable: YES / NO : If yes please explain -  <b><i>If you have answered yes to any of the above three questions, please use the back of this sheet to outline your wishes in case of an emergency.</i></b>	
Name and contact phone number of your family doctor:	
Caregiver Details:	Relationship to Child: Mother/other (please specify) Name: _____  Phone number (home) _____  Phone number (work) _____
Second Caregiver:	Relationship to Child: Father/other (please specify) Name: _____  Phone number (home) _____  Phone number (work) _____
Other people authorised to collect my child/children:	

**Please see over for permissions and Terms & Conditions**

# Te Awamutu Primary School After School Care Programme

## Written permission is required: (please tick the relevant boxes)

- To give medicine of any kind (see below)
- For children going home by themselves
  - I give permission for a staff member to give medication if requested in writing or as advised by a caregiver over the telephone.
  - I give permission for my child to walk or cycle home and I accept responsibility for my child once he/she leaves the school ground.
  - I give permission for my child to have access to the internet during the course of the programme. To ensure only appropriate content is accessed the security and guidelines as defined in Te Awamutu Primary School's Internet policy will be adhered to at all times.

## Terms and Conditions: (please tick the relevant boxes)

- Children will only be released to parents, guardians, caregivers or people authorised on the enrolment form. All must sign out their child each day with date and time.
  - I agree to settle my account by each Thursday for the previous week's care. I am aware that I will be liable for collection fees and/or late payment fees if my account is not settled as agreed. Should the account remain unpaid for more than 30 days your child may be excluded from the programme.
  - I understand that if I have reserved a regular place and my child is unable to attend on that day, a message must be placed on the After School Care Programme answer phone 8715378 extension 703 or by texting 027 320 9849. If I do not leave a message advising of an absence I understand that full charges will be incurred as staffing levels each day are regulated by the number of students expected.
  - I agree to pay the charge of \$1.00 per minute for any late pick-up being after 6.00pm, the official closing time of the programme.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_