

December 2018

Dear Parents/Caregivers

The Out of School Care Programmes offered at TAPS are provided by the Board of Trustees. The Breakfast Club operates from 7am – 8.30am and After School Care runs 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 before school or after school care programmes, fill in the attached sheet and return to the school office or directly to the out of school care programme.

Sharon Griffiths
Principal

TE AWAMUTU PRIMARY SCHOOL (T.A.P.S)

Regular attendance fees:

1 child	2 children	3 or more children
\$6.70 per hour	\$11.20 per hour	\$13.70 per hour

Casual attendance fees:

1 child	2 children	3 or more children
\$8.00 per hour	\$12.50 per hour	\$15.00 per hour

Minimum charge one hour. You will be charged for the time requested for care.

A regular place for your child/children can be reserved on receipt of the attached enrolment form. Any changes to your days/times needs to be via text or in writing.

*(Please note: that if you have booked a regular place and your child is not attending on that day, a message must be text to the out of school care phone - 027 320 9849. **A one hour 'holding' fee will be charged upon notification; no notification or after 1pm, will incur your full day's fee.***

If you wish your child/children to attend on a casual basis, please text Laille on the above number before 1pm on that particular day. Please note; BSC and ASC have been running at capacity and we will try our best to fit your child in, but this is not guaranteed.

T.A.P.S out of School Care Programmes
401 Teasdale Street Te Awamutu.
Phone: 07 871 5378

PROGRAMME CONTACT: Laille Martin 027 320 9849

Please retain this page for your reference

This form must be completed for each individual child

Please indicate permanent days/times below:						
	Mon	Tues	Wed	Thur	Fri	Start Date
BSC	-8.30	-8.30	-8.30	-8.30	-8.30	
ASC	3-	3-	3-	3-	3-	

or BSC Casual
or ASC Casual

BSC – Before School Care ASC – After School Care

Child's Name:	
Address:	
Date of birth:	
Current Year and Teacher	

Medical or other concerns:
 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 -

Does your child have any cultural/religious beliefs that we need to be aware of?
 YES / NO : If yes please explain -

Medical Alert number if applicable:
 YES / NO : If yes please explain -

If you have answered yes to any of the above questions, please use the back of this sheet to outline your wishes in case of an emergency.

Name and contact phone number of your family doctor:	
Caregiver Details:	Relationship to Child: Mother/other (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____
Second Caregiver:	Relationship to Child: Father/other (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____
Third Contact:	Relationship to Child: (please specify) Name: _____ Phone number (home) _____ Mobile number _____ Phone number (work) _____
Other people authorised to collect my child/children:	

Please see over for permissions and Terms & Conditions

Te Awamutu Primary School Out of School Care Programmes

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

- I give permission for a staff member to give medication (only if requested in writing).

After School Care only

- I give permission for my child to walk or cycle home and I accept responsibility for my child once he/she leaves the school grounds.
- 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.
- Children will only be released to parents, guardians, caregivers or people authorised on the enrolment form, unless permission has been given by the caregiver via letter, phone or text. All caregivers must sign out their child/ren each day with the CORRECT time and date
- 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.

Terms and Conditions: (please tick the relevant boxes)

- 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 either programme.
- I understand that if I have reserved a regular place and if my child is unable to attend on that day, I will text out of school care on 027 320 9849 by 1pm for ASC & the night prior for BSC, incurring a one hour 'holding' fee. If I do not make contact by these times advising of an absence, I understand that full charges will be incurred as staffing levels are regulated by the number of students expected each day. I also understand that any changes to the days/times I require will be via text or in writing, if my child is away for more than a week, it is up to the discretion of the programme whether my holding fee will be charged.

Breakfast Club only

- Children will be released to their classrooms on the 8.30am bell.

- I understand that I will be charged for the time indicated on this form – Start time to Pickup time.**

Signed _____ Date _____