

Details reconfirmed:	

# HobbyCare – Before & After School Care

## Child information and Enrolment sheet

State preferred start date and tick the days (morning and/or afternoon) that you would like your children to attend HobbyCare:

Start Date: \_\_\_\_\_  
Day / Month / Year

Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monday to Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please ensure all entries are printed clearly and legibly so that we can quickly get in touch with you or your emergency contacts if needed.

1. Full name of child: \_\_\_\_\_  
Surname First Name(s)

Child's birthday: \_\_\_\_\_  
Day Month Year

Gender: Male / Female / Other \_\_\_\_\_  
Circle

Classroom No.: \_\_\_\_\_  
Important for new entrants

2. Full name of child: \_\_\_\_\_  
Surname First Name(s)

Child's birthday: \_\_\_\_\_  
Day Month Year

Gender: Male / Female / Other \_\_\_\_\_  
Circle

Classroom No.: \_\_\_\_\_  
Important for new entrants

3. Full residential address of child(ren): \_\_\_\_\_  
Street Suburb Post Code

4. Primary Caregiver(s): \_\_\_\_\_  
Relationship Surname First Name

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Authorised Alternative Contacts:  
(to comply with regulatory requirements, at least two (2) additional contacts who are authorised to collect your children, must be listed)

a. \_\_\_\_\_  
Name Relationship Contact Phone Number

b. \_\_\_\_\_  
Name Relationship Contact Phone Number

6. Persons who are **not** authorised to collect your children:

7. Relevant medical information e.g., Medicines being taken, Asthma, Diabetes, Allergies (food, insect bites/stings) etc.:

8. Please indicate any other special care instructions or information that is relevant to the care of your child:  
(Including any special religious, cultural, or dietary requirements etc.)

### Conditions of Enrolment:

- Fees are to be paid **1 week in advance** upon enrolment (receipts will be issued on request).
- Children collected after the normal **5:45 pm** finishing time will have a late fee added to their next invoice of **\$17.00** for every 5 minutes, or part thereof, that a staff member is required to wait.
- The standard daily fee will be charged in the event of **any** absences for which HobbyCare have not been given at least two weeks' notice.

I wish to enrol my child in HobbyCare and acknowledge that I have read and agree with all conditions as stated above and in the disclaimer.

Signature(s): ✕ \_\_\_\_\_

Name(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

For office use:	CLASS	RLBK	ADBK	SCAN	CONF
DoE: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please also read, fill in and sign 'Disclaimer' on the reverse of this sheet.

# HobbyCare – Before & After School Care

## Disclaimer

I acknowledge that \_\_\_\_\_ enters HobbyCare at my own risk.

Child(ren)'s Name(s)

Although the highest quality of care will be always exercised, HobbyCare cannot accept responsibility for any unforeseen misadventures.

Damages to Hobsonville School property and/or HobbyCare property caused by the named child(ren) shall become the responsibility of the primary care giver of the named child(ren).

You further acknowledge reading, understanding, and agreeing with the following conditions:

1. You understand that you will be required to pay fees for the up-and-coming week in advance, and that failure to comply will result in a 15% late penalty on **all** fees outstanding. You will also be liable for any fees or expenses that HobbyCare reasonably incur in collecting overdue amounts, including collection agent fees, phone charges, legal expenses, and all bank charges in relation to dishonoured cheques and insufficient funds.

2. You undertake to notify the Programme Staff if there is any delay with the collection of your child. You further undertake to collect, or have your child collected by 5:45 pm (if enrolled in after school care) otherwise you acknowledge you will be charged a late fee of \$17.00 for every 5 minutes, or part thereof, that staff are required to wait beyond the end of the programme.

3. Fees are still payable for sessions booked where your child does not attend. However, you will not be required to pay fees for a period of more than 1 week of absence if you have notified HobbyCare at least two weeks prior to the absence. A minimum of two weeks' notice (14 days) is also required if you wish to permanently remove your child from the programme for whatever reason, otherwise you will continue to be billed for those sessions already booked, regardless.

*Fees can be paid by internet banking, recurring automatic payments or cash direct to the supervisor at the programme venue. Payment records are available for recording cash payments and should be signed by the parent/caregiver and a staff member to verify the payment amount and time. All online payments can be made to HobbyCare account: 38-9019-0604104-00.*

4. a. All children **must** be signed into our morning programme and out of our afternoon programme. Only persons named as caregivers or authorised alternative contacts on the information and enrolment sheet can sign children out from HobbyCare. Any changes or corrections to the information overleaf should be referred to the HobbyCare Director at the earliest opportunity.

b. Parents are required to sign their children **into** the morning programme (if enrolled). HobbyCare cannot accept responsibility for any child left alone at the venue before 7:00am.

5. Any problems or complaints should be referred, in the first instance, to the supervisor on duty, and if any matter remains unresolved it may be taken to the Director.

6. You hereby give permission for HobbyCare staff to treat your child if a minor accident occurs. In the case of a more serious nature, you understand an ambulance will be called, and acknowledge that HobbyCare staff are not able to transport children to parents, Doctors, Hospitals, or any other place. HobbyCare will not be responsible for expenses incurred in dealing with medical or accident emergencies.

7. Staff members are obligated to report any instances of suspected child abuse or neglect, whether at HobbyCare or observed in the wider community. The Director must report this to Tamariki Oranga – Ministry for Children and/or the New Zealand Police.

8. You understand that the information contained herein is confidential and pursuant to the Privacy Act and will only be used to administer your child and not used or distributed for any other purpose. An approved officer of Oranga Tamariki — Ministry for Children has the statutory power to examine any records or documentation held by our organisation. Under the Privacy Act (1993) all information pertaining to you, held by HobbyCare is available for you to view.

9. You acknowledge that HobbyCare reserves the right to immediately terminate your child's enrolment in the programme if there are behavioural tendencies that are disruptive or have an adverse effect on the people or other children involved in this programme.

Signature(s): ✕ \_\_\_\_\_

Name(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

**Please also read, fill in and sign  
'Disclaimer' on the reverse of this sheet.**