

# NOSCAR Terms and Conditions

We agree and acknowledge that:

1. Only enrolled children, whether regular or casual, will be accepted into care.
2. Parents/caregivers who wish to use this facility must register on the NOSCAR Enrolment form.
3. The supervisor will assume that a child will attend the NOSCAR Programme if they have been registered for a regular position.
4. Before school care will run from 7:30 a.m. to 8:30 a.m. on school days. After school care will run from 3:00 p.m. to 5:45 p.m. on school days.
5. Dates and times for holiday programmes will be advised.
6. The parents/caregivers must inform the Supervisor through answer phone 939 6496 if the child is NOT attending a session after school.
7. If a child is going to be absent, the supervisor **must** be informed (phone 939 6496). Where children are absent from their registered session whether through sickness or changed circumstances there will be no refund of the fee.
8. No charge days when a minimum of a weeks notice is given.
9. The number of no charge days will now be limited. The number will be bases on a pro-rata system. Once the number of no charge days has been reached all other days will be charged .
10. Current policy is that regular enrolments will pay for days which are statutory holidays.
11. Parents/caregivers must collect children from the after school session by **5:45 p.m.** and will advise the supervisor or school office if someone other than the authorised persons will be collecting the child. Unless arrangements are made or extenuating circumstances apply penalty rates will be charged for late collection as follows:  
  
\$20 for collection between 5.45 and 6.00 p.m.  
plus \$10.00 per minute after 6.00 p.m.
12. Casual use of NOSCAR services must be pre-arranged.
  - a) Parents/caregivers must contact the Supervisor as soon as known to book a child into the after school Programme. Places will be subject to availability.
  - b) All casual users are required to fill out the NOSCAR Enrolment form before the child will be accepted for care.
  - c) In emergencies, the Principal (in association with the supervisor) is able to accept a child who is a pupil at Ngaio School without previous forms and booking.
13. Parents/caregivers must keep their contact telephone numbers current so that staff can query any unexpected absences.
14. The supervisor may arrange any urgent medical treatment (usually at the Ngaio Medical Centre) at the parent/caregivers' expense.
15. Parents/caregivers will be notified in advance of the details of any/all activities planned outside the school grounds, and asked to sign a permission slip.

# NOSCAR Programme

**Name of Child** \_\_\_\_\_

I give permission for Out of School Care staff to seek emergency medical treatment for my child at my expense.

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

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

*Parent/caregiver*

I have read and agree to the terms and conditions of the Out of School Care Programme.

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

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

*Parent/caregiver*

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

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

*for the Ngaio Out of School Care Programme*

## Scale of Charges

### 1. Regular Daily Use (per day)

	Before School	After School
a) First child	\$7.50	\$14.00
b) Second and subsequent children (each)	\$7.50	\$12.00

### 2. Holiday Programme

\$40 per day for the first child and \$35 for the second and subsequent siblings.

Fees for the Holiday Programme are paid in advance. Payment secures booking. It is a Nocar policy that we do not refund money if it is requested in the last 2 weeks of the term or during the programme.

### 3. Late collection penalty

\$20 for collection between 5.45 and 6.00 p.m.

plus \$10.00 per minute after 6.00 p.m.

We prefer fees to be paid by automatic payment, Internet banking or by cheque payable to Ngaio School. We do not accept cash payments. Families will be invoiced at the end of week 3. If the dates you use Nocar change during the term an amended invoice will be sent out. Receipts will be issued at the end of the term.

Fees are payable for example, fortnightly, monthly or once a term. All payments are to be paid as agreed on the signed payment of fees form attached. It is a Nocar requirement that all fees are paid in full by the end of each term. The management committee has a set procedure to follow regarding outstanding or overdue accounts. These procedures include two warning letters and a withdrawal of services letter.

### 4. You can make payments in two ways:

Either direct to our bank account

Ngaio School, ASB Bank Lambton Quay, **Account 12 3140 0210759 00**

Quoting code **8501** and your name and initials

Or by cheque placed in the payments box at Nocar

If you prefer to pay the whole lump sum we must receive the full amount by week 5.

If you have any questions or queries regarding payments you can contact

**Susie McGregor Accounts Administrator**

[noscar.accounts@gmail.com](mailto:noscar.accounts@gmail.com)

# Payment of Fees

## I/We intend to pay the fees

fortnightly in advance

monthly in advance

at the start of each term

## Receipt Required YES/NO (Please Circle)

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

Child/children \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## The days my child/children will be attending are:

Please circle

### Before School:

Monday      Tuesday      Wednesday      Thursday      Friday

### After School:

Monday      Tuesday      Wednesday      Thursday      Friday

# NOSCAR Payments

Families who regularly use NOSCAR will be invoiced at the start of the term.

Payment can be made for the whole term at the beginning of the term or in fortnightly instalments. Our preference is to send invoices by mail. If the dates you use NOSCAR change during the term an amended invoice will be sent out. Receipts will be issued on request.

## **You can make payments in two ways:**

Either directly to our bank account

Ngaio School, ASB Bank, Lambton Quay, Account 12 3140 0210759 00

quoting code 8501 and your name and initials

or by cheque placed in the payments box at NOSCAR.

It is a NOSCAR requirement that all fees are paid in FULL by the end of each term.

If you prefer to pay the whole lump sum we must receive the full amount by WEEK 5.

If you prefer to pay throughout the term we expect regular weekly/fortnightly instalments.

## **Holiday Programme Fees**

Fees for the Holiday Programme are paid in advance. Payment secures booking. It is NOSCAR policy that we do not refund money if it is requested in the last 2 weeks of the term or during the programme.

# NOSCAR Programme Enrolment Form

Date .....

Child's Name ..... Birth Date .....

Home Address .....

Home Phone ..... Email (For Invoicing) .....

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**Mother/Father/Caregiver Name** .....

Work Name & Place ..... Work Phone .....

Home Address .....

**Mother/Father/Caregiver Name** .....

Work Name & Place ..... Work Phone .....

Home Address .....

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## Emergency Contacts:

Name ..... Phone ..... Relationship to Child .....

Name ..... Phone ..... Relationship to Child .....

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## People authorised to collect this child:

Name ..... Phone .....

Name ..... Phone .....

Name ..... Phone .....

Name ..... Phone .....

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**Doctor** ..... Phone .....

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**Special Information we should know** (e.g. ethnic, social and/or religious, allergies, special needs etc.)

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