

NOSCAR Terms and Conditions

We agree and acknowledge that:

1. Only enrolled children 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, whether through sickness or changed circumstances, from their registered session, there will be no refund of the fee.
8. Current policy is that regular enrolments will pay for days which are statutory holidays.
9. 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.
10. 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.
11. Parents/caregivers must keep their contact telephone numbers current so that staff can query any unexpected absences.
12. The supervisor may arrange any urgent medical treatment (usually at the Ngaio Medical Centre) at the parent/caregivers' expense.
13. 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 _____

Parent/caregiver

Date _____

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

Signed _____

Parent/caregiver

Date _____

Signed _____

for the Ngaio Out of School Care Programme

Date _____

Scale of Charges

The Supervisor would prefer not to accept cash payments.

Fees for regular care are payable at intervals arranged with the NOSCART Administrator. For example, fortnightly, monthly or once a term. All payments are to be paid as agreed on the signed payment of fees form attached. When payments are in arrears by more than one agreed payment period, the Administrator in consultation with the Management Committee may give notice in writing that no further care is available at NOSCART.

We prefer fees to be paid by automatic payment, Internet banking or by cheque (payable to Ngaio School).

Casual users need to pay on the day of use.

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.

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.

Payment of Fees

I/We intend to pay the fees

fortnightly in advance

monthly in advance

at the start of each term

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 at the end of term.

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.

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

Kathryn Smith
Accounts Administrator
Email maksmith@paradise.net.nz
Phone 938 7181

NOSCAR Programme Enrolment Form

Date

Child's Name

Birth Date

Home Address

Home Phone Email Address Classroom No

Mother/Father/Caregiver Name

Work Name & Place Work Phone

Mother/Father/Caregiver Name

Work Name & Place Work Phone

Emergency Contacts:

Name Phone Relationship to Child

Name Phone Relationship to Child

People authorised to collect this child:

Name Phone

Name Phone

Name Phone

Name Phone

Doctor

Phone

Special Information we should know

(e.g. ethnic, social and/or religious, allergies, special needs etc.)

.....
.....
.....
.....