

CASPA Before School & After School ENROLMENT FORM

I wish to enrol my child/children in the **CASPA After-School Programme** situated at:

Avonhead School <input type="checkbox"/>	Harewood School <input type="checkbox"/>	Hoon Hay <input type="checkbox"/>
Isleworth School <input type="checkbox"/>	Loburn School <input type="checkbox"/>	Merrin School <input type="checkbox"/>
Our Lady of Victories <input type="checkbox"/>	Prebbleton <input type="checkbox"/>	Risingholme, Opawa <input type="checkbox"/>
Roydvale School <input type="checkbox"/>	St Peters School <input type="checkbox"/>	South New Brighton <input type="checkbox"/>

Hours: 3pm – 6pm Monday to Friday

I wish to enrol my child/children in the **CASPA Before-School Programme** situated at:

Isleworth School <input type="checkbox"/>	Merrin School <input type="checkbox"/>	South New Brighton <input type="checkbox"/>
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Hours: 7.15am – 8.30am Monday to Friday

CLOSED Public Holidays

Child(ren)'s details

Full Name(s) 1 _____	D.O.B. ____/____/____	F/M
2 _____	D.O.B. ____/____/____	F/M
3 _____	D.O.B. ____/____/____	F/M

Residential Address: _____

Post Code _____

Email Address: _____

Telephone _____ (Work) _____ (Home)

School Attending: _____

Enrolment Details

After School Days you ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Full ☐ Casual
would like to enrol your child: Week

Before School Days you ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Full ☐ Casual
would like to enrol your child: Week

(Please circle)

What date would you like your child to start CASPA?/...../.....

People authorised to pick up your child: Name _____

Name _____ Name _____

Family Details

Mother's Name _____

Telephone _____ (Work) _____ (Mobile) _____ (Home)

Father's Name _____

Telephone _____ (Work) _____ (Mobile) _____ (Home)



**Creative
After
School
Programmed
Activities**

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P O Box 16673
Christchurch
Tel 027 352 1638
or 349 9260
Fax 349 9261
Email info@caspa.org.nz
Web: www.caspa.org.nz

Emergency Contacts

Name _____
Relationship to child _____ Telephone _____
Name _____
Relationship to child _____ Telephone _____
Childrens' doctor _____ Telephone _____

Transportation

I would like to book walking bus/minivan arrangements for my child/children to be taken to the CASPA Programme at:

Isleworth School ☐ Risingholme, Opawa ☐
Prebbleton Plunket ☐ Hoon Hay ☐

Name of School _____

School Address _____

School Phone No _____

All care will be taken by the shuttle company; however, I accept that the CASPA management and staff will not be held responsible for any incident arising from transport to the CASPA venue.

Signed _____ Date _____

If your child is to walk home on his/her own, we need your approval of this. (CASPA does not recommend this practice). I approve of my child walking home after CASPA.

Signed _____ Date _____

Additional Information

Does your child have any particular health needs we should be aware of? (Allergies, dietary restrictions, illnesses, or special conditions).

Does your child have any special interests (eg, swimming, art, craft, activities, etc)?

Does your child have any special needs CASPA staff should be aware of?

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the holiday programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.



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Parent Contract and Information

Enrolment

Enrolment is finalised upon completion of an enrolment form and the signing and return of this sheet. Please inform the CASPA Office of any relevant changes to your enrolment details. It is crucial we have up-to-date information. **PLEASE RETURN ALL 4 PAGES OF THIS ENROLMENT FORM TO CASPA.**

Meals

We will provide afternoon tea during the After-School Programme, but on full day programmes please send along a morning and afternoon tea snack and lunch. Please ensure that your child does not bring extra sweets or "junk" food.

Absences

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent/caregiver. Making a quick phone call to advise us of your child's absence to the CASPA Office (telephone 349-9260) or e-mail (info@caspa.org.nz) before:

- 1.00pm for the After School Programme
- 4pm prior to the day of attendance for the Before School Programme

This would be much appreciated. If we have not been notified and your child does not arrive we do EVERYTHING we can to locate him/her.

Your child's safety is paramount to us!

Collecting your child

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 6.00pm. Parents who pick their children up any later than 6.00pm may be charged a fee of \$20.00 for every 15mins late or part there of.

Signing your child in and out

Each day when you collect your child, it is essential that you sign your child out on the daily roll. The supervisor will show you where this is. We need to know that your child has gone home safely. On full day programmes, you will also have to sign your child in.

Fees

Fees are our main source of income. To operate efficiently we require that fees be paid in advance monthly or as arranged with the CASPA Office. A penalty of 10% will be charged for fee payments in arrears more than two weeks. I understand and accept that if any fee or charge remains unpaid beyond the time specified, my child's enrolment may be forfeited and the debt passed on to a Debt Collection Agency for collection. I accept responsibility for any and all legal costs incurred in this process.

Payment and queries regarding fees should be made directly to the CASPA Office:

P O Box 16-673
Hornby
Christchurch

A holding fee of 50% of the standard After School Programme and Before School Programme fee will be charged for absences advised:

- Prior to 1.00pm for the After School Programme
- 4pm prior to the day of attendance for the Before School Programme

The full fee will apply for late or non-notification of absences. Fees are tax deductible. A \$5.00 calling fee will be charged where we are required to ring a parent to locate their child when we haven't been notified of an absence. This is to assist with the cost of phone charges to cell phones and administration.

Invoices for fees will be emailed/posted monthly with payment due within 7 days.

Policies and Procedures

Please see the supervisor if you wish to view our Policies and Procedures booklet. It contains detailed information on health and safety, making complaints, employment practices, etc.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centres until all children are collected.



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Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

The cost of repairing accidental or intentional damage to property by a child, will be invoiced to the parent's account.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor or Tania Moriarty and they will be happy to assist you with your concerns.

Sick Children

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during the programme hours, we will make them comfortable until the parents/caregivers collect them.

If you have any queries or concerns, the supervisor or management is always available for you.

We look forward to getting to know you and your child.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff. Both parents and the programme will receive signed copies of this contract.

I/We agree and acknowledge:

I/We have read and understand the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

I/We give permission for my child/children to go on pre-arranged field trips.

I/We give permission for photographs of my child/children to be used for genuine publicity purposes.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the CASPA Programme.

PLEASE RETURN ALL 4 PAGES OF THIS ENROLMENT FORM TO CASPA.

Name of parent:

Signature of parent:

Dated:



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Our parents say:

“Thanks for providing a great, fun environment for my children – they had a blast.”

“Please pass on our thanks to the staff as our son had been a little apprehensive to start with but now he is desperate to get back.”

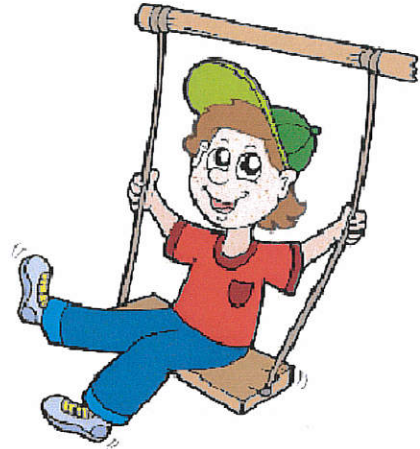
“You’re doing a great job, and I certainly appreciate your work with my child, who is a bit of a challenge sometimes.”

“Your program was such a success that the children asked my husband and I (on a few occasions) not to pick them up before 4:30pm – otherwise they would miss out on special things that were still going on at that time.”

“Efficient service, WINZ approved, friendly Leaders, good choice of activities for Holiday Programmes.”

“My child loves being there (at CASPA) and is having a great time interacting with other children and learning to engage in a group environment.”

“I find the CASPA Team very warm and friendly. My daughter loves going to there (to CASPA). The activities are great and my daughter feels confident and secure. Being a single working parent, I find the homework support so helpful and takes a lot of pressure off me.”





CASPA FEE STRUCTURE

Effective 3 April 2015

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PO Box 16673
Christchurch
Ph 03 349 9260
Fax 03 349 9261

info@caspa.org.nz
www.caspa.org.nz

Before School Care

Daily:

1 child \$7.50 per day
2 child family \$15 per day
\$7.50 per additional child

Weekly: (Mon –Fri)

\$36 for one child
\$72 for two child family
\$7.50 per additional child per day

After School Care

Daily:

1 child \$17 per day
2 child family \$32 per day
\$16 per additional child
Casual booking \$18 per child

Weekly: (Mon-Fri)

\$80 for one child
\$160 for two child family
\$16 per additional child per day

Holiday Programme

Daily: 8am-3pm (selected venues)

\$31 per day – Sibling & Weekly discounts may apply
Activity costs \$3 - \$6 per child per day may apply

Daily: 8am-6pm

\$41 per day – Sibling & Weekly discounts may apply
Activity costs \$3 - \$6 per child per day may apply

* A \$5 calling fee will be charged where we are required to ring a parent to locate their child when we haven't been notified of an absence. This is to assist with phone charges to cell phones.

Late Bookings: Bookings made after the start of the Holiday Programme will be charged at \$33 (8am-3pm) or \$43 (8am-6pm) per child/per day plus activity costs of \$3 - \$6 per child.

* Refunds will only be given if you contact the CASPA Office before 4pm on the day prior to attendance.

* Refunds will only be given if you contact the CASPA Office before 1pm on the day of attendance.

* Refunds will only be given if you contact the CASPA Office by the date shown on the Enrolment Form.

Absence Fee

A booking fee of **50% of the CASPA fee** will be charged. The full fee will apply in all other circumstances.

Absence Fee

A booking fee of **50% of the CASPA fee** will be charged. The full fee will apply in all other circumstances.

NO other refunds are available for any reason. Cancellations prior to the close off date will incur a **20%** booking fee.

A Fee of 20% will be charged on bookings changed once confirmation has been sent.

Payment Terms:

Fees are charged two weeks in arrears. Payment within 7 days of invoice is required.

Taxi charges (if applicable) will be invoiced fortnightly based on usage and shared costs.

If fees are unpaid the following process will be followed:

- If fees are two weeks overdue you will receive a statement as a reminder or a phone call.
- If fees are three weeks overdue you will receive an invoice with an **'URGENT ACTION'** sticker **PLUS** a 10% Late Payment Penalty Fee may be added to your account.
- If fees remain unpaid within four weeks, your child may be removed from the programme until payment has been received and the debt may be referred to our Debt Collection Agency and all collection costs will be added to the amount outstanding.
- **Work and Income subsidies:** You can check your eligibility by going to www.workandincome.govt.nz or Phone to submit your verbal application through the contact centre 0800 559 009. You have 20 working days to complete the on line application. It is the responsibility of the parents/guardians to ensure all **WINZ documentation** has been completed prior to commencement of the Programme. CASPA accepts no responsibility for fees not met by WINZ due to paperwork not being filed with WINZ.
- **Liability for all fees remains the responsibility of the parents/guardians in all circumstances**

Please note: Venue mobiles are to be used **FOR EMERGENCIES ONLY** between 7.30 – 8.45am (BSP), 3–6pm (ASP) & 8–6pm (HP). Please do not leave absence notifications on these mobiles under any circumstances.

Please report all absences directly to the CASPA Office (not the CASPA Venue) on 349 9260 or email info@caspa.org.nz or txt 027 3521638. **Absence fees may not be applied to your account if reported to a CASPA venue.**

Our parents say:

"Thanks for providing a great, fun environment for my children – they had a blast."

"Please pass on our thanks to the staff as our son had been a little apprehensive to start with but now he is desperate to get back."

"You're doing a great job, and I certainly appreciate your work with my child, who is a bit of a challenge sometimes."

"Your program was such a success that the children asked my husband and I (on a few occasions) not to pick them up before 4:30pm – otherwise they would miss out on special things that were still going on at that time."



Where to find us:

The CASPA programmes are based in convenient locations around the city, so there is one near you!

Avonhead School

55 Avonhead Road, Avonhead (ASP)(HP)

Breens Intermediate Youth Programme

Breens Road, Bishopdale (HP)

Harewood School

721 Harewood Road, Harewood (ASP)

Hoon Hay

Scout Den, 211 Hoon Hay Road (ASP)

OLA School, 89a Sparkes Road (HP)

Isleworth School

Farrington Avenue, Bishopdale (BSP)(ASP)(HP)

North Canterbury

Loburn School, Loburn (ASP)

Ashley School, Ashley (HP)

Merrin Primary School

41 Merrin Street, Avonhead (BSP)(ASP)(HP)

Opawa

Risingholme Community Centre (ASP)

Opawa School (HP)

Our Lady of Victories School

106 Main South Road, Sockburn (ASP)

Prebbleton

Prebbleton Plunket, William Street (ASP)

Rugby Rooms, Tosswill Rd (HP)

Roydvale School

117 Roydvale Avenue, Burnside (ASP)(HP)

South New Brighton School

Estuary Rd, South Brighton (BSP)(ASP)(HP)

(BSP) = Before School Programme (ASP) = After School Programme (HP) = Holiday Programme

CASPA@ Office:

Unit 18, 19 Nga Mahi Road, Sockburn

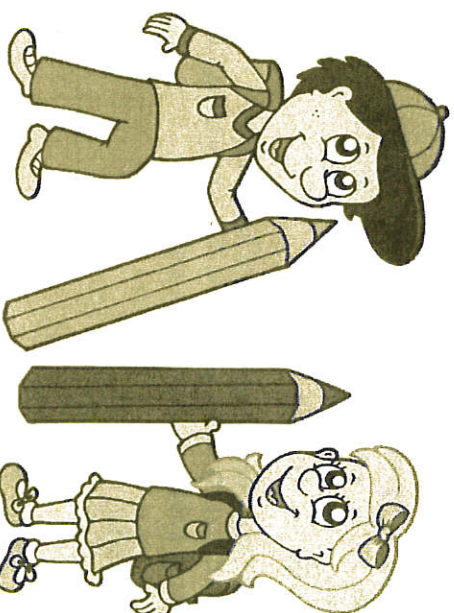
P O Box 16673, Christchurch 8441

Phone: (03) 349 9260 Fax: (03) 349 9261

Email: info@caspa.org.nz Website: www.caspa.org.nz

* Proudly supported by the Ministry of Social Development
* A member of the OSCAR Network of Christchurch

Before School, After School & Holiday Programmes



Fun activities that your child will enjoy.



Creative After School Programmed Activities

"You expect the best for your child"

At CASPA, so do we! For peace of mind while you work, CASPA is the answer for you.

At CASPA, we provide your children aged five to 13 years old, with a before-school, after-school and holiday programme they enjoy. Your children are cared for by our experienced Leaders who are trained, highly motivated and professional and provide a safe, friendly environment.

Our programmes are designed to be fun and educational. We help your child develop interests and skills in hobbies and activities such as:



Arts & Crafts



Music & Sports



Drama

Ministry of Social Development Approved

CASPA is approved by the Ministry of Social Development for the Out of School Care and Recreation subsidy commonly known as the OSCAR subsidy.

You may be eligible to apply for an OSCAR subsidy. Talk to us now to find out more.

CASPA® Before & After School Programmes

The CASPA Before & After School Programmes operate from 7.15am to 8.30am and 3pm to 6pm respectively Monday to Friday during the school term. Casual or full-time bookings are available to suit your schedule.

As well as providing our range of exciting activities we also:



Walk your child safely to their room *(Before School when onsite)*



Help with homework *(After School)*



Provide a nutritious afternoon tea *(After School)*

From selected venues, we can arrange a walking bus to collect your child and transport them to the CASPA venue. Please ask us about this service.

Holiday Programmes

Let CASPA take the hassle out of the school holidays. The CASPA School Holiday Programmes run every school holidays between 8am to 6pm Monday to Friday from selected venues.

The fun packed programmes include art and craft, sports, drama and music as well as fun day trips. Here's an example:

Monday	Tuesday	Wednesday
Ten Pin Bowling ***	Pavement Art	CASPA Roller Derby

Before School Programme Fees *

Daily Rate: 1 child \$7.50 per day

2 child family \$15 per day
\$7.50 per additional child per day.

Weekly Rate: \$36 for one child

\$72 for two child family.
\$7.50 per additional child per day.

After School Programme Fees *

Daily Rate: 1 child \$17 per day

2 child family \$32 per day
\$16 per additional child per day
Casual booking \$18 per child

Weekly Rate: \$80 for one child

\$160 for two child family
\$16 per additional child per day.

Holiday Programme Fees *

8am – 3pm From \$31 per day – sibling & weekly discounts apply*

Available at selected venues only

8am – 6pm From \$41 per day – sibling & weekly discounts apply*

* Activity costs \$3 or \$6 as detailed at the time of enrolment.

Bookings made after the start of the Holiday Programme will be charged at \$43 per child per day plus activity costs.

All children must be formally enrolled for the Before School, After School and Holiday Programmes. The number of children attending our programmes each day is limited.

* Prices as at 03/04/2015.

Subject to change without prior notice.
Absence & Calling fees may apply.