



TAUWHARE SCHOOL



After School Care Enrolment Procedure

Purpose:

1. To ensure that all children who attend the Tauwhare After School Care Programme have enrolment forms completed.
2. To ensure that accurate and up to date records are maintained for all children who attend the Tauwhare After School Care Programme

Guidelines:

- When a child is booked into the After School Care Programme an enrolment form will be provided to the parent/caregiver to complete prior to the child/ren attending the After School Care programme
- The Supervisor will collect any completed enrolment forms from the School office when collecting the list of After School Care attendees for the day and file them in the enrolment form folder.
- In the event that an enrolment form is not completed prior to a child attending the After School Care programme, the Supervisor will provide an enrolment form to the Parent/Caregiver when they collect the child/ren from their first day of participation in the programme with instructions that the form needs to be completed and returned prior to the next day the child/ren attends After School Care.
- Parents/Caregivers are responsible for notifying the Supervisor of:
 - Changes to information given on the enrolment form;
 - Custody or access arrangements or protection orders that relate to the child; and/or
 - Changes to attendance arrangements, eg a child attending an extra session or not attending as expected.
- Tauwhare After School Care Committee will remind parents/caregivers of their duty to inform the programme of changes to the enrolment form by termly newsletters.
- Once a year the Tauwhare After School Care Committee in conjunction with the Supervisor, will physically ask the parents/caregivers to check the enrolment forms on record and make any amendments necessary to the enrolment details recorded. The Parent/Caregiver will sign and date the enrolment form to verify all details are correct.