



Ravensbourne School,
 8 Wanaka St, Ravensbourne, Dunedin 9022
 Telephone 03 471 0410
 Email office@ravensbourne.school.nz

Enrolment Form

Supervisor: Aki Poor
 Phone: 021903370
 Email: aki@ravensbourne.school.nz

Number	Child's Name	Date of Birth
1		
2		
3		

Enrolment Details					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Date					

Parent/Guardian Details	
Parent #1/ Guardian's Name	
Home Address	
Work/Home/ Cell Phone Numbers	
Email Address	

Parent #2/ Guardian's Name	
Home Address	
Work/Home/ Cell Phone Numbers	
Email Address	

Other People Authorised to Collect Your Children		
Name	Relationship	Contact Phone Number

Emergency Contact #1	
Name	
Relationship to child	
Address	
Phone contact 3:00pm- 5.45pm	

Emergency Contact #2	
Name	
Relationship to child	
Address	
Phone contact 3:00pm- 5.45pm	

Doctor's Details	
Name	
Address	
Phone Number	

Additional Information	
Does your child have any health needs we should be aware of? e.g. allergies, food requirements, asthma, medical conditions etc.	
Is there anything else we should know about in order to take good care of your child? e.g. custody arrangements, special needs, behavioural issues etc.	

Parent/Guardian Contract	
<p>Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask a member of the staff. I/we agree and acknowledge:</p> <ul style="list-style-type: none"> ● I have read and understand the enrollment information. ● The supervisor has my permission to arrange any necessary urgent medical treatment at my expense. ● I will notify the supervisor of any changes to enrolment information in a timely fashion. ● I agree to pay fees as stipulated in the fees policy. ● I agree to collect my child/children by 5:30pm at the latest. ● I will be charged \$10 per hour per child from 3pm. Part hours will be charged to the next half hour. ● All health and safety requirements will be applied to transportation from St Leonards to Ravensbourne school. ● Swimming sessions to follow Ravensbourne School's swimming policy <p>All care will be taken to provide supervision of the children attending the programme in accordance with the programme policies 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 programme.</p> <p>The school reserves the right to suspend or exclude a child from the programmes if deemed appropriate by the school management.</p>	
Name of Parent/Guardian	
Signature of Parent/Guardian	
Date:	

Out of School Trips and Activities Permission Slip	
<p>Parents/caregivers will be notified verbally and by our term programmes of any upcoming out of school trips and activities.</p> <p>I give permission for my child(ren) to participate in any out of school activities and outings that the After School Care and/or Holiday programmes have organised.</p>	
Name of Parent/Guardian	
Signature of Parent/Guardian	
Date	

Photographs/Facebook	
Do you give consent for your child(ren)'s photo/name to be used in the school newsletter, website Facebook, or in advertising material?	Please circle Yes No

Privacy Provisions: The information that you have supplied is necessary for the safe and effective operation of the programme. You are welcome to review information pertaining to your child's enrolment at any time.

Child's Behaviour Contract	
My Name	
<p>To make sure I have a great time when I attend Harbour Kids it is expected that I will:</p> <ul style="list-style-type: none"> ● show respect to other children and the staff at all times; ● use my manners at all times; ● always keep my hands and feet to myself. I won't punch, hit, kick or hurt anyone on purpose; ● always speak nicely to others by using positive language; ● not call anyone names or use 'put downs'; ● make sure that I follow the rules about where I am allowed to be; ● listen to what the staff say and do as I'm asked; ● be respectful of the equipment at Harbour Kids and not damage anything on purpose. <p>If any incident does occur my parents will be told.</p>	
I have read the contract or had the contract read to me and I understand it:	
Child's Name	
Parent/Guardian	
Supervisor	
Date	

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