

## After School Programme – Enrolment Form

<b>Child's details</b> (Please complete one form per child)			
First Name		Last Name	
Age		Date of Birth	
Gender		Language(s) spoken	
<b>Enrolment details</b> (Please tick the days you would like to enrol your child)			
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>		
<b>Parent/Caregiver's names</b>			
Name		Phone (mob.)	
Relationship		Phone (day)	
Name		Phone (mob.)	
Relationship		Phone (day)	
Address			
Email			
<b>Emergency contact details / People authorised to pick up your child</b> (please provide two persons with two different phone numbers where they can be reached between 3pm and 6pm)			
First Name		Last Name	
Phone (Cell)		Relationship	
First Name		Last Name	
Phone (Cell)		Relationship	
<b>Child's doctor</b>			
Name		Phone	
Address			
<b>Additional information</b>			
Does your child have any particular health needs we should be aware of, including allergies, food or medical conditions, etc.			
Is there anything else we should know about in such as custody arrangements, special needs, behavioural issues etc.			



### Payment and Cancellation Policy

Our fees are \$25 per afternoon per child at Burnside Primary (afternoon tea provided to the children) and \$20 per afternoon per child at Alliance Française (275 Cashel Street, no afternoon tea).

Preferred payment method is by paying by bank transfer.

Fees can also be paid by automatic payment or direct debit into our bank account.

Acc no. 11-7800-0068662-000 please use child's full name as reference and 'After School' as particular or invoice number if you have one) cash or credit card.

**Payments must be made at the beginning of the term** – unless arrangements have been made. All payments will be receipted and entered onto our computer system.

I acknowledge that I have read and agree to the Terms and Conditions.

Name

Signature

Please return to: 275 Cashel Street, or email a scanned and signed copy to [enquiries@afchristchurch.org.nz](mailto:enquiries@afchristchurch.org.nz)

## Terms and Conditions

### Hours:

Mondays - starts at 4:00pm and finishes at 5:30pm during school term.

Tuesdays - starts at 3:00pm and finishes at 5:30pm during school term.

### Enrolment:

This is finalised once enrolment form is completed **and signed**. Enrolment forms will be available online or at AFC reception desk. Please include two alternative emergency contacts. **Please inform us immediately of changes to your contact information.**

Alliance Française Christchurch reserves the right to close registrations once the programme is full.

### Cost:

- Our fees are \$20 per session per child at AFC, and \$21 per afternoon per child at Burnside.
- La Découverte is a member of Alliance Française Christchurch, as such their students benefit from its advantages (access to our library, discounts etc.). However, families can become members, if they want to, for \$90/year granting therefore the same advantages to all members of the same family.
- Preferred payment method is by paying by bank transfer.  
Fees can also be paid by automatic payment or direct debit into our bank account. (Acc no. 11-7800-0068662-000) cash or credit card. **Payments must be made by the start of the term** – unless arrangements have been made.
- Invoices will be mailed out at the last week of the term.
- Pay as you go basis.
- All payments will be receipted and entered onto our computer system.

### General conditions:

- The minimum of children per week is 5, if the number enrolled is below, the Alliance Française Christchurch reserves the right to cancel a class.
- The After School programme is open to children aged between 5 to 12 years old.
- Children will be under the supervision of a teacher of Alliance Française.

### Programme Content:

Below is our programme outline:

- For the Afterschool at Burnside, children can bring a small afternoon snack and have it upon arrival. A snack will be provided to all the children. Please let us know if your child has food allergies or special requirements.
- Time for homework will be given if necessary. Leaders will provide help with homework.
- Alliance Française has many different toys and games for use during free time including board games etc.
- Other activities can include organised crafts, structured games (outdoors and indoors), singing, theatre etc.

### Sign out:

**Your children must be signed out on collection, including pick-up time.** (Only persons who have been approved by parent through prior arrangement will be allowed to pick up children).

Absences:

If your child is enrolled, they are expected by our staff to be attending that day. **Please ring our office on 03 365 8370 if your child will be absent.** If no one is available, please leave a message by 2.30pm. If we are not notified, the parent or the emergency contact will be called to find out where your child is.

Emergencies:

In case of a serious accident or injury involving your child, the staff will contact you (if not available your emergency contact) and/or arrange for your child to be taken to the nearest medical facility in an ambulance (\$50 fee) if necessary.

Behaviour Management:

Afterschool programmes at Alliance Française Christchurch are designed to ensure that all children involved feel safe and free to be themselves, provided that this freedom does not interfere with anyone else's enjoyment of the programme. We strive to provide an encouraging, enjoyable and safe environment for all children. We like to keep parents updated on their child(ren)s progress in our programme.

Alliance Française Christchurch uses a ladder of discipline to deal with unacceptable behaviour:

Step 1 – Apology and/or timeout

Step 2 – Remaining with a staff member and /or exclusion from area of incident or activity.

Step 3 - Parents/caregiver informed/incident recorded.

Step 4 – Stood down for a period of 1-5 days depending on incident.

Step 5 – Removal from Afterschool programme(s).

For more information about this system contact the coordinator.

Unwell Children:

Please do not send your child to the programme if they are sick. This can potentially spread to other children and staff.

Medication:

If your child requires any form of prescription medicine while they are under the supervision of an Alliance Française, staff member you will be required to fill out a 'Medication' form. These are available upon request.

Privacy Act 2020:

The information you have provided to us on your child enrolment form is necessary for the safe and effective operation of Alliance Française. All personal information upon request will be destroyed at the completion of your child's time in Alliance Française. You are welcomed to review information pertaining to your child's enrolment at any time.

Collection of Child(ren):

Only authorized people listed on your enrolment form are able to pick up your child(ren). If someone else arrives who is not listed we will not release them until a parent has been contacted for consent.

Policy on complaints:

Parents will be informed on enrolment that there is a complaints procedure. Information on the complaints procedure is available from the programme coordinator. This information will include the details of Child, Youth and Family, should parents wish to report a serious concern.