



CLUB MUNGO AFTER SCHOOL CARE ENROLMENT FORM

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Club Mungo provides after school care from 3.00pm to 6.00pm in the Jubilee Sports Centre at Saint Kentigern Boys' School, each week day of the school term. Club Mungo is open to students from Saint Kentigern Girls' School and Saint Kentigern Boys' School from Year 1 – 8. Afternoon tea is provided and the children are offered a range of activities which are all carefully supervised by professional and caring staff.

Bookings may be made on a permanent or casual basis. Casual bookings can be made by emailing Club Mungo with your child's name, class, your contact phone number and the pick up time. For permanent bookings, please complete the form below, **read and sign the terms and conditions on the following page** and return the form to the School Office. A new enrolment form must be completed each term.

Daily Times and Fees (fees include GST)	Enrolled*	Casual**
3.00pm - 4.30pm	\$15	\$19
3.00pm – 6.00pm	\$25	\$29
4.00pm - 6.00pm (after sports practice)	\$19	\$23

* Enrolled bookings will be invoiced one term in advance **Casual bookings will be invoiced on a monthly basis to your school account

Son/Daughter Name: _____ Class _____

Parent /Caregiver Name: _____ Mobile Number: _____

Signed: _____

Club Mungo Enrolment Term **1** **2** **3** **4** (please circle term required)

Enrolled attendance

Casual attendance

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3.00pm - 4.30pm					
3.00pm – 6.00pm					
4.00pm - 6.00pm (after sports practice)					

Late fees apply as follows:

- Late pick up from 3pm – 4.30pm session \$10 per half hour
- Late pick up after 6.00pm \$30 per half hour
- Children not collected from school after 3.40pm are taken to Club Mungo and charged \$10 per half hour



SAINT KENTIGERN SCHOOL (CLUB MUNGO) AFTER SCHOOL CARE PROGRAMME

Parent Information, Responsibilities And Terms/Conditions

1. Location

Function Room, Saint Kentigern Jubilee Sports Centre
Gate 5, 82 Shore Road, Remuera 1050

2. Parking

Parent(s)/guardian(s) should enter Gate 5 and park in the Sports Centre car park. Use the external stairs to Club Mungo to sign out your child on a daily basis. Staff will not bring your child out to the car park.

3. Staff

Club Mungo will be operated by trained staff at all times.

4. Hours of Operation and Fees

Monday – Friday 3.00pm-6.00pm

- Club Mungo operates during the Saint Kentigern School Term only. Club Mungo is not open on public holidays.
- Club Mungo will not open on Teacher only days.

Fees: Enrolled

Hours:	Enrolled	Casual rate
3.00pm - 4.30pm	\$15	Hours: 3.00pm - 4.30pm \$19
3.00pm - 6.00pm	\$25	3.00pm - 6.00pm \$29
4.00pm - 6.00pm	\$19	4.00pm - 6.00pm \$23

All fees are GST inclusive

Late Fee: Additional \$30 per half hour or part thereof after 6.00pm. This will be strictly enforced. A staff member will remain with your child if you are late although we must impose a 'late fee', regardless of the circumstances creating the delay. This will be billed to your account. Parents/guardians who are constantly late may be subject to the removal of their child(ren) from the Club Mungo Programme.

5. Enrolment

- To pre-enrol your child in Club Mungo, please complete and sign the enrolment form and return to Club Mungo or to the School Office. Any attendance that occurs without pre-enrolment is classified as casual and the casual rate will apply.
- An enrolment form may be collected from the School Office or downloaded from the OLE.
- Two weeks prior notice in writing is required to amend or cancel enrolments or to withdraw from Club Mungo.

6. Absence

Please notify Club Mungo before 10am if your child is not attending on a day that they are enrolled, due to illness or any other reason. There are no refunds given for enrolled student absences unless we have received a minimum of 2 weeks notification in writing.

7. Sign In/Out Sheets

These are located in the Club Mungo area and must be completed prior to collecting your child. If your child is to be collected by someone else then you must have previously advised us in writing. Where written authority is not received a call will be made to the parent.

9. Attendance

- Club Mungo staff are not responsible for ensuring any child's arrival at the programme.
- The exception to this rule will be Y1 –Y3 students who will be taken to Club Mungo by the class teacher.
- It will be the responsibility of all other children from Y4-Y8 to make their own way to Club Mungo.
- All children will be signed in on the daily register by Club Mungo staff. Absentees and non-attendance are noted on the register.

10. Shuttle service

A shuttle service operates between Saint Kentigern Girls' School and Club Mungo. A small fee per ride is charged to your School account.

10. Updated Contact Numbers

You must notify Club Mungo immediately if there are any changes of circumstances that affect your contact details or whether your child is to be collected by someone who is not listed as an authorised person.

At times, a child who is booked to attend may not be present at roll call time. It is imperative that we can contact you at ALL TIMES to clarify their non-attendance. If we are unable to do this, we cannot be held responsible for the child's whereabouts. We recommend that you provide us with at least one mobile phone number that is monitored.

11. Behaviour Management

The Standards of Conduct outlined in the Boys' and Girls' School Enrolment Agreement will apply to all students at Club Mungo.

12. Payment Conditions

- Enrolled bookings are invoiced one term in advance. These fees will be charged to your School account and are based on enrolled days. There will be no refunds given for children who are sick or for non-attendance on any day that your child is enrolled in Club Mungo.
- Casual bookings will be charged to your School account on a monthly basis.

16. Health and Safety

- Access and arrangements/custody details for your child must be detailed on the enrolment form.
- In the event of an accident or illness, Club Mungo will immediately attempt to contact the parents/guardians and will take all appropriate steps to ensure the child's wellbeing, but will not be liable for any medical costs.
- Any medical conditions, allergies or special dietary needs must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent Form. Medicines for any life threatening condition must be stored in Club Mungo office. These medicines are to be separate from medication being held in the School First Aid Room.

18. Exclusion

A breach of terms and conditions will result in your child being excluded from the programme until the matter has been resolved.

19. Privacy Act 1993

Information collected will be used for the purposes of establishing and maintaining records held by Club Mungo. Children's files will be available for perusal by authorised personnel only.

20. Disclaimer

- Club Mungo will exercise reasonable care but will not be liable for any injury, damage or loss that may be sustained or incurred by, or to your child or any other person or property.
- Club Mungo reserves the right to change programme activities.
- If your child damages any property you may be charged for the cost of repairing or replacing that property or for any related insurance excess.

By signing this document you have read and understood the programme information and parent responsibilities, and Terms and Conditions detailed.

Signed _____
(Parents/Guardians)

Full Name _____

Date _____