



OSCAR PARENT/CAREGIVER AGREEMENT

Parent/Caregiver Copy

I wish to enrol my child/ren in your Horizons Oscar programme.
I acknowledge and agree to the following conditions.

1. All children must be formally enrolled (See Enrolment Form)
2. All children are to be collected no later than 5:30pm each day. A penalty fee may be charged for failure to collect children by this time as per the Payment of Fees Policy.
3. **Fees must be kept up to date or paid in advance.** Failure to do this can result in the child/ren being stood down until full payment is made. **Unpaid accounts will incur late payment fees and collection costs. If you no longer need our service, you must give two weeks notice.**
4. Only persons appropriately identified on the enrolment form will be allowed to pick up a child unless the Programme Supervisor has been previously advised, preferably in person.
5. For the Before School/After School Programme the Supervisor must be notified if a child will not be attending on a booked day. (Leave message on the answer phone). **Usual fees will be charged.**
For the Holiday Programme there will be no refund for booked spaces. **Statutory Days will be charged at the usual daily fees.**
6. When applying for WINZ subsidies it is the parent's responsibility to pay the Programme fees until authorisation from WINZ has been received. This will then be refunded from the date that WINZ begins payment.
7. Any disagreement regarding fees is to be addressed to the Programme Supervisor or the Project Manager
8. The Programme Supervisor must be advised immediately of any change in details contained in the enrolment form.
9. The Programme Supervisor will be advised of any situation that may be disturbing to the children.
10. It is ultimately my responsibility to ensure that my child/ren act in an appropriate manner while at Horizons. Behaviour which consistently affects the quality of care

to other children may result in Suspension or removal from the programme as set out in the Behaviour Management Policy. The Programme Supervisor may arrange for urgent medical treatment at my expense.

11. I agree to pay for damage wilfully caused by my child.
12. I understand my child is responsible for his/her own property.
13. I give permission to go to prearranged outings.
14. Photographs of my children may be used for genuine resources and publicity purposes.
15. I give permission for my child to watch the occasional video, DVD, rated G or PG only. Intermediates may watch M rated only if deemed appropriate by the Supervisor.
16. I agree to abide by the rules and procedures of Horizons Oscar (a copy of all current policies and procedures can be obtained from the Supervisor).
17. I understand that all staff are screened, trained and are gaining appropriate experience for the job they do and Horizons Oscar complies with Health and Safety Policies and the National Oscar Standards. However accidents do happen and I will not hold Horizons Oscar responsible for genuine mishaps.
18. I understand that the Horizons programme is managed by the Hornby Presbyterian Community Trust which is completely separate from Gilberthorpes/Hornby/Sockburn school. Neither the staff nor the Board of Trustees of Gilberthorpes/Hornby/Sockburn school are responsible for the Horizons service, nor liable for any act or omission arising through its activities.
19. I understand that data may be accessed by the government auditor.

Parent/Caregiver (print):

First name _____ Initial _____ Surname _____

Signed _____ Date _____

Horizons Oscar _____ Signed _____ Date _____