

Terms and Conditions

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The Te Kura o Tawatawa Ridgway School Afterschool Care Programme may be referred to as a 'RASCal's Afterschool Care' in the following Terms and Conditions. Any Terms and Conditions not covered specifically here will default to the standard T's&C's of Te Kura o Tawatawa Ridgway School located on the School Docs webpage <https://ridgway.schooldocs.co.nz/>

Electronic Signature Agreement

By clicking submit you are electronically signing this enrolment form and are agreeing to our Terms & Conditions below and certifying that the information provided on this form is true and correct to the best of your knowledge.

By selecting the submit button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting Submit you consent to be legally bound by this Agreement's terms and conditions.

1. General Terms & Conditions

- a. I agree to the rules and policies of the programme as set down by management. I accept that management reserves the right to revoke enrolment.
- b. I understand that the terms and conditions in this form are not exhaustive and that others are contained in published Policy documents. I accept that the programme reserves the right to add, amend, clarify or delete terms, conditions or policies by reasonable consultation.
- c. I will not bring my tamaiti to the programme in the event of sickness or any infectious illness.
- d. I agree to be fully responsible for the safety and well-being of my tamariki at all times when I am visiting, settling in, dropping off or collecting.
- e. I understand that RASCal's Afterschool Care takes no responsibility for any loss or damage to property of tamariki while in our programmes.
- f. I agree to sign my tamaiti out of each session and advise a RASCal's Afterschool Care Staff Member before taking my tamaiti from the programme.
- g. I understand that RASCal's Afterschool Care is not responsible for tamariki outside of the agreed programme time and agree that written consent is required if tamariki has permission to walk, bike or catch a bus home.
- h. I agree that parents/caregivers will pay for damage wilfully caused by their tamariki.
- i. I understand that my personal details can be sighted for auditing purposes by the Ministry of Social Development under Government Legislation.
- j. I understand that RASCal's Afterschool Care reserve the right to discontinue any tamariki for reasons including, but not limited to, inappropriate behaviour and non-payment of fees

2. Fees and Payment

- a. I understand and accept full responsibility for payment of the fees charged to my account in accordance with the published policies, standard fee rates and late fees. I understand and accept that these fees are to be paid in full, within fourteen days of the receipt of any invoice. I understand and accept that irrespective of any arrangement with any third party (e.g. other adult, Income Support services, ACC, Trusts or Budget services etc) to pay the

fees, the full responsibility remains with me. I understand and accept that if any fee remains unpaid, beyond the time specified in the Fee Policy, my tamaiti enrolment may be forfeited, the debt passed to a Debt Collection Agency, and that I will be responsible for any costs incurred in this process.

- b. I understand that I may be charged a late fee for picking up my child after the end of the session. Starting at \$20 for the first 15 minutes late and a further \$10 for every 5 minutes thereafter.
- c. In the event that you need to cancel a booking, there **may** be a fee charged if there the booking is cancelled after 9am on the day of the booking. To cancel a booking you must:
 - Prior to 2pm on the day of the booking edit your booking on EnrolMy
 - After 2pm on the day of the booking email us at rascals@ridgway.school.nz or call on 04 939 8771.

3. Privacy Policy

- a. Te Kura o Tawatawa - Ridgway School complies with the requirements of the Privacy Act 2020. We look after the privacy of everyone associated with our school. In particular, we acknowledge that children and young people are vulnerable and are given particular emphasis in the Act (Principle 4).
- b. We ensure that staff understand our school privacy processes, especially in relation to how we manage personal information, and our process for reporting breaches. Staff are made aware of these processes as needed (e.g. through staff induction and professional development, during staff meetings, and after incidents).
- c. The RASCal's Afterschool Care Programme will adhere to the Ridgway School Privacy Policy. The Ridgway School Privacy Policy is available in full on the School Docs webpage <https://ridgway.schooldocs.co.nz/> please refer to this website for details.