

# Child enrolment and permission form

## Parent/Caregiver's details

Your name:	
Home phone:	
Mobile phone:	
Work phone:	
Email:	
Address:	
Would you like to be on our mailing list?	Yes No

## Emergency contact/alternative pickup person:

Their name:	
Relationship to child:	
Home phone:	
Mobile phone:	
Work phone:	

## Payment options

Please chose a payment option:

**Direct Bank Payment:** please complete reference fields with *class code* and *surname*.

Pay to account name:  
Estuary Arts Charitable Trust  
Account Number:  
(ASB) 12-3046-0388526-01

**Cheque:** payable to  
*Estuary Arts Charitable Trust*

**In person** by EFTPOS, cash or credit card at the Centre.

**PHOTO PERMISSION:** Occasionally we take photos during classes. We would like your permission to use these photos on our website, newsletter, print advertising and/or Facebook. We will never reference you/your child by name or provide any specific information regarding your child. Images will only be used for the promotion of Estuary Art Centre's classes/activities.

YES, I grant permission for EAC to use photos of myself/my child.

NO, I do not grant permission for EAC to use photos of myself/my child.

## Child's details

Name:		Name:	
Age:	Date of birth:	Age:	Date of birth:

## Classes they wish to enrol in

Term:	Class code:	Student's name:	Price \$
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Total price \$

## Child medical information:

Please advise us if your child has any medical conditions or special learning needs so tutor can be made aware of this. Information is confidential:

Medical condition/special needs:      Treatment:

**Medical Authority:** (NOTE: Estuary Arts Centre staff and volunteers are NOT First Aid Certified)

- I give my permission to disclose this information to appropriate staff.
- In event of emergency I consent to any incurred costs (i.e. non accident ambulance).
- In the event of a medical emergency, should I be unable to be contacted, I authorise the Estuary Arts Centre staff or designated parent volunteer to act in loco parentis and take whatever action they, in consultation with emergency services, deem appropriate in the circumstances.

Date:

Name (this can only be a parent or registered caregiver):

## Terms and Conditions

- A place in any course is only confirmed once the course fee is paid in full before the start of the course.
- Cancellations must be received four (4) days ahead of the class commencement date to be granted a full refund. Bookings can only be processed for the current term and fees cannot be transferred to future terms.
- No refunds will be given after class commencement.
- EAC reserves the right to cancel any course. In the event of EAC cancelling the course, students will receive a full refund.
- Unless otherwise stated, all fees include GST.
- In the event of Tutor illness, EAC will endeavour to prevent class cancellation by providing a substitute tutor. If EAC is unable to provide a substitute tutor, the class may be postponed at short notice with students being contacted promptly.
- Materials are included in all Children's classes, unless otherwise stated.
- Parents/caregivers must escort children from the carpark to the class and must SIGN IN on arrival and SIGN OUT on pick up. Please advise the tutor if someone else is collecting your child.
- All parents/caregivers are required to complete an enrolment/child permission form.
- EAC reserves the right to exclude any student from a course who is constantly disruptive, does not adhere to class rules or poses a significant risk to the safety of themselves or others. EAC aims to be fair and consistent.
- For comments, concerns or complaints please contact the Manager. All complaints will be treated as confidential.
- In the event of an accident or emergency, staff will, to the best of their ability, perform appropriate first aid and if necessary, call an ambulance. Parents will be contacted immediately. Any urgent medical attention will be at the parents cost. Children will not be transported by private vehicles unless there is a serious emergency. E.g. the need to evacuate due to tsunami, earthquake etc.
- Although all due care will be taken, EAC cannot accept responsibility for lost or damaged possessions that students bring to class.
- All information contained in the form is for EAC administration only. Your information is confidential and will not be shared or sold to any third party.

Click here to agree to all Terms and Conditions herein:

Name:

Date:

## Contact

Estuary Arts Centre 214 Hibiscus Coast Highway, Orewa. P.O. Box 480, Orewa 0946. Ph: 09 426 5570. Web: [www.estuaryarts.org](http://www.estuaryarts.org)