

562 Bank Street, Te Awamutu, 3800
70 Rostrevor Street Hamilton, 3204
24B Empire Street Cambridge, 3434
PH 027 LEARNIN (532 7646)
E admin@learningmatters.co.nz
www.learningmatters.co.nz



Student Enrolment Form Education Sessions:

Student Name:

D.O.B:

School Currently Attending:

Year Level:

Parent/caregiver name:

Contact number:

Email address:

Home Address:

Emergency name and contact :

Enrolling in: Please circle: Literacy sessions, Mathematics sessions, One Day Sessions, Holiday Programme, Other

Behavioural Concerns / Conditions:

Previous remediation, support, interventions:

Specific Learning Differences Identified: please circle and attach supporting documentation:

Autism, Aspergers, Dyslexia, ADD, ADHD, Dyspraxia, Dysgraphia, APD.

Medical information - please list any Allergies, Medications, Doctor:

I accept the terms and conditions in relation to photography and video footage and give approval for footage of my child to be published, including on Learning Matters FaceBook page, as outlined in the terms and conditions.

YES / NO

I consent for Learning Matters to discuss my child's lesson support with their school Principal and / or classroom teacher.

YES / NO

Terms of Payment: Please see Terms and Conditions attached.

Bank details: Learning Matters Ltd : 02-0440-0082230-000.

Particulars - Child's Initial and surname

Code - Centre location Ham, TA or Camb

Reference - Invoice number

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Terms and Conditions of Education Support

I have read, understand and agree to abide by the terms set out in the Learning Matters Ltd Terms and Conditions below. Please return this page signed with your student enrolment form to confirm your child's enrolment. Thank you.

Signed _____ Date _____

Name _____ Child's Name _____

FEES:

- We accept cash, cheques and internet banking. Invoices will be provided prior to commencement of the term. Receipts are only issued on request.
- **Payment terms are strictly payment in advance or on the day of education sessions.**
- If Learning Matters Ltd cancels a lesson which has been paid for in full, a credit will be issued for the lesson to your Learning Matters account.
- Fees include; sessions, regular communication with parents and (when requested) communication with classroom teachers. Fees do not include supplementary learning activities which educators may at times recommend. These will be added to your invoice if you have agreed to these.
- All Students enrolled with Learning Matters Ltd for Literacy support are encouraged to also purchase an annual StepsWeb login and if appropriate resource book. Students enrolled for Maths support may be required to purchase an annual Mathematics login.

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ENROLMENT

You will inform Learning Matters Ltd of all necessary academic, behavioural and other information in regard to educating your child. No enrolment will be accepted and lessons will not commence until all required documentation is signed and received. I also understand that Learning Matters provides specialist education sessions using a diagnostic and formative teaching approach. Therefore I understand that I will be required to invest in an assessment for my child before lessons commence as this enables their educator to tailor lessons to my child's particular needs. If you are enrolling your child for sessions during the school day it is our recommendation that you consult with your child's teacher and principal in the first instance and request their consent to do so.

HEALTH AND SAFETY:

We have sighted the Health and Safety procedures at Learning Matters Ltd and both myself and my child have been shown any onsite hazards. We agree to comply to the Learning Matters Health and Safety procedures and understand that if we do not do so Learning Matters Ltd accept no responsibility for our safety. I accept that in the case of a medical emergency concerning my child, Learning Matters educators will seek immediate medical assistance and I will be expected to reimburse any associated costs incurred. I accept that whilst on site at the centre during school hours between 9am and 3pm that Learning Matters is responsible for ensuring Health and Safety procedures in relation to their policy are implemented. My child is not the responsibility of their mainstream school at this time.

VULNERABLE CHILDREN'S ACT

In line with the Vulnerable Children's Act 2014 Learning Matters Ltd have followed the necessary procedures as outlined in Page 5 and 6 of the Act to ensure that all employees are suitable (have passed the necessary checks) to be children's workers and that no child will be put in a vulnerable position or at risk.

In the case of contractors or other personnel being present on site at Learning Matters Ltd. Any companies employed to complete any contract works will be required to provide evidence of suitability to work in, on or around a premises which has children present even when these people do not have direct access to the children.

Learning Matters is not able to accept any responsibility of the suitability of parents or caregivers coming and going from the centre. All parents who are transporting students and or directly supervising students (in a Learning Matters initiated day trip or event) will be requested to comply with Learning Matters procedures in line with the Vulnerable Children's Act 2014.

SICKNESS / CANCELLATIONS

I understand that due to fixed termly costs, I will not be credited for sessions my child is unable to attend. In extreme unforeseen circumstances please contact our Business Manager Bex Fraser admin@learningmatters.co.nz. Out of courtesy it is our expectation that you will contact us to let us know that your child is unable to attend a session for whatever reason. You can do this by emailing your Educator. All Educators email address are "firstname@learningmatters.co.nz". In the event that your child's Educator can not take a session, we will endeavor to place your child with another Learning Matters Educator.

PHOTOGRAPHY AND VIDEO FOOTAGE PERMISSIONS:

Learning Matters Ltd reserves the right to take photos or video of groups and individual students in their lessons, and you consent to us using this material for reasonable promotional (Facebook, Twitter, LinkedIn) and training purposes by agreeing to the terms and conditions upon enrolment. Students first names only will be published in any media or online publications. If you do not agree to this term please specify on your child's enrolment form.

DATA COLLECTION

Learning Matters Ltd reserves the right to gather data in relation to academic progress and achievement and you consent to us using this material in any publications and or marketing. No real student names will be used in any public forums where progress and achievement is shared.

TERM DATES 2017

Term 1 is 11 weeks, Terms 2 and 3 are 10 weeks and Term 4 is a 9 week term. No lessons are run on public holidays and fees on these days are not included in your termly invoices. Dates are a guideline and remain at the discretion of your individual schools.

Term 1: Tuesday 31st January - Thursday 13th April

Term 2: 1st May - 7th July

Term 3: 24th July - 29th September

Term 4: 16th October - Friday 15th December

Please note that regardless of where your child attends school, these are the Learning Matters Term dates.

SCHOOL HOLIDAYS / TERM END

Holiday sessions will be available on a one to one. This will be outlined in newsletters and or our Facebook page. All student enrolments will roll over to the next term, unless stipulated otherwise by parents. In some instances your educator may contact you about changing your lesson date or time if they believe that they may be better suited working at this time, or with others who are also working at this time.

ENROLMENT PERIOD AND NOTIFICATION OF STOPPING SERVICES

I understand that my child is enrolled for the 4 Terms of 2017 unless I give notice to stop this service. I understand that I am able to stop this service at any time, however fees are charged on a term by term basis. Therefore should I choose to stop for example in week 5 of the term I understand I am expected to pay the full terms fees regardless.

BEHAVIOURAL PROBLEMS

If a student is having behavioural issues which interfere with his / her or another student's ability to learn, parents will be notified and this will be dealt with in consultation with the parent. The educator reserves the right to decline, suspend or terminate any student's participation if behavioural problems persist.

PRIVACY:

Your personal information is confidential. We will only speak about your child to your school or any other person should we have your permission. Where parents are separated we can only disclose information to the parent who enrolls the child, unless you give your permission to share it with the other parent / caregiver.

We look forward to working with your child and developing their universal skills for learning and life.

Carla McNeil
Director Learning Matters Ltd