

PAKURANGA HOLIDAY PROGRAMME ENROLMENT FORM

If your children are related, you may use this form for all their shared details

CHILD/ RENS NAME/S:	1.		
	2.		
	3.		
DOB:	1.	AGE:	
DOB:	2.	AGE:	
DOB:	3.	AGE:	
ADDRESS:			

MOTHERS / GUARDIAN DETAILS:

NAME:			
ADDRESS: (if different to above)			
CONTACT NUMBERS:	(day)	(after hours)	(mobile)
EMAIL ADDRESS:			

FATHERS / GUARDIAN DETAILS:

NAME:			
ADDRESS: (if different to above)			
CONTACT NUMBERS:	(day)	(after hours)	(mobile)
EMAIL ADDRESS:			

EMERGENCY CONTACTS: (not parent or caregiver)

NAME:		RELATIONSHIP TO CHILD:	
CONTACT NUMBERS BETWEEN 7.00 – 6.00 PM:			
NAME:		RELATIONSHIP TO CHILD:	
CONTACT NUMBERS BETWEEN 7.00 – 6.00 PM:			

PEOPLE AUTHORISED TO COLLECT YOUR CHILD:

1.	2.	3.	4.
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ADDITIONAL REQUIRED INFORMATION:

SWIMMING ABILITY:	<input type="checkbox"/> Can't Swim	<input type="checkbox"/> Water Confident	<input type="checkbox"/> 25 metres	<input type="checkbox"/> 100 metres
HEALTH NEEDS: Eg. allergies, asthma, medical conditions (if medication is to be administered by staff please complete a MEDICATION CONSENT FORM for specific care – please complete a SPECIAL ASSESSMENT FORM)				
PERSONAL INFORMATION WE SHOULD KNOW: Parents separated or dual custody (if your child has special needs or disabilities you must fill out a special needs assessment form)				
I give consent for photographs of my child to be used for Youthtown promotional purposes only	<input type="checkbox"/> Yes		<input type="checkbox"/> No	

PROGRAMME INFORMATION AND PARENTS RESPONSIBILITIES

- 1. The OSCAR approved programme for 7 to 14 year olds operates from **8.00am-5.30pm**. Any time thereafter will incur a late fee in accordance with paragraph 18.
- 2. The Programme runs daily from Monday to Friday, but does not operate on public holidays
- 3. Parents are required to inform Youthtown (prior to 8am) when their child/ren will be absent Phone 3795430, email info@youthtown.org.nz. As per paragraph 15, No Refund or Transfer is available for absences. Enrolment cost secures your child's place.
- 4. Authorised persons (in accordance with the enrolment form) are required to sign the child/ren out of the programme. Any deviation from the named authority to collect a child must be advised to the programme co-ordinator and altered using a change of conditions form.
- 5. Transport provided is by way of Youthtown Vans/Buses. Drivers are licensed and trained.
- 6. We welcome all feedback from parents and the complaints procedure is displayed and available at reception.
- 7. This programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the department of Child, Youth and Family Services.

Our policy and procedures manual is available from reception for you to view at any time.

TERMS AND CONDITIONS

Enrolment

- 8. **Enrolment is to be made prior to attendance and is confirmed on payment of fees (or proof of WINZ subsidy approval) Details must be checked and signed prior to the start of each subsequent holiday**
- 9. For the safety of your child you must ensure all details are complete and accurate (a minimum of 3 different contact details are required)

Payment Conditions

- 10. The cost is \$22 per child per day for in house activities. Daytrips and some workshops attract an extra cost, detailed on registration.
- 11. Payments methods: Cash/ Cheque/ Eftpos (including major credit cards).
- 12. **The Holiday Programme is a pre-paid service; payment must be made in advance. Fees are charged on enrolment not attendance.**
- 13. **WINZ/ OSCAR SUBSIDY** Please present evidence of Subsidy approval or you will be required to make a deposit. In the event that a WINZ overpayment occurs, Youthtown will refund the fees you have paid for the corresponding period. Any subsequent balance will be returned to WINZ.
- 14. When applying for a WINZ refund, please ensure you submit your request as soon as possible and no later than 30 days from conclusion of holiday period, a refund request past this time frame will be unavailable or will attract a large admin fee . (Please allow for a maximum of **14 business days** for processing)
- 15. The programme is substantially subsidized by Youthtown, as a result **refunds or transfers are unavailable.**
- 16. **There is a \$10.00 penalty fee** for every 10 minutes (or part thereof) late pick up per child collected after 6.00pm.

Health and Safety

- 17. Access arrangements/custody details for your child must be detailed on the enrolment form. Please meet with the coordinator as required
- 18. In the event of an accident or illness, Youthtown will immediately attempt to contact the parent/ guardian and will take all appropriate steps to ensure the individual's well-being, but will not be liable for any costs (e.g. Doctors fees etc).
- 19. An accident/ incident register operates on the programme. If your child is involved in an accident/incident your child's name will be highlighted on the sign out sheet – please see reception for your copy and follow up with staff.
- 20. Children with disabilities or special needs will be included in the programme provided we can meet their needs. A completed special needs assessment form is required and a trial period maybe initiated
- 21. Any medical conditions e.g. allergies must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent Form.

Exclusion

- 22. Please note that Safety is Youthtown's paramount concern. If a child's negative behaviour is impacting the safety of the programme Youthtown will enforce the Exclusion Policy.
- 23. A breach of terms and conditions will result in your child/ren being excluded from the programme until the matter has been resolved.

Privacy Act 1993

- 24. Information collected will be used for the purpose of establishing and maintaining records held by Youthtown Inc. Children's files will be available for perusal by caregivers with authorised access.

Disclaimer

- 25. While Youthtown, its employed and volunteer staff will take every care to provide proper supervision of all children Youthtown nor the employed or volunteer staff shall have any personal liability in respect of any act of omission arising from any session or activity of this service.
- 26. This is a binding agreement between the service provider (Youthtown) and the customer (Signatory).
- 27. By signing this document you have read and understood the Responsibilities and Terms and Conditions detailed.

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Signed _____ (Parent/Guardian) Date: /

Full Name _____

Office use:

- Enrolment is complete (minimum 3 different contacts)
- Copy of Terms and condition supplied to parent/guardian
- Enrolment signed, dated, full name printed
- All tick boxes complete (by parent/guardian or/and with staff)
- Additional forms completed (i.e. medical, permission slip etc)

Signed _____ (Reception) Date: /

Full Name _____

RE#