

If you're enrolling more than one child, please complete a separate enrolment form for each child

CHILDS NAME:				
DATE OF BIRTH:		AGE:		
ADDRESS:				
SCHOOL:				
START DATE:				
DAYS ENROLLED: (please circle)		MONDAY	TUESDAY	WEDNESDAY
		THURSDAY	FRIDAY	
COMMENTS:				
<b>MOTHERS / GUARDIAN DETAILS:</b>				
NAME:				
ADDRESS: (if different to above)				
CONTACT NUMBERS:	(day)	(after hours)	(mobile)	
EMAIL ADDRESS:				
<b>FATHERS / GUARDIAN DETAILS:</b>				
NAME:				
ADDRESS: (if different to above)				
CONTACT NUMBERS:	(day)	(after hours)	(mobile)	
EMAIL ADDRESS:				
<b>EMERGENCY CONTACTS: (not parent or caregiver)</b>				
NAME:		RELATIONSHIP TO CHILD:		
CONTACT NUMBERS BETWEEN 3.00 – 6.00 PM:				
NAME:		RELATIONSHIP TO CHILD:		
CONTACT NUMBERS BETWEEN 3.00 – 6.00 PM:				
<b>PEOPLE AUTHORISED TO COLLECT YOUR CHILD:</b>				
1.	2.	3.	4.	
<b>ADDITIONAL REQUIRED INFORMATION:</b>				
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– please complete a SPECIAL 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

**Office Use Only**

<b>Term 1</b> Paid: <input type="checkbox"/> Full Term or <input type="checkbox"/> 2 wks Amount: \$ _____ RN: _____ <input type="checkbox"/> Bus List <input type="checkbox"/> Sign Out <input type="checkbox"/> Master List <input type="checkbox"/> Raisers Edge update <input type="checkbox"/> Accounts	<b>Term 2</b> Paid: <input type="checkbox"/> Full Term or <input type="checkbox"/> 2 wks Amount: \$ _____ RN: _____ <input type="checkbox"/> Bus List <input type="checkbox"/> Sign Out <input type="checkbox"/> Master List <input type="checkbox"/> Raisers Edge update <input type="checkbox"/> Accounts	<b>Term 3</b> Paid: <input type="checkbox"/> Full Term or <input type="checkbox"/> 2 wks Amount: \$ _____ RN: _____ <input type="checkbox"/> Bus List <input type="checkbox"/> Sign Out <input type="checkbox"/> Master List <input type="checkbox"/> Raisers Edge update <input type="checkbox"/> Accounts	<b>Term 4</b> Paid: <input type="checkbox"/> Full Term or <input type="checkbox"/> 2 wks Amount: \$ _____ RN: _____ <input type="checkbox"/> Bus List <input type="checkbox"/> Sign Out <input type="checkbox"/> Master List <input type="checkbox"/> Raisers Edge update <input type="checkbox"/> Accounts
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## PROGRAMME INFORMATION AND PARENTS RESPONSIBILITIES

- The OSCAR approved programme for 5 to 13 year olds operates from **3.00pm-6.00pm as per Youthtown scheduled Terms**. Any time thereafter will incur a late fee in accordance with paragraph 18.
- The Programme runs daily from Monday to Friday, but does not operate on public/school holidays. **Please arrange** with coordinator an early pick up if your child's school has parent teacher meetings or finishes early – this service costs \$18 per child.
- Parents are required to inform Youthtown (prior to 12pm) when their child/ren will be absent Phone 379 5430, email [info@youthtown.org.nz](mailto:info@youthtown.org.nz). As per paragraph 18, No refund or transfer is available for absences. Enrolment cost secures your child's place.
- If you require care on a day not enrolled, you must consult the coordinator prior to the required day to ensure availability, at the latest by 12pm on the day care is required. The cost is \$13 per child payable on pick up and is not guaranteed.
- 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.
- Transport provided is by way of Youthtown Vans/Buses. Drivers are licensed and trained.
- We welcome all feedback from parents and the complaints procedure is displayed and available at reception.
- 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

- Enrolment is to be made in person prior to commencement of each term, and is confirmed on payment of fees (minimum 2 weeks, or proof of WINZ subsidy approval) Details must be checked and signed prior to the start of each subsequent term**
- For the safety of your child you must ensure all details are complete and accurate (a minimum of 3 different contact details are required)- Changes are to be made as per paragraph 11
- Changes in details/days must be made in person the week prior utilising the Change of Details Form. This is a legal requirement. One week's notice in writing is required before withdrawal. Failure to do so will incur the full fee until notice has been received**

### Payment Conditions

- The cost (including transport) is \$13 per child per day. Discounts are available for full term payments & siblings. Please refer to Fee Schedule for more information
- Payments methods: Cash/ Cheque/ Eftpos (including major credit cards). We cannot accept internet banking and automatic payment due to processing costs.
- The After School Programme is a pre-paid service (Not a casual service); payment must remain in advance (minimum 2 weeks).** Please ensure your fees are up to date or a Late payment penalty fee of 10% will be charged. **Fees are charged on enrolment not attendance**
- If paying by WINZ you must present evidence of WINZ approval or you will be required to make payments until these facilities have been arranged. In the event that a WINZ backpay occurs, Youthtown will refund the fees you have paid for the corresponding period.
- When applying for a WINZ refund, please ensure you submit your request as soon as possible and no later than 30 days from term end. (Please allow for a maximum of **14 business days** for processing)

17.  The programme is substantially subsidised by Youthtown, as a result we **do not provide refunds or transfers**.

18.  **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

- Access arrangements/custody details for your child must be detailed on the enrolment form. Please meet with the coordinator if necessary
- 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).
- 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.
- 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
- Any medical conditions e.g. allergies must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent Form.

### Exclusion

- Please note that Safety is Youthtown's paramount concern. If a child's negative behaviour is impacting on the safety of the programme – Youthtown will enforce the Exclusion Policy.
- 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

- 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

- 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.
- This is a binding agreement between the service provider (Youthtown) and the customer (Signatory).
- 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 \_\_\_\_\_

### Term 2:

Signed \_\_\_\_\_ (Parent/Guardian) Date: /

Full Name \_\_\_\_\_

### Term 3:

Signed \_\_\_\_\_ (Parent/Guardian) Date: /

Full Name \_\_\_\_\_

### Term 4:

Signed \_\_\_\_\_ (Parent/Guardian) Date: /

Full Name \_\_\_\_\_