

Programme Consent Forms for Child / Teen (name)

Camp/Club Name	Start Date	Camp/Club Name	Start Date
1.		3.	
2.		4.	

Intellectual / Emotional / Behavioural Details (including custody/family arrangements, special needs, currently under a CYFS programme, behavioral aspects, etc.) Please use separate page. This helps us provide the best care possible for you child/teen and will not effect your enrolment. A behavioural action plan or personal assistant may be required to ensure this best care service.

Medical / Dietary / Physical Details (including food allergies, travel sickness, injuries, medicine etc) (vegetarian, vegan, gluten intolerant etc) Please use separate page if required.

Date of last tetanus injection: _____

Doctor's first name	Doctor's last name	Phone	Mobile
Medical Centre	Email		Other

I give consent for photographs of my child/teen to be used for Youthtown promotional purposes only.

Yes No Signed: _____ Parent/Guardian: _____

I give consent for _____ (child/teen's name) to walk home from club ONLY.

n/a yes no Signed: _____ Parent/Guardian: _____

For office use ONLY: Read and confirmed by programme

coordinator _____

Please ask reception staff if you would like a photocopy of the terms and conditions sheet for your own record.

Medicine Consent Form

If applicable, please supply completed form to your coordinator and advise of any special needs.

Must be completed for any overnight programmes.

Name of child/teen: _____

Date/s to be administered: from: _____ to: _____

Name of medicines Youthtown are authorised to administer. (e.g Panadol, inhaler, anti nausea, anti histamine etc):	Details of dosage, administering instructions etc: (Use separate page if necessary)
<i>Panadol or other simple pain killer</i>	
<i>Antihistamine – simple over the counter brand</i>	

I give consent for the detailed medicine to be administered as above to:

Child/teen’s name _____

Parent/Guardian Name: _____

Parent/Guardian Signed: _____

Date _____

Date	Time	Name of Medicine	Dosage	Staff Member	Staff Signature

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Medical/Behavioural Condition Information Form

If applicable, please supply completed form to your coordinator and advise of any special needs. It is always beneficial to advise of us of any issue no matter how big or small. We will treat all info with utmost confidentiality. The more detail provided to us, the more skill and personal development we can achieve with your child / teen.

Name of child/teen: _____

What is the condition / issue?

What are the possible triggers or causes?

How would we recognise the onset of this?

What is the treatment/medication for this?

What can we expect to happen after the treatment/medication is given?

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How would we recognise when the condition has become a medical emergency needing medical attention / hospitalisation or other emergency care?

TERMS AND CONDITIONS - Please read this important information

Youthtown Copy

ENROLMENT and REGISTRATION

- 1.Enrolment is a record of personal details and does not guarantee a place on a programme. Details must be complete and accurate in order to confirm enrolment – e.g. a min of 3 different contact details are required.
- 2.Registration is a record of programme specific details. Once registered, payment must be made to confirm place in programme.

HEALTH & SAFETY

- 3.While there is risk in any adventurous activity, such risk is managed and supervised so that the activities are as safe as possible. Club and Camp members will not be allowed to partake in adventure activities outside their strength or ability.
- 4.Youthtown believes our programmes and activities are for anyone reasonably fit and well. It is your responsibility to advise us at the time of booking of any medical condition, physical/mental disability or behaviour that requires any special treatment, attention or administration of medicine. The appropriate paperwork must be completed and signed. Youthtown reserves the right to decline your booking on the grounds that safety could be compromised.
- 5.Outdoor Programme Coordinators will assess the safety issues surrounding the participation of all individuals, and reserves the right to restrict participation based on medical, physical or other conditions in regard to the safe operation of the activity and other individuals involved. We may ask to meet with you and your child/teen to discuss how to provide best care for your child/teen as possible.
- 6.In the event of an accident or illness, Youthtown will 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. Doctor or A&E fees.
- 7.Outdoor Leaders follow Youthtown's behaviour guidance policies. They will not tolerate any behaviour (including violence and bad language) which impinges upon the physical or mental safety of supervisors or other programme members. If a child/teen's behaviour is deemed unsafe or impacts on the safe delivery of the programme, the coordinator can enforce immediate exclusion or take steps in the exclusion process, e.g stood down from activity. Youthtown programmes have a strict no smoking, drugs, and alcohol policy.
- 8.Any breaches of the behaviour rules will result in the parent/guardian being contacted and asked to make arrangements for their child/teen to be removed from the programme at the expense of the parent/guardian/s. Any cost accrued as a direct result of the incident shall be at the expense of the parent/guardian/s.
- 9.Access arrangement / custody details for your child/teen must be detailed on the enrolment form. Please meet with the coordinator as required.

PAYMENT ARRANGEMENTS

- 10.Payments can be made via cash, cheque or credit card. Please see one of our customer service team for payment options. Notice of options will also be provided on submission of the online registration form.
- 11.A 30% deposit is required one month prior to programme start date to secure place. Full payment is required two weeks prior to start date to secure place otherwise Youthtown reserves the right to refuse attendance.
- 12.Full payment must be paid two weeks prior to programme start date, otherwise Youthtown reserves the right to refuse attendance and may offer the place to another member.
- 13.Outdoor programmes are a pre-paid service; Fees are charged on registration not attendance.
- 14.Outdoor programmes are substantially subsidised by Youthtown, as a result payment negotiation for various reasons are unavailable, e.g. discount for own ski pass.

CANCELLATION POLICY

- 15.Bookings that are cancelled by the customer, for whatever reason, are treated as follows:
 Outside one month prior to start date - 100% refund; Two weeks - one month prior to start date - 70% refund
 One week - two weeks prior to start date - 50% refund; Two working days - one week prior to start date - 20% refund
 Within two working days of start date/failure to attend - 0% refund; The coordinator has the right to alter these conditions under special circumstances.
- 16.Youthtown reserves the right to cancel/postpone any programme/activity or course. Youthtown will always endeavour to make alternative arrangements that suit both parties. If cancelled due to circumstances beyond our control you will receive a refund minus a 10% administration fee.

LOSS OR DAMAGE OF GEAR

- 17.In the event of any gear (borrowed or hired) is damaged, lost or stolen while assigned to your child/teen, the full cost to fix or replace the item will be paid by parent/guardian to Youthtown within 7 days.

DISCLAIMER

18.Youthtown is committed to providing safe programmes, activities and environments. While all care will be taken during programmes and activities, there is an element of risk involved with all activities. By participating in any of the activities provided by Youthtown, you are assuming those risks personally. Youthtown and its employed and volunteer staff cannot be held responsible for personal injury or loss or damage to belongings.

PARENTAL RESPONSIBILITY

19.Ensure your child/teen brings all the appropriate clothing required, and that these are named. We ask that no cell phones are to be brought on programmes. Please advise Youthtown of all allergies and medical conditions that may arise throughout the term. Ensure ALL medication is packed and named, and that spares are given to programme staff (to be kept in our First Aid Kit for emergencies).

Parent/Caregiver Declaration:

I agree to the above terms and conditions. I authorise that in the event of a medical emergency, Youthtown staff or appropriate medical staff will administer care for my child/teen. I understand that I am liable for any associated costs. I understand that my child/teen will be held responsible for his/her behaviour. I accept that, at the discretion of Youthtown Staff, I may be requested to come and remove my child/teen from the programme, at my own expense.

Signed: _____ Parent/Guardian **Date:** _____

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coordinator _____
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