

Dear Parents/Guardians,

It's that time again!!! The December 2011 / January-February 2012 School Holiday Programme begins in just under 4 week's time!!! The programme will run from **Monday 19th December 2011 – Friday 3rd February 2012 (excluding weekends and Public Holidays)**. Youthtown is closed **Saturday 24th December – Sunday 8th January**. Programme opening hours are as follows: **8.30am – 4.30pm**. We also have Extra Care available from **7.30am – 8.30am and 4.30pm – 6.00pm** at an extra cost of **\$5.00 per AM or PM session**. Lunches are available for \$5.00 per day.

- **Registrations open to existing After School Programme families:**
Thursday 24th November 2011
- **Registrations officially open to everyone: Monday 28th November 2011**

PLEASE NOTE: This holiday programme is for 5 – 14 year olds but is split into 2 different age groups as follows:

- **5-9 year olds**
- **10 -14 year olds**

WHAT DO YOU NEED TO DO TO GET YOUR CHILD/REN ENROLLED????

You will need to complete the enclosed forms and return them to me then make the full payment. **PREPAYMENT IS REQUIRED TO CONFIRM SPACES AND PAYMENT IS BASED ON ENROLMENT NOT ATTENDANCE. WE DO NOT OFFER REFUNDS OR TRANSFERS.** We accept cash, cheque, EFTPOS, credit card or Internet Banking and Automatic Payments.

Enclosed are the following forms: (Spare copies are on the Parent Table or please see Steph)

- Parent Information (For you to keep at home)
- Registration Form (You will need to complete 1 per child, extra forms are on the parent table)
- Enrolment Form (**Only required if your child/ren did NOT attend the last Holiday Programme**)
- Daytrip Insert (Information on each day trip for you to keep!)

If your child/ren are on a WINZ subsidy you will need to complete a **WINZ Declaration Form** (which should be sent to you by WINZ) and bring in a copy of your latest payslip. If you do not do this your child/rens subsidy may not be approved and you will have to pay the full amount that your child/ren is/are booked for. **I have spare Declaration Forms if you do not receive your ones from WINZ in time.** Please remember that if you are applying for a WINZ subsidy that this may not cover the full Holiday Programme payment for your child/ren. You will need to carefully select daytrips etc that will fit into your approximate WINZ subsidy budget.

If you would like to apply for a WINZ subsidy, please come and see me for further information.

If you have an outstanding balance to pay on any previous Holiday Programme accounts you will need to pay this before I can accept your child/rens Holiday Programme enrolment.

Please do not hesitate to contact me if you have any questions or queries.

Kind regards,

Steph ☺

* PTO for extra Holiday Programme Information.

A few notes to remember...

If you are interested in purchasing a CD of approximately 400 + photos of the kids from the Dec/Jan/Feb School Holiday Programme you can refer to the registration form to purchase this.

For all In-House days please provide your children with **togs or a change of clothes** for water and art activities. Enclosed footwear means **NO** jandals, must be closed shoes and comfortable for walking in.

For lunches please ensure that your child has enough to last the day and a drink bottle. Please do not give your child/ren pies or noodles or things that need heating up for lunch.

Please ensure that YOU sign your child/ren in and out of the programme individually each morning and afternoon with the times. You, the parent/caregiver must do this; your child is not allowed to.

Emergency contacts are:

Steph (Programme Co-ordinator) 022 636 2030 / 021 130 2071 / 527 2461 ext 3
(steph@youthtown.org.nz)

Mat (Youthtown Manager) 021 166 3501 / 027 775 0058 / 527 2461 ext 1 (mat@youthtown.org.nz)

Youthtown Panmure Phone/Fax: (09) 527 2461 (Fax ext 8)