

Child's Name: _____

Parent/Caregiver Emergency Contact Name: _____

Daytime Contact Numbers: _____

KEY	Monday	Tuesday	Wednesday	Thursday	Friday	
	WEEK ONE: Monday 19th to Friday 23rd December 2011					
	19th December	20th December	21st December	22nd December	23rd December	\$ Totals
\$26 in-house rate 8:30am – 4:30pm	<input type="checkbox"/> IN HOUSE (7am – 3pm only) \$26.00	<input type="checkbox"/> IN HOUSE (7am – 3pm only) \$26.00	<input type="checkbox"/> IN HOUSE \$26.00	<input type="checkbox"/> IN HOUSE \$26.00	<input type="checkbox"/> IN HOUSE Christmas Party \$27.00	
	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	
Extra Care AM: 7:00am-8:30am \$ 7 per session.	<input type="checkbox"/> After School Programme \$15.00	<input type="checkbox"/> After School Programme \$15.00	<input type="checkbox"/> Freeman's Bay Scavenger Hunt \$30.00	<input type="checkbox"/> Santa Claus Show \$30.00		
			<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	
	WEEK TWO: Monday 9th to Friday 13th January 2012					
	9th January	10th January	11th January	12th January	13th January	\$ Totals
	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	
	<input type="checkbox"/> Lunch C,H or V (optional – cost:\$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	
	<input type="checkbox"/> Bouncy Castle at Freemans Bay \$30	<input type="checkbox"/> Event Movies \$33	<input type="checkbox"/> Cheltenham Beach day \$35	<input type="checkbox"/> Sausage sizzle & Point Erin pools \$35	<input type="checkbox"/> Kelly Tarltons \$35	
Art Workshops \$14.00 for specialized art workshop, see inserts for more details	<input type="checkbox"/> ART WORKSHOP Indian Rangoli	<input type="checkbox"/> ART WORKSHOP Badges	<input type="checkbox"/> ART WORKSHOP Marbling paper	<input type="checkbox"/> ART WORKSHOP Tie-dye Bandana	<input type="checkbox"/> ART WORKSHOP Mirror Mobile	
	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	
	WEEK THREE: Monday 16th to Friday 20th January 2012					
	16th January	17th January	18th January	19th January	20th January	\$ Totals
	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	
	<input type="checkbox"/> Lunch C,H or V (optional – cost:\$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	
Day Trip Cost includes admission into activity.	<input type="checkbox"/> Kiwi Valley \$35	<input type="checkbox"/> Butterfly Creek \$34	<input type="checkbox"/> Rainbows End \$53.00	<input type="checkbox"/> MOTAT \$33	<input type="checkbox"/> Chipmunks \$30	
	<input type="checkbox"/> ART WORKSHOP Leaf Prints	<input type="checkbox"/> ART WORKSHOP Portrait Painting	<input type="checkbox"/> ART WORKSHOP Picture Frames	<input type="checkbox"/> ART WORKSHOP Splatter Paint	<input type="checkbox"/> ART WORKSHOP Paper Mosaics	
	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	
	WEEK FOUR: Monday 23rd to Friday 27th January 2012					
	23rd January	24th January	25th January	26th January	27th January	\$ Totals
	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	
	<input type="checkbox"/> Lunch C,H or V (optional – cost:\$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	
Lunch C = Chicken H = Ham V = Vege Lunches cost \$6.50 each - a filled roll, 1 piece of fruit, A drink, yoghurt & muesli bar.	<input type="checkbox"/> Star dome & Cornwall park day \$34	<input type="checkbox"/> Event Movies & Victoria Park \$34	<input type="checkbox"/> Auckland Zoo \$35	<input type="checkbox"/> Clip 'n' Climb & Potters Park \$33	<input type="checkbox"/> Big ups \$33	
	<input type="checkbox"/> ART WORKSHOP Ceramic Fish	<input type="checkbox"/> ART WORKSHOP Chinese Paper Dragon	<input type="checkbox"/> ART WORKSHOP Water Colour Painting	<input type="checkbox"/> ART WORKSHOP Luminated Letters	<input type="checkbox"/> ART WORKSHOP Colour Paper Designs	
	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	
	WEEK FIVE: Monday 30th January to Friday 3rd February 2012					
	30th January	31st January	1st February	2nd February	3rd February	\$ Totals
Youthtown Closed		<input type="checkbox"/> IN HOUSE Puppet Show Party \$27.00	<input type="checkbox"/> IN HOUSE Circus Day \$27.00	<input type="checkbox"/> IN HOUSE Little Scientists \$27.00	<input type="checkbox"/> IN HOUSE Beach Safari Day \$27.00	
		<input type="checkbox"/> Lunch C,H or V (optional – cost:\$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	<input type="checkbox"/> Lunch C,H or V (optional – cost: \$6.50)	
		<input type="checkbox"/> ART WORKSHOP Beautiful Bugs	<input type="checkbox"/> ART WORKSHOP Simple Mask Making	<input type="checkbox"/> ART WORKSHOP Wax Resist Painting	<input type="checkbox"/> ART WORKSHOP Group Mural	
		<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	<input type="checkbox"/> AM Extra Care <input type="checkbox"/> PM Extra Care	
	TOTAL					\$

DAYTRIPPERS: I give consent for the child/ren named above to participate on the indicated trips, or
IN HOUSE: With supervision, I give consent for the child/ren named above to walk to surrounding open spaces for games or the like.
Signature: _____ **Name:** _____

PROGRAMME INFORMATION AND PARENTS RESPONSIBILITIES

1. The OSCAR approved programme for 5 & 6 year olds operates from **8.30pm-4.30pm**. **Extra Care** sessions are available from 7am and up until 6pm daily. 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 379 5430, email info@youthtown.org.nz, As per paragraph 11, No Transfer is available for absences and a minimum notice of 48 hours is required for refunds. Enrolment cost secures your child's place.

TERMS AND CONDITIONS

Registration

4. **Registration is to be made in person prior to commencement of each holiday period, and is confirmed on payment of fees or proof of WINZ subsidy approval. Details provided on your enrolment form must be checked and signed prior to the start of each subsequent holiday period.**
5. 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.

Payment Conditions

6. The cost is \$26 per child per day for in house activities. Daytrips and some workshops attract an extra cost, detailed on registration.
7. Payments methods: Cash/ Cheque/ Eftpos (including major credit cards).
8. **The Holiday Programme is a pre-paid service; payment must be made in advance. Fees are charged on enrolment not attendance.**
9. **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.

10. 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).
11. The programme is substantially subsidised by Youthtown, as a result **transfers are unavailable and refunds require a minimum of 48 hours notice in writing.**
12. **There is a \$10.00 penalty fee** for every 10 minutes (or part thereof) late pick up per child collected after 6pm.

Exclusion

13. 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.
14. A breach of terms and conditions will result in your child/ren being excluded from the programme until the matter has been resolved.

Disclaimer

15. 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.
16. This is a binding agreement between the service provider (Youthtown) and the customer (Signatory).
17. 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: □□/□□

<p>Office use:</p> <input type="checkbox"/> Enrolment is complete (minimum 3 different contacts) <input type="checkbox"/> Copy of Terms and condition supplied to parent/guardian <input type="checkbox"/> Enrolment signed, dated, full name printed <input type="checkbox"/> All tick boxes complete (by parent/guardian or/and with staff) <input type="checkbox"/> Additional forms completed (i.e. medical, permission slip etc) Signed _____ (Reception) Date: □□/□□ Full Name _____ RE# □□□□□□

Full Name: _____

The following information is collected for statistical reasons

Ethnicity of child: _____ Male / Female

How did you hear about the Youthtown Holiday Programme? (tick any that apply)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Been here before | <input type="checkbox"/> Friend/Family member | <input type="checkbox"/> Brochure/Poster from work | <input type="checkbox"/> Saw it on TV |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email | <input type="checkbox"/> TXT | <input type="checkbox"/> Brochure/Poster from an event |
| <input type="checkbox"/> Heard it on the radio | _____ (if so, which station?) | <input type="checkbox"/> Newspaper | _____ (if so, which paper?) |
| <input type="checkbox"/> Brochure from School | _____ (if so, which school?) | | |

Office use only:

- | | | |
|---|--|--|
| <input type="checkbox"/> OSCAR subsidy? If yes, deposit amount _____
<input type="checkbox"/> Payment taken, receipt # recorded.
<input type="checkbox"/> Enrolment checked against tally sheet | <input type="checkbox"/> Entered onto Access Database <input type="checkbox"/> Extra Care details
<input type="checkbox"/> Medical Form <input type="checkbox"/> Special needs
<input type="checkbox"/> Notes: _____ | Receipt #: _____ Staff: _____
Date: _____ Time: _____ |
|---|--|--|