

Child's Name: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Daytime Contact Numbers: \_\_\_\_\_

KEY	Monday	Tuesday	Wednesday	Thursday	Friday		
<b>\$24 in-house rate</b> 8:30am – 4:30pm  <b>Day Trip</b> Advertised cost includes in-house attendance.	<b>WEEK ONE: Monday 19<sup>th</sup> to Friday 23<sup>rd</sup> December 2011</b>						
	<b>19<sup>th</sup> December</b>	<b>20<sup>th</sup> December</b>	<b>21<sup>st</sup> December</b>	<b>22<sup>nd</sup> December</b>	<b>23<sup>rd</sup> December</b>	<b>\$ Totals</b>	
	<input type="checkbox"/> IN HOUSE (7am-3pm only)	<input type="checkbox"/> IN HOUSE (7am-3pm only)	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE <b>Christmas Fun</b>	<input type="checkbox"/> IN HOUSE		
	<input type="checkbox"/> Hot Dogs (optional – cost: \$5)	<input type="checkbox"/> Stir Fry Noodles (optional – cost: \$5)	<input type="checkbox"/> Mince Burritos (optional – cost: \$5)	<input type="checkbox"/> Quiche (optional – cost: \$5)	<input type="checkbox"/> Fish n Chips (optional – cost: \$5)		
	<input type="checkbox"/> After School Programme \$15.00	<input type="checkbox"/> After School Programme \$15.00	<input type="checkbox"/> Event Cinemas \$30.00	<b>Compulsory In-House</b>	<input type="checkbox"/> The Santa 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		
	<b>WEEK TWO: Monday 9<sup>th</sup> to Friday 13<sup>th</sup> January 2012</b>						
	<b>9<sup>th</sup> January</b>	<b>10<sup>th</sup> January</b>	<b>11<sup>th</sup> January</b>	<b>12<sup>th</sup> January</b>	<b>13<sup>th</sup> January</b>	<b>\$ Totals</b>	
	<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"/> Ham Wraps (optional – cost: \$5)	<input type="checkbox"/> Chicken Drumsticks & Potato Salad (optional – cost: \$5)	<input type="checkbox"/> Hamburgers (optional – cost: \$5)	<input type="checkbox"/> Sushi (optional – cost: \$5)	<input type="checkbox"/> Nachos (optional – cost: \$5)		
<input type="checkbox"/> Clip n Climb \$30.00	<input type="checkbox"/> Ports of AKL \$30.00	<input type="checkbox"/> Pt Erin Pools \$34.00	<input type="checkbox"/> Arcade Day \$28.00	<input type="checkbox"/> Rocket Ropes \$35.00			
<input type="checkbox"/> ART WORKSHOP Personalised Calendar	<input type="checkbox"/> ART WORKSHOP Ceramics Part 1	<input type="checkbox"/> ART WORKSHOP Plaster Casting	<input type="checkbox"/> ART WORKSHOP Fantasy Landscape	<b>No Art Workshop</b>			
<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			
<b>WEEK THREE: Monday 16<sup>th</sup> to Friday 20<sup>th</sup> January 2012</b>							
<b>16<sup>th</sup> January</b>	<b>17<sup>th</sup> January</b>	<b>18<sup>th</sup> January</b>	<b>19<sup>th</sup> January</b>	<b>20<sup>th</sup> January</b>	<b>\$ Totals</b>		
<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"/> Club Sandwiches (optional – cost: \$5)	<input type="checkbox"/> Spaghetti (optional – cost: \$5)	<input type="checkbox"/> Chicken Burrito (optional – cost: \$5)	<input type="checkbox"/> Pizza (optional – cost: \$5)	<input type="checkbox"/> Hawaiian Burger (optional – cost: \$5)			
<input type="checkbox"/> Aqua Air \$35.00	<input type="checkbox"/> Rainbows End \$42.00	<input type="checkbox"/> SPCA \$30.00	<input type="checkbox"/> Parnell Baths \$32.00	<input type="checkbox"/> Museum \$28.00			
<input type="checkbox"/> ART WORKSHOP Book Making	<input type="checkbox"/> ART WORKSHOP Ceramics Part 2	<input type="checkbox"/> ART WORKSHOP Mad Hat Day	<input type="checkbox"/> ART WORKSHOP Board Game	<input type="checkbox"/> ART WORKSHOP Mosaics Part 1			
<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			
<b>WEEK FOUR: Monday 23<sup>rd</sup> to Friday 27<sup>th</sup> January 2012</b>							
<b>23<sup>rd</sup> January</b>	<b>24<sup>th</sup> January</b>	<b>25<sup>th</sup> January</b>	<b>26<sup>th</sup> January</b>	<b>27<sup>th</sup> January</b>	<b>\$ Totals</b>		
<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> Hawaiian Theme Day \$27.00			
<input type="checkbox"/> Bacon Egg Pie (optional – cost: \$5)	<input type="checkbox"/> Savoury Rice (optional – cost: \$5)	<input type="checkbox"/> Club Sandwiches (optional – cost: \$5)	<input type="checkbox"/> Sausage Sizzle (optional – cost: \$5)	<input type="checkbox"/> Fish Pie (optional – cost: \$5)			
<input type="checkbox"/> Snow Planet \$45.00	<input type="checkbox"/> Waiwera \$35.00	<input type="checkbox"/> Tree Adventures \$35.00	<input type="checkbox"/> Butterfly Creek \$28.00	<b>Compulsory In-House</b>			
<b>No Art Workshop</b>	<input type="checkbox"/> ART WORKSHOP Ceramics Part 1	<input type="checkbox"/> ART WORKSHOP I'm a Star	<input type="checkbox"/> ART WORKSHOP Junk Art	<input type="checkbox"/> ART WORKSHOP Mosaics Part 2			
<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			
<b>WEEK FIVE: Monday 30<sup>th</sup> January to Friday 3<sup>rd</sup> February 2012</b>							
<b>30<sup>th</sup> January</b>	<b>31<sup>st</sup> January</b>	<b>1<sup>st</sup> February</b>	<b>2<sup>nd</sup> February</b>	<b>3<sup>rd</sup> February</b>	<b>\$ Totals</b>		
<b>Youthtown Closed Auckland Anniversary Day</b>	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE	<input type="checkbox"/> IN HOUSE			
	<input type="checkbox"/> Mince Burrito (optional – cost: \$5)	<input type="checkbox"/> Frankfurters (optional – cost: \$5)	<input type="checkbox"/> Asian Noodles (optional – cost: \$5)	<input type="checkbox"/> Nachos (optional – cost: \$5)			
	<input type="checkbox"/> Camp Craft \$35.00	<input type="checkbox"/> Miranda Pools \$35.00	<input type="checkbox"/> Action World \$35.00	<input type="checkbox"/> Water Sports \$35.00			
	<input type="checkbox"/> ART WORKSHOP Ceramics Part 2	<input type="checkbox"/> ART WORKSHOP Magical Mirrors	<input type="checkbox"/> ART WORKSHOP Monster Masks	<input type="checkbox"/> ART WORKSHOP Screen Printing			
	<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			
					<b>TOTAL</b>	<b>\$</b>	

**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 7 to 13 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 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 \$24 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: / /

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#

**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)

- Been here before
- Friend/Family member
- Brochure/Poster from work
- Saw it on TV
- Website
- Email
- TXT
- Brochure/Poster from an event
- Heard it on the radio \_\_\_\_\_ (if so, which station?)
- Newspaper \_\_\_\_\_ (if so, which paper?)
- Brochure from School \_\_\_\_\_ (if so, which school?)

**Office use only:**

- OSCAR subsidy? If yes, deposit amount \_\_\_\_\_
- Entered onto Access Database  Extra Care details
- Payment taken, receipt # recorded.
- Medical Form  Special needs
- Enrolment checked against tally sheet
- Notes: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_