

## AFTER SCHOOL PROGRAMME 2012 REGISTRATION FORM

Please note you must also fill in an **enrolment form** each year and check your details are correct each time you register on a programme

<b>CHILDS NAME:</b>					
<b>DATE OF BIRTH:</b>				<b>AGE:</b>	
<b>SCHOOL:</b>				<b>Pickup required?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>START DATE:</b>					
<b>DAYS ENROLLED:</b> (please circle)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>COMMENTS:</b>					

### After School Programme Clubs & Activities – Term 1 2012

I give permission for my child to participate in activities offsite:	Full Name of Guardian:	
	Guardian Signature:	

#### WORKSHOPS & TRIPS

<input type="checkbox"/> <b>Weaving Workshop</b> <i>Thursday 1st March (week 4)</i> Cost: \$5.00 per child	<input type="checkbox"/> <b>Sky Tower Trip</b> <i>Friday 23rd March (week 7)</i> Cost: \$10.00 per child
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#### CLUBS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework	<input type="checkbox"/> Homework
<input type="checkbox"/> ART: The Barn Yard Cost: \$96 – 8 weeks				

**Amount Paid (Trips/Workshops):** \$ \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

#### Open Activities – no sign up required – your child can choose on the day

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Swimming	Games/Sports in the Squash Courts	Sports in the Gym	Swimming	Sport in the Squash Courts
Kiwiana Craft	Gardening Club	Cooking	Newspaper Club	Kiwiana Craft
Cooking	Kiwiana Craft	Make & Create	Cooking	Dance Club

#### The following information is collected for statistical reasons

**Ethnicity of child:** \_\_\_\_\_ **Male**  / **Female**

**How did you hear about the Youthtown After School 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

**Paid:**  Full Term or  2 wks **Amount Paid:** \$ \_\_\_\_\_ **RN:** \_\_\_\_\_

Added to Bus List  Added to Sign Out  Added to Master List  Raisers Edge update  Added to Accounts Spreadsheet

**PROGRAMME INFORMATION AND PARENTS RESPONSIBILITIES**

1. The OSCAR approved programme for 5 and 6 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.
2. 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 – there is a cost to this service depending on finishing times, for more information go to [www.youthtown.org.nz](http://www.youthtown.org.nz)
3. 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 17, No refund or transfer is available for absences. Enrolment cost secures your child's place.
4. 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 \$15 per child payable on pick up and is not guaranteed.
5. 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 coordinator and altered using a change of details form.
6. Transport provided is by way of Youthtown Vans/Buses. Drivers are licensed and trained.
7. We welcome all feedback from parents and the complaints procedure is displayed and available at reception.
8. 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**

**Registration**

9. **Registration 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 provided on your enrolment form must be checked and signed prior to the start of each subsequent term**
10. 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
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**

12. The cost (including transport) is \$15 per child per day. Discounts are available for full term payments & siblings. Please refer to Fee Schedule for more information
13. Payments methods: Cash/ Cheque/ Eftpos (including major credit cards). We cannot accept internet banking and automatic payment due to processing costs.
14. **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**
15. 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 back pay occurs, Youthtown will refund the fees you have paid for the corresponding period.
16. 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.

**Exclusion**

19. 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.

**Disclaimer**

20. 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.
21. This is a binding agreement between the service provider (Youthtown) and the customer (Signatory).
22. 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 _____	Date: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
(Parent/Guardian)	
Full Name _____	