

Pakuranga Holiday Programme ENROLMENT FORM

If your children are related, you may use this form for all their relevant details

CHILD/ REN'S NAME/S:	1.
	2.
	3.
HOME ADDRESS:	
SUBURB:	
HOME PHONE:	
EMAIL: (If you wish to receive the programme via email)	
AGE: (of all children)	1.
	2.
	3.
D.O.B: (of all children)	1.
	2.
	3.
MOTHERS DETAILS:	NAME:
	PLACE OF WORK:
	WORK PHONE:
FATHER'S DETAILS:	NAME:
	PLACE OF WORK:
	WORK PHONE:
EMERGENCY CONTACT:	NAME:
	PHONE:
	RELATIONSHIP TO CHILD:
PEOPLE AUTHORISED TO COLLECT YOUR CHILD	NAME: PHONE:
	NAME: PHONE:
MEDICAL PROBLEMS, ALLERGIES: (including food allergies)	
PERSONAL INFORMATION WE SHOULD KNOW eg Parents separated or dual custody (if your child has any disabilities or special needs you must fill out a special needs assessment form)	
What is your child/ren's swimming ability?	<input type="checkbox"/> Can't Swim <input type="checkbox"/> Below Average <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent
I give consent for photographs of my child to be used for Youthtown promotional purposes only	<input type="checkbox"/> Yes <input type="checkbox"/> No

DEC/JAN 08 _____

APRIL 08 _____

JULY 08 _____

SEPT/OCT 08 _____

PROGRAMME INFORMATION AND PARENTS
RESPONSIBILITIES

1. The Programme runs from **8.00am-5.30pm**. With before care from 7.30am and after care till 6.00pm at an extra cost per session. Any time thereafter will incur a late fee in accordance with paragraph 16.
2. The Programme runs daily from Monday to Friday, but does not operate on public/school holidays
3. Parents are required to inform Youthtown (prior to 8am) when their child/ren will be absent.
4. 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 advise to the programme co-ordinator and altered using a change of conditions form.
5. Transport provided is by way of Youthtown Vans/Buses. Drivers are licensed and trained.
6. The programme complaints procedure is displayed and available at reception.
7. 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

Enrolment

8. **Enrolment is to be made in person prior to commencement of the Holiday Programme**
9. The enrolment form expires at the completion of the Holidays indicated on the form.
10. For the safety of your child you must ensure all details completed as accurately as possible.
11. **Changes in details/days must be made in person the week prior utilising the Change in Details Form. This is a legal requirement.**

Payment Conditions

12. The cost is **\$17 per child** per day for in house activities for one child. Day Trips are a separate cost which is indicated on the day trip insert.
13. **The School Holiday Programme is a pre-paid service and payment must be made in advance.** Failure to do so will result in your child being excluded from the programme. Fees are charged on enrolment not attendance.
14. If paying by AP or WINZ you must present evidence of AP or 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.
15. The programme is substantially subsidised, as a result we **cannot provide refunds or transfers.**

16. There is a \$10.00 penalty fee for every 15minutes (or part thereof) late pick up your child/ren. This will be at the Managers discretion.
17. Please retain **all** receipts as Youthtown does not re-issue receipts for Tax purposes

Health and Safety

18. Access arrangements/custody details for your child must be detailed on the enrolment form.
19. In the event of an accident or illness, Youthtown will immediately 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. Doctors fees etc).
20. Children with disabilities or special needs will be included in the programme provided we can meet their needs. A special needs assessment form must be filled out.
21. Any medical conditions, allergies or special dietary needs must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent Form.

Exclusion

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

Privacy Act 1993

23. Information collected will be used for the purpose of establishing and maintaining records held by Youthtown Inc. Children's files will be available for perusal by caregivers with authorised access.

Disclaimer

24. 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. Youthtown also reserves the right to change any of the activities & or daytrips advertised , we will endeavour to give as much notice as possible, however this will not always be possible.
25. This is a binding agreement between the service provider (Youthtown) and the customer (Signatory).
26. 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)

Full Name _____

Signed _____ (Reception/Co-ord)

Full Name _____

TODAYS DATE: _____ Total Paid _____