

Site:

BREAK-AWAY ENROLLMENT FORM

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

Student's Name 1:	M / F	Ethnicity:	DOB:	Mobile:	School:
Student's Name 2:	M / F	Ethnicity:	DOB:	Mobile:	School:
Student's Name 3:	M / F	Ethnicity:	DOB:	Mobile:	School:

The following information is collected for statistical reasons: How did you hear about us?

Been here before
 Friend/ Family member
 Brochure / Poster
 Mail out
 Facebook
 School Newsletter
 Website
 Email

Mother/father or parent / guardian details:

Name:	Address:		
Contact numbers:	(Day)	(After hours)	(Mobile)
Email address:			

Emergency contacts: (not parent or caregiver)

Name:	Relationship to student:
Contact numbers between 7.00am – 6.00pm:	
Name:	Relationship to student:
Contact numbers between 7.00am – 6.00pm:	

Additional required information:

HEALTH NEEDS: Eg. allergies, asthma, medical conditions	<input type="checkbox"/> No health needs	<input type="checkbox"/> Please make contact
SWIMMING ABILITY	Student 1	<input type="checkbox"/> Not comfortable in water <input type="checkbox"/> Comfortable in water <input type="checkbox"/> Not able to float <input type="checkbox"/> Can swim 25 meters <input type="checkbox"/> Confident in deep water
	Student 2	<input type="checkbox"/> Not comfortable in water <input type="checkbox"/> Comfortable in water <input type="checkbox"/> Not able to float <input type="checkbox"/> Can swim 25 meters <input type="checkbox"/> Confident in deep water
	Student 3	<input type="checkbox"/> Not comfortable in water <input type="checkbox"/> Comfortable in water <input type="checkbox"/> Not able to float <input type="checkbox"/> Can swim 25 meters <input type="checkbox"/> Confident in deep water
PERSONAL INFORMATION WE SHOULD KNOW: Including custody/family arrangements, special needs, currently under a Oranga Tamariki programme, behavioural aspects, etc.	<input type="checkbox"/> No personal info	<input type="checkbox"/> Please make contact
I give consent for multimedia of my children to be used for Youthtown promotional purposes only, including social media sites.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please tick your week(s) for enrollment (enrollment is on **a week by week basis**):
 Please refer to the flyer for details.

	Student 1	Student 2	Student 3	SUMMER HOLIDAYS ONLY	Student 1	Student 2	Student 3
WEEK ONE				WEEK THREE			
WEEK TWO				WEEK FOUR			

Sign in / out

I give consent for my child/ren named above to sign themselves in and out of the programme. As parent/guardian, I am aware that once my child/ren have signed themselves out of our programme they are now outside of our duty of care and Youthtown Inc, its employed and/or volunteer staff cannot be held liable in respect to any act or incident arising outside of our duty of care

Yes
 No, I will be signing my children in/out of programme

People authorised to collect your child:

1.	2.	3.	4.
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By signing this document you agree you have read and understood, and agree to the responsibilities and terms and conditions for the programme as detailed on our website: www.youthtown.org.nz

Signed _____ Date: ____/____/____ Full Name: _____ (Parent/Guardian)

Programme Information and Parent Responsibilities

1. The Breakaway approved programme is for ages between 11 to 17 years old.
2. The programme runs daily from Tues - Fri as advised in the confirmed letter but does not operate on public holidays.
3. Parents are required to inform Youhtown (prior to 8am) when their child/ren will be absent. Contact details listed on our website www.youthtown.org.nz
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 be advised to the programme co-ordinator and altered using a change of conditions form.
5. Parents are required to sign an Parent Authority permission slip to give permission for their child to walk from the drop off point only if this is requested from the parent. All other children must be collected from the drop off point by the parent or authorized person listed on the enrolment form.
6. Transport provided is by way of Youhtown 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 Oranga Tamariki - Ministry for Children.

Terms and Conditions

Enrolment

9. Registration is to be made prior to attendance and is confirmed on signature of registration form. Details must be checked and signed prior to the start of each subsequent holiday.
10. For the safety of your child/ren you must ensure all details are complete and accurate (a minimum of 3 different contact details are required).

Payment Conditions – Breakaway Funding

11. The cost is FREE for activities thanks to the Breakaway Funding.
12. The programme is substantially subsidized by Youhtown, as a result no transfers are available.

Health and Safety

13. Access arrangements/custody details for your child must be detailed on the enrolment form. Please meet with the co-ordinator as required
14. In the event of an accident or illness, Youhtown 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).
15. An accident/incident register operates on the programme. If your child is involved in an accident/incident your child's name will be highlighted on the sign out sheet – please see reception for your copy and follow up with staff.
16. Children with disabilities or special needs will be included in the programme provided we can meet their needs. A completed special needs assessment form is required and a trial period maybe initiated.
17. Any medical conditions e.g. allergies, must be indicated on the enrolment form. Medicine will not be administered without a Medical Consent Form.

Exclusion

18. Please note that Safety is Youhtown's paramount concern. If a child's negative behaviour is impacting the safety of the programme Youhtown will enforce the Exclusion Policy.
19. 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

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

Disclaimer

21. While Youhtown, its employed and volunteer staff will take every care to provide proper supervision of all children Youhtown 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.
22. This is a binding agreement between the service provider (Youhtown) and the customer (Signatory).
23. By signing this document you have read and understood all detail outlined on this form.