

Point Chevalier Community Centre Inc.
SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

Child/ren's Name(s) _____

Address _____

Date of Birth & Ages _____

Mother's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Father's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Please circle days and times you would like to enrol your child(ren):

Week 1:

| Monday (18 th) | Tuesday (19 th) | Wednesday (20 th) | Thursday (21 st) | Friday (22 nd) |
|----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

Week 2:

| Monday (25 th) | Tuesday (26 th) | Wednesday (27 th) | Thursday (28 th) | Friday (29 th) |
|----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

People authorised to collect your child(ren), other than yourself:

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Child(ren)'s Doctor: _____ Phone: _____

Name of Practice &/or Address: _____

Additional Information: Does your child(ren) have any particular health needs we should be aware of? (e.g. allergies, food requirements, asthma, medical conditions etc) If your child is taking medication a separate form must be completed – please see the co-ordinator.

Is there anything else we should know in order to take good care of your child/ren and ensure their wellbeing & security? (e.g. custody arrangements, special needs, behavioural issues, cultural and/or religious norms etc).

Parent/Guardian Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please contact the co-ordinator. On signing this Enrolment Form you agree and acknowledge:

- I have read and understood the 'Information for Parents/Guardians' on the last page of the most recent School Holiday Programme enrolment information and the 'Additional Information for Parents/Guardians' on the reserve of 'Fees Terms & Conditions'.
- The holiday programme supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes in attendance arrangements.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes to personal information and/or circumstances given on this enrolment form.
- I agree to pay all fees as stipulated in the Fees Terms & Conditions.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren for archival purposes.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren to be used on Pt Chevalier Community Centre's School Holiday Programme promotional material which may include the Pt Chevalier Community Centre's website.
(Copies of photos may be ordered by parents/guardians on request - some costs may be involved).

Name of Parent: _____

Signature of Parent: _____ Date: _____

Privacy Act 1993: The information you have supplied is necessary for the safe and effective operation of the school holiday programme. All personal information given to us is confidential and will be stored in a secure environment. You are welcome to review information pertaining to your child's enrolment at any time.

Complaints: If you have any complaints, in the first instant please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

~ We welcome your feedback ~

If you have any compliments or suggestions to make improvements please let us know

Office Use:

Amounts Paid:

Paid in Full

Dates Paid:

Receipt #:

WINZ application: Yes/No

Subsidy Approved /Declined

Enrolment dates & times entered on Attendance Sheets

Pt Chevalier Community Centre Inc. School Holiday Programme
Fees Terms & Conditions

General

These terms and conditions between Pt Chevalier Community Centre Inc. School Holiday Programme ("Centre") and the Parents/Legal Guardians ("Parents") apply to all enrolments for the School Holiday Programme running from Monday 18th January to Friday 29th January 2010.

Fees

All fees are inclusive of GST.

Core Fees (9am to 3pm)

- \$14 per child per day for on-site activities
- \$19 per child per day for off-site excursions

Extra fees

- Before care: 8am to 9am \$3 per child per day
- After care: 3pm to 5pm \$5 per hour per child per day
- \$2 per minute per child collected after 5pm

Fee Discounts

- A \$2 discount off the selected day(s) core daily fee applies for each additional sibling.

Payment/Enrolment

All fees must be paid prior to the commencement of the first day the child/ren attend the programme. A fully completed enrolment form must be completed before acceptance of child/ren onto the programme can go ahead. Please note: we will not accept children on any given day that have not pre-enrolled regardless of spaces available on that day.

Fees can be made by cheque, cash or paid directly to the Centre's bank account: Pt Chevalier Community Centre Inc, ASB Pt Chevalier. **Account # 123020-0399921-02**

Where a cheque is dishonoured, the Parents agrees to pay the full amount owing in cash within 7 days of the Centre co-ordinator informing the Parents via email or posted letter, of the bank's decision to dishonour the cheque.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

WINZ

For WINZ subsidy applications, it is agreed that where WINZ decline an application, full payment of fees owing must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent by email or posted letter of WINZ's decision.

For WINZ subsidy applications, it is agreed that where WINZ only subsidise part of the fees applied for, the remaining fees owed must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent via email or posted letter of WINZ's decision.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

Cancellations/Refunds

Once a booking is accepted no refunds will be given, including when an event is subject to change (mainly due to bad weather), except in extraordinary circumstances. The definition of extraordinary circumstances is at the Centre co-ordinator's discretion.

No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

Refunds are only given where an overpayment of fees is made by the Parents and there are currently no fees outstanding by that Parent. Refunds are paid by cheque.

Additional Information for Parents/Guardians

The programme is for children aged 5 to 13 years and caters for up to 30 children per day. The core hours are 9am to 3pm with before care from 8am to 9am & after care from 3pm to 5pm. The programme is CYF & OSCAR approved. See Fee Terms & Conditions for fee structure.

Pre-enrolment & payment is essential to ensure a place for each child and adequate staffing can be planned in advance. An enrolment form **MUST** be completed before acceptance of child/ren can go ahead. We accept cheques/cash only - sorry eftpos is not available. (See Fee Terms & Conditions for more information).

WINZ Subsidy

Parents wanting to apply for WINZ subsidy **MUST** do so **BEFORE** the programme starts. Failure to do so **WILL** affect eligibility and any fees must be paid by you. Any shortfall of WINZ subsidies must also be paid by you. WINZ have previously accepted late enrolment forms and back-dated the payments – they no longer do this. Make sure you lodge the application form before the programme commences.

Lunches

The Centre provides lunch for on-site days only. Packed lunches must be provided by parents for all excursions. Snacks are to be provided by parents on all days their child/ren attend the programme. The programme endeavours to promote healthy eating habits and encourage parents to provide healthy lunches and snacks. Parents are to provide a clearly named drink bottle on all days their child/ren attend the programme.

Clothing

Please check the clothing requirements for excursions (on whiteboard in SHP room). We are committed to keeping your children sun from the damaging rays of the sun - please provide a sun-hat, sun smart clothing and sunglasses each day, during summer. As some older children can be particular about wearing hats or covering up in the sun (it just doesn't match/look cool/have the right label), it is suggested to try allowing them to choose their summer hat on the proviso that they must wear it whenever they're out in the sun.

Sunscreen Lotion We provide sun-block free-of-charge. If your child(ren) has an allergy to the sunscreen lotion the programme provides, please indicate this on the enrolment form in 'Additional Information' and supply your own appropriate sunscreen lotion to ensure your child is safe.

Lost/Stolen Property

The Centre does not accept any responsibility for children's lost or stolen property but will endeavour to make all reasonable attempts to locate the lost property.

Damage Caused to and/or by your Child

The Centre does not accept any responsibility for any damage to your children's items that they bring to the Centre. It is recommended that children do not bring their treasured items to the programme. Parents may be liable for any damage to property, the Centre's or an activity provider, caused by their children.

Medication/Sick Children

Sick children cannot be admitted to the programme. If a child becomes unwell while in our care, parents will be notified and the child will be kept comfortable until they can be collected. If they require immediate medical attention they will be taken to Pt Chevalier Medical Centre for on-site days and to the nearest medical centre on excursion days. Parents are responsible for any costs involved. If a child needs to take medication while on the programme a consent form is required to be completed and signed - please see the supervisor or co-ordinator.

Expectations

Each individual child **must** be signed in and out each day they attend. It is accepted all children are encouraged to participate in on-site & off-site activities/excursions planned for the day. All children attend the excursions – no child will be left at the centre. No child will be allowed to leave the programme without specific written permission of a parent/guardian. Only people stated on the enrolment form will be allowed to collect children.

Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child/ren may be withdrawn from the programme and the responsible parent/guardian contacted to collect their child/ren. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. 'Withdrawing a Child from the Programme' policy guidelines will be followed.

Ratios

The legal staff minimum ratio is 1:10 onsite, 1:8 off-site with some excursions 1:6 or 1:5 e.g. for water activities. We abide by all activity providers ratio requirements. We often have more staff than the legal ratio requires. Every care is taken by us to provide responsible supervision of all children.

Complaints

If you have any complaints, in the first instance please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

General

For more information please phone, fax, email or visit the office – details on programme pamphlet. Programme policies are on file for viewing at any time. All information given to us is confidential. We welcome your feedback - if you have any compliments or suggestions to make improvements to the programme, please let us know.

Point Chevalier Community Centre Inc.
SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

Child/ren's Name(s) _____

Address _____

Date of Birth & Ages _____

Mother's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Father's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Please circle days and times you would like to enrol your child(ren):

Week 1:

| Monday (18 th) | Tuesday (19 th) | Wednesday (20 th) | Thursday (21 st) | Friday (22 nd) |
|----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

Week 2:

| Monday (25 th) | Tuesday (26 th) | Wednesday (27 th) | Thursday (28 th) | Friday (29 th) |
|----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

People authorised to collect your child(ren), other than yourself:

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Child(ren)'s Doctor: _____ Phone: _____

Name of Practice &/or Address: _____

Additional Information: Does your child(ren) have any particular health needs we should be aware of? (e.g. allergies, food requirements, asthma, medical conditions etc) If your child is taking medication a separate form must be completed – please see the co-ordinator.

Is there anything else we should know in order to take good care of your child/ren and ensure their wellbeing & security? (e.g. custody arrangements, special needs, behavioural issues, cultural and/or religious norms etc).

Parent/Guardian Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please contact the co-ordinator. On signing this Enrolment Form you agree and acknowledge:

- I have read and understood the 'Information for Parents/Guardians' on the last page of the most recent School Holiday Programme enrolment information and the 'Additional Information for Parents/Guardians' on the reserve of 'Fees Terms & Conditions'.
- The holiday programme supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes in attendance arrangements.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes to personal information and/or circumstances given on this enrolment form.
- I agree to pay all fees as stipulated in the Fees Terms & Conditions.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren for archival purposes.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren to be used on Pt Chevalier Community Centre's School Holiday Programme promotional material which may include the Pt Chevalier Community Centre's website.
(Copies of photos may be ordered by parents/guardians on request - some costs may be involved).

Name of Parent: _____

Signature of Parent: _____ Date: _____

Privacy Act 1993: The information you have supplied is necessary for the safe and effective operation of the school holiday programme. All personal information given to us is confidential and will be stored in a secure environment. You are welcome to review information pertaining to your child's enrolment at any time.

Complaints: If you have any complaints, in the first instant please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

~ We welcome your feedback ~

If you have any compliments or suggestions to make improvements please let us know

Office Use:

Amounts Paid:

Paid in Full

Dates Paid:

Receipt #:

WINZ application: Yes/No

Subsidy Approved /Declined

Enrolment dates & times entered on Attendance Sheets

Pt Chevalier Community Centre Inc. School Holiday Programme
Fees Terms & Conditions

General

These terms and conditions between Pt Chevalier Community Centre Inc. School Holiday Programme ("Centre") and the Parents/Legal Guardians ("Parents") apply to all enrolments for the School Holiday Programme running from Monday 18th January to Friday 29th January 2010.

Fees

All fees are inclusive of GST.

Core Fees (9am to 3pm)

- \$14 per child per day for on-site activities
- \$19 per child per day for off-site excursions

Extra fees

- Before care: 8am to 9am \$3 per child per day
- After care: 3pm to 5pm \$5 per hour per child per day
- \$2 per minute per child collected after 5pm

Fee Discounts

- A \$2 discount off the selected day(s) core daily fee applies for each additional sibling.

Payment/Enrolment

All fees must be paid prior to the commencement of the first day the child/ren attend the programme. A fully completed enrolment form must be completed before acceptance of child/ren onto the programme can go ahead. Please note: we will not accept children on any given day that have not pre-enrolled regardless of spaces available on that day.

Fees can be made by cheque, cash or paid directly to the Centre's bank account: Pt Chevalier Community Centre Inc, ASB Pt Chevalier. **Account # 123020-0399921-02**

Where a cheque is dishonoured, the Parents agrees to pay the full amount owing in cash within 7 days of the Centre co-ordinator informing the Parents via email or posted letter, of the bank's decision to dishonour the cheque.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

WINZ

For WINZ subsidy applications, it is agreed that where WINZ decline an application, full payment of fees owing must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent by email or posted letter of WINZ's decision.

For WINZ subsidy applications, it is agreed that where WINZ only subsidise part of the fees applied for, the remaining fees owed must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent via email or posted letter of WINZ's decision.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

Cancellations/Refunds

Once a booking is accepted no refunds will be given, including when an event is subject to change (mainly due to bad weather), except in extraordinary circumstances. The definition of extraordinary circumstances is at the Centre co-ordinator's discretion.

No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

Refunds are only given where an overpayment of fees is made by the Parents and there are currently no fees outstanding by that Parent. Refunds are paid by cheque.

Additional Information for Parents/Guardians

The programme is for children aged 5 to 13 years and caters for up to 30 children per day. The core hours are 9am to 3pm with before care from 8am to 9am & after care from 3pm to 5pm. The programme is CYF & OSCAR approved. See Fee Terms & Conditions for fee structure.

Pre-enrolment & payment is essential to ensure a place for each child and adequate staffing can be planned in advance. An enrolment form **MUST** be completed before acceptance of child/ren can go ahead. We accept cheques/cash only - sorry eftpos is not available. (See Fee Terms & Conditions for more information).

WINZ Subsidy

Parents wanting to apply for WINZ subsidy **MUST** do so **BEFORE** the programme starts. Failure to do so **WILL** affect eligibility and any fees must be paid by you. Any shortfall of WINZ subsidies must also be paid by you. WINZ have previously accepted late enrolment forms and back-dated the payments – they no longer do this. Make sure you lodge the application form before the programme commences.

Lunches

The Centre provides lunch for on-site days only. Packed lunches must be provided by parents for all excursions. Snacks are to be provided by parents on all days their child/ren attend the programme. The programme endeavours to promote healthy eating habits and encourage parents to provide healthy lunches and snacks. Parents are to provide a clearly named drink bottle on all days their child/ren attend the programme.

Clothing

Please check the clothing requirements for excursions (on whiteboard in SHP room). We are committed to keeping your children sun from the damaging rays of the sun - please provide a sun-hat, sun smart clothing and sunglasses each day, during summer. As some older children can be particular about wearing hats or covering up in the sun (it just doesn't match/look cool/have the right label), it is suggested to try allowing them to choose their summer hat on the proviso that they must wear it whenever they're out in the sun.

Sunscreen Lotion We provide sun-block free-of-charge. If your child(ren) has an allergy to the sunscreen lotion the programme provides, please indicate this on the enrolment form in 'Additional Information' and supply your own appropriate sunscreen lotion to ensure your child is safe.

Lost/Stolen Property

The Centre does not accept any responsibility for children's lost or stolen property but will endeavour to make all reasonable attempts to locate the lost property.

Damage Caused to and/or by your Child

The Centre does not accept any responsibility for any damage to your children's items that they bring to the Centre. It is recommended that children do not bring their treasured items to the programme. Parents may be liable for any damage to property, the Centre's or an activity provider, caused by their children.

Medication/Sick Children

Sick children cannot be admitted to the programme. If a child becomes unwell while in our care, parents will be notified and the child will be kept comfortable until they can be collected. If they require immediate medical attention they will be taken to Pt Chevalier Medical Centre for on-site days and to the nearest medical centre on excursion days. Parents are responsible for any costs involved. If a child needs to take medication while on the programme a consent form is required to be completed and signed - please see the supervisor or co-ordinator.

Expectations

Each individual child **must** be signed in and out each day they attend. It is accepted all children are encouraged to participate in on-site & off-site activities/excursions planned for the day. All children attend the excursions – no child will be left at the centre. No child will be allowed to leave the programme without specific written permission of a parent/guardian. Only people stated on the enrolment form will be allowed to collect children.

Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child/ren may be withdrawn from the programme and the responsible parent/guardian contacted to collect their child/ren. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. 'Withdrawing a Child from the Programme' policy guidelines will be followed.

Ratios

The legal staff minimum ratio is 1:10 onsite, 1:8 off-site with some excursions 1:6 or 1:5 e.g. for water activities. We abide by all activity providers ratio requirements. We often have more staff than the legal ratio requires. Every care is taken by us to provide responsible supervision of all children.

Complaints

If you have any complaints, in the first instance please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

General

For more information please phone, fax, email or visit the office – details on programme pamphlet. Programme policies are on file for viewing at any time. All information given to us is confidential. We welcome your feedback - if you have any compliments or suggestions to make improvements to the programme, please let us know.

Point Chevalier Community Centre Inc.
SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

Child/ren's Name(s) _____

Address _____

Date of Birth & Ages _____

Mother's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Father's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Please circle days and times you would like to enrol your child(ren):

Week 1:

| Monday (18th) | Tuesday (19th) | Wednesday (20th) | Thursday (21st) | Friday (22nd) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

Week 2:

| Monday (25th) | Tuesday (26th) | Wednesday (27th) | Thursday (28th) | Friday (29th) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

People authorised to collect your child(ren), other than yourself:

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Child(ren)'s Doctor: _____ Phone: _____

Name of Practice &/or Address: _____

Additional Information: Does your child(ren) have any particular health needs we should be aware of? (e.g. allergies, food requirements, asthma, medical conditions etc) If your child is taking medication a separate form must be completed – please see the co-ordinator.

Is there anything else we should know in order to take good care of your child/ren and ensure their wellbeing & security? (e.g. custody arrangements, special needs, behavioural issues, cultural and/or religious norms etc).

Parent/Guardian Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please contact the co-ordinator. On signing this Enrolment Form you agree and acknowledge:

- I have read and understood the 'Information for Parents/Guardians' on the last page of the most recent School Holiday Programme enrolment information and the 'Additional Information for Parents/Guardians' on the reserve of 'Fees Terms & Conditions'.
- The holiday programme supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes in attendance arrangements.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes to personal information and/or circumstances given on this enrolment form.
- I agree to pay all fees as stipulated in the Fees Terms & Conditions.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren for archival purposes.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren to be used on Pt Chevalier Community Centre's School Holiday Programme promotional material which may include the Pt Chevalier Community Centre's website.

(Copies of photos may be ordered by parents/guardians on request - some costs may be involved).

Name of Parent: _____

Signature of Parent: _____ Date: _____

Privacy Act 1993: The information you have supplied is necessary for the safe and effective operation of the school holiday programme. All personal information given to us is confidential and will be stored in a secure environment. You are welcome to review information pertaining to your child's enrolment at any time.

Complaints: If you have any complaints, in the first instant please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

~ We welcome your feedback ~

If you have any compliments or suggestions to make improvements please let us know

Office Use:

Amounts Paid:

Paid in Full

Dates Paid:

Receipt #:

WINZ application: Yes/No

Subsidy Approved /Declined

Enrolment dates & times entered on Attendance Sheets

Pt Chevalier Community Centre Inc. School Holiday Programme
Fees Terms & Conditions

General

These terms and conditions between Pt Chevalier Community Centre Inc. School Holiday Programme ("Centre") and the Parents/Legal Guardians ("Parents") apply to all enrolments for the School Holiday Programme running from Monday 18th January to Friday 29th January 2010.

Fees

All fees are inclusive of GST.

Core Fees (9am to 3pm)

- \$14 per child per day for on-site activities
- \$19 per child per day for off-site excursions

Extra fees

- Before care: 8am to 9am \$3 per child per day
- After care: 3pm to 5pm \$5 per hour per child per day
- \$2 per minute per child collected after 5pm

Fee Discounts

- A \$2 discount off the selected day(s) core daily fee applies for each additional sibling.

Payment/Enrolment

All fees must be paid prior to the commencement of the first day the child/ren attend the programme. A fully completed enrolment form must be completed before acceptance of child/ren onto the programme can go ahead. Please note: we will not accept children on any given day that have not pre-enrolled regardless of spaces available on that day.

Fees can be made by cheque, cash or paid directly to the Centre's bank account: Pt Chevalier Community Centre Inc, ASB Pt Chevalier. **Account # 123020-0399921-02**

Where a cheque is dishonoured, the Parents agrees to pay the full amount owing in cash within 7 days of the Centre co-ordinator informing the Parents via email or posted letter, of the bank's decision to dishonour the cheque.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

WINZ

For WINZ subsidy applications, it is agreed that where WINZ decline an application, full payment of fees owing must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent by email or posted letter of WINZ's decision.

For WINZ subsidy applications, it is agreed that where WINZ only subsidise part of the fees applied for, the remaining fees owed must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent via email or posted letter of WINZ's decision.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

Cancellations/Refunds

Once a booking is accepted no refunds will be given, including when an event is subject to change (mainly due to bad weather), except in extraordinary circumstances. The definition of extraordinary circumstances is at the Centre co-ordinator's discretion.

No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

Refunds are only given where an overpayment of fees is made by the Parents and there are currently no fees outstanding by that Parent. Refunds are paid by cheque.

Additional Information for Parents/Guardians

The programme is for children aged 5 to 13 years and caters for up to 30 children per day. The core hours are 9am to 3pm with before care from 8am to 9am & after care from 3pm to 5pm. The programme is CYF & OSCAR approved. See Fee Terms & Conditions for fee structure.

Pre-enrolment & payment is essential to ensure a place for each child and adequate staffing can be planned in advance. An enrolment form **MUST** be completed before acceptance of child/ren can go ahead. We accept cheques/cash only - sorry eftpos is not available. (See Fee Terms & Conditions for more information).

WINZ Subsidy

Parents wanting to apply for WINZ subsidy **MUST** do so **BEFORE** the programme starts. Failure to do so **WILL** affect eligibility and any fees must be paid by you. Any shortfall of WINZ subsidies must also be paid by you. WINZ have previously accepted late enrolment forms and back-dated the payments – they no longer do this. Make sure you lodge the application form before the programme commences.

Lunches

The Centre provides lunch for on-site days only. Packed lunches must be provided by parents for all excursions. Snacks are to be provided by parents on all days their child/ren attend the programme. The programme endeavours to promote healthy eating habits and encourage parents to provide healthy lunches and snacks. Parents are to provide a clearly named drink bottle on all days their child/ren attend the programme.

Clothing

Please check the clothing requirements for excursions (on whiteboard in SHP room). We are committed to keeping your children sun from the damaging rays of the sun - please provide a sun-hat, sun smart clothing and sunglasses each day, during summer. As some older children can be particular about wearing hats or covering up in the sun (it just doesn't match/look cool/have the right label), it is suggested to try allowing them to choose their summer hat on the proviso that they must wear it whenever they're out in the sun.

Sunscreen Lotion We provide sun-block free-of-charge. If your child(ren) has an allergy to the sunscreen lotion the programme provides, please indicate this on the enrolment form in 'Additional Information' and supply your own appropriate sunscreen lotion to ensure your child is safe.

Lost/Stolen Property

The Centre does not accept any responsibility for children's lost or stolen property but will endeavour to make all reasonable attempts to locate the lost property.

Damage Caused to and/or by your Child

The Centre does not accept any responsibility for any damage to your children's items that they bring to the Centre. It is recommended that children do not bring their treasured items to the programme. Parents may be liable for any damage to property, the Centre's or an activity provider, caused by their children.

Medication/Sick Children

Sick children cannot be admitted to the programme. If a child becomes unwell while in our care, parents will be notified and the child will be kept comfortable until they can be collected. If they require immediate medical attention they will be taken to Pt Chevalier Medical Centre for on-site days and to the nearest medical centre on excursion days. Parents are responsible for any costs involved. If a child needs to take medication while on the programme a consent form is required to be completed and signed - please see the supervisor or co-ordinator.

Expectations

Each individual child **must** be signed in and out each day they attend. It is accepted all children are encouraged to participate in on-site & off-site activities/excursions planned for the day. All children attend the excursions – no child will be left at the centre. No child will be allowed to leave the programme without specific written permission of a parent/guardian. Only people stated on the enrolment form will be allowed to collect children.

Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child/ren may be withdrawn from the programme and the responsible parent/guardian contacted to collect their child/ren. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. 'Withdrawing a Child from the Programme' policy guidelines will be followed.

Ratios

The legal staff minimum ratio is 1:10 onsite, 1:8 off-site with some excursions 1:6 or 1:5 e.g. for water activities. We abide by all activity providers ratio requirements. We often have more staff than the legal ratio requires. Every care is taken by us to provide responsible supervision of all children.

Complaints

If you have any complaints, in the first instance please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

General

For more information please phone, fax, email or visit the office – details on programme pamphlet. Programme policies are on file for viewing at any time. All information given to us is confidential. We welcome your feedback - if you have any compliments or suggestions to make improvements to the programme, please let us know.

Point Chevalier Community Centre Inc.
SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

Child/ren's Name(s) _____

Address _____

Date of Birth & Ages _____

Mother's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Father's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Please circle days and times you would like to enrol your child(ren):

Week 1:

| Monday (18th) | Tuesday (19th) | Wednesday (20th) | Thursday (21st) | Friday (22nd) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

Week 2:

| Monday (25th) | Tuesday (26th) | Wednesday (27th) | Thursday (28th) | Friday (29th) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

People authorised to collect your child(ren), other than yourself:

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Child(ren)'s Doctor: _____ Phone: _____

Name of Practice &/or Address: _____

Additional Information: Does your child(ren) have any particular health needs we should be aware of? (e.g. allergies, food requirements, asthma, medical conditions etc) If your child is taking medication a separate form must be completed – please see the co-ordinator.

Is there anything else we should know in order to take good care of your child/ren and ensure their wellbeing & security? (e.g. custody arrangements, special needs, behavioural issues, cultural and/or religious norms etc).

Parent/Guardian Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please contact the co-ordinator. On signing this Enrolment Form you agree and acknowledge:

- I have read and understood the 'Information for Parents/Guardians' on the last page of the most recent School Holiday Programme enrolment information and the 'Additional Information for Parents/Guardians' on the reserve of 'Fees Terms & Conditions'.
- The holiday programme supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes in attendance arrangements.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes to personal information and/or circumstances given on this enrolment form.
- I agree to pay all fees as stipulated in the Fees Terms & Conditions.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren for archival purposes.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren to be used on Pt Chevalier Community Centre's School Holiday Programme promotional material which may include the Pt Chevalier Community Centre's website.
(Copies of photos may be ordered by parents/guardians on request - some costs may be involved).

Name of Parent: _____

Signature of Parent: _____ Date: _____

Privacy Act 1993: The information you have supplied is necessary for the safe and effective operation of the school holiday programme. All personal information given to us is confidential and will be stored in a secure environment. You are welcome to review information pertaining to your child's enrolment at any time.

Complaints: If you have any complaints, in the first instant please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

~ We welcome your feedback ~

If you have any compliments or suggestions to make improvements please let us know

Office Use:

Amounts Paid:

Paid in Full

Dates Paid:

Receipt #:

WINZ application: Yes/No

Subsidy Approved /Declined

Enrolment dates & times entered on Attendance Sheets

Pt Chevalier Community Centre Inc. School Holiday Programme
Fees Terms & Conditions

General

These terms and conditions between Pt Chevalier Community Centre Inc. School Holiday Programme ("Centre") and the Parents/Legal Guardians ("Parents") apply to all enrolments for the School Holiday Programme running from Monday 18th January to Friday 29th January 2010.

Fees

All fees are inclusive of GST.

Core Fees (9am to 3pm)

- \$14 per child per day for on-site activities
- \$19 per child per day for off-site excursions

Extra fees

- Before care: 8am to 9am \$3 per child per day
- After care: 3pm to 5pm \$5 per hour per child per day
- \$2 per minute per child collected after 5pm

Fee Discounts

- A \$2 discount off the selected day(s) core daily fee applies for each additional sibling.

Payment/Enrolment

All fees must be paid prior to the commencement of the first day the child/ren attend the programme. A fully completed enrolment form must be completed before acceptance of child/ren onto the programme can go ahead. Please note: we will not accept children on any given day that have not pre-enrolled regardless of spaces available on that day.

Fees can be made by cheque, cash or paid directly to the Centre's bank account: Pt Chevalier Community Centre Inc, ASB Pt Chevalier. **Account # 123020-0399921-02**

Where a cheque is dishonoured, the Parents agrees to pay the full amount owing in cash within 7 days of the Centre co-ordinator informing the Parents via email or posted letter, of the bank's decision to dishonour the cheque.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

WINZ

For WINZ subsidy applications, it is agreed that where WINZ decline an application, full payment of fees owing must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent by email or posted letter of WINZ's decision.

For WINZ subsidy applications, it is agreed that where WINZ only subsidise part of the fees applied for, the remaining fees owed must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent via email or posted letter of WINZ's decision.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

Cancellations/Refunds

Once a booking is accepted no refunds will be given, including when an event is subject to change (mainly due to bad weather), except in extraordinary circumstances. The definition of extraordinary circumstances is at the Centre co-ordinator's discretion.

No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

Refunds are only given where an overpayment of fees is made by the Parents and there are currently no fees outstanding by that Parent. Refunds are paid by cheque.

Additional Information for Parents/Guardians

The programme is for children aged 5 to 13 years and caters for up to 30 children per day. The core hours are 9am to 3pm with before care from 8am to 9am & after care from 3pm to 5pm. The programme is CYF & OSCAR approved. See Fee Terms & Conditions for fee structure.

Pre-enrolment & payment is essential to ensure a place for each child and adequate staffing can be planned in advance. An enrolment form **MUST** be completed before acceptance of child/ren can go ahead. We accept cheques/cash only - sorry eftpos is not available. (See Fee Terms & Conditions for more information).

WINZ Subsidy

Parents wanting to apply for WINZ subsidy **MUST** do so **BEFORE** the programme starts. Failure to do so **WILL** affect eligibility and any fees must be paid by you. Any shortfall of WINZ subsidies must also be paid by you. WINZ have previously accepted late enrolment forms and back-dated the payments – they no longer do this. Make sure you lodge the application form before the programme commences.

Lunches

The Centre provides lunch for on-site days only. Packed lunches must be provided by parents for all excursions. Snacks are to be provided by parents on all days their child/ren attend the programme. The programme endeavours to promote healthy eating habits and encourage parents to provide healthy lunches and snacks. Parents are to provide a clearly named drink bottle on all days their child/ren attend the programme.

Clothing

Please check the clothing requirements for excursions (on whiteboard in SHP room). We are committed to keeping your children sun from the damaging rays of the sun - please provide a sun-hat, sun smart clothing and sunglasses each day, during summer. As some older children can be particular about wearing hats or covering up in the sun (it just doesn't match/look cool/have the right label), it is suggested to try allowing them to choose their summer hat on the proviso that they must wear it whenever they're out in the sun.

Sunscreen Lotion We provide sun-block free-of-charge. If your child(ren) has an allergy to the sunscreen lotion the programme provides, please indicate this on the enrolment form in 'Additional Information' and supply your own appropriate sunscreen lotion to ensure your child is safe.

Lost/Stolen Property

The Centre does not accept any responsibility for children's lost or stolen property but will endeavour to make all reasonable attempts to locate the lost property.

Damage Caused to and/or by your Child

The Centre does not accept any responsibility for any damage to your children's items that they bring to the Centre. It is recommended that children do not bring their treasured items to the programme. Parents may be liable for any damage to property, the Centre's or an activity provider, caused by their children.

Medication/Sick Children

Sick children cannot be admitted to the programme. If a child becomes unwell while in our care, parents will be notified and the child will be kept comfortable until they can be collected. If they require immediate medical attention they will be taken to Pt Chevalier Medical Centre for on-site days and to the nearest medical centre on excursion days. Parents are responsible for any costs involved. If a child needs to take medication while on the programme a consent form is required to be completed and signed - please see the supervisor or co-ordinator.

Expectations

Each individual child **must** be signed in and out each day they attend. It is accepted all children are encouraged to participate in on-site & off-site activities/excursions planned for the day. All children attend the excursions – no child will be left at the centre. No child will be allowed to leave the programme without specific written permission of a parent/guardian. Only people stated on the enrolment form will be allowed to collect children.

Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child/ren may be withdrawn from the programme and the responsible parent/guardian contacted to collect their child/ren. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. 'Withdrawing a Child from the Programme' policy guidelines will be followed.

Ratios

The legal staff minimum ratio is 1:10 onsite, 1:8 off-site with some excursions 1:6 or 1:5 e.g. for water activities. We abide by all activity providers ratio requirements. We often have more staff than the legal ratio requires. Every care is taken by us to provide responsible supervision of all children.

Complaints

If you have any complaints, in the first instance please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

General

For more information please phone, fax, email or visit the office – details on programme pamphlet. Programme policies are on file for viewing at any time. All information given to us is confidential. We welcome your feedback - if you have any compliments or suggestions to make improvements to the programme, please let us know.

Point Chevalier Community Centre Inc.
SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

Child/ren's Name(s) _____

Address _____

Date of Birth & Ages _____

Mother's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Father's Name _____

Home address _____

Phone: (Hm) _____ (Wk) _____ (Mob): _____

Email: _____

Please circle days and times you would like to enrol your child(ren):

Week 1:

| Monday (18th) | Tuesday (19th) | Wednesday (20th) | Thursday (21st) | Friday (22nd) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

Week 2:

| Monday (25th) | Tuesday (26th) | Wednesday (27th) | Thursday (28th) | Friday (29th) |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm | 8am to 3pm |
| 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm | 8am to 4pm |
| 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm | 8am to 5pm |
| 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm |
| 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm | 9am to 4pm |
| 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 9am to 5pm |

People authorised to collect your child(ren), other than yourself:

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Child(ren)'s Doctor: _____ Phone: _____

Name of Practice &/or Address: _____

Additional Information: Does your child(ren) have any particular health needs we should be aware of? (e.g. allergies, food requirements, asthma, medical conditions etc) If your child is taking medication a separate form must be completed – please see the co-ordinator.

Is there anything else we should know in order to take good care of your child/ren and ensure their wellbeing & security? (e.g. custody arrangements, special needs, behavioural issues, cultural and/or religious norms etc).

Parent/Guardian Contract

Please sign this contract to complete enrolment. If you have any questions about the programme or wish to see a copy of the programme policies prior to signing, please contact the co-ordinator. On signing this Enrolment Form you agree and acknowledge:

- I have read and understood the 'Information for Parents/Guardians' on the last page of the most recent School Holiday Programme enrolment information and the 'Additional Information for Parents/Guardians' on the reserve of 'Fees Terms & Conditions'.
- The holiday programme supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes in attendance arrangements.
- I will notify the Co-ordinator and/or Supervisor as soon as possible of any changes to personal information and/or circumstances given on this enrolment form.
- I agree to pay all fees as stipulated in the Fees Terms & Conditions.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren for archival purposes.
- (Cross out if you do not agree) I give permission for photos/videos to be taken of my child/ren to be used on Pt Chevalier Community Centre's School Holiday Programme promotional material which may include the Pt Chevalier Community Centre's website.
(Copies of photos may be ordered by parents/guardians on request - some costs may be involved).

Name of Parent: _____

Signature of Parent: _____ Date: _____

Privacy Act 1993: The information you have supplied is necessary for the safe and effective operation of the school holiday programme. All personal information given to us is confidential and will be stored in a secure environment. You are welcome to review information pertaining to your child's enrolment at any time.

Complaints: If you have any complaints, in the first instant please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

~ We welcome your feedback ~

If you have any compliments or suggestions to make improvements please let us know

Office Use:

Amounts Paid:

Paid in Full

Dates Paid:

Receipt #:

WINZ application: Yes/No

Subsidy Approved /Declined

Enrolment dates & times entered on Attendance Sheets

Pt Chevalier Community Centre Inc. School Holiday Programme
Fees Terms & Conditions

General

These terms and conditions between Pt Chevalier Community Centre Inc. School Holiday Programme ("Centre") and the Parents/Legal Guardians ("Parents") apply to all enrolments for the School Holiday Programme running from Monday 18th January to Friday 29th January 2010.

Fees

All fees are inclusive of GST.

Core Fees (9am to 3pm)

- \$14 per child per day for on-site activities
- \$19 per child per day for off-site excursions

Extra fees

- Before care: 8am to 9am \$3 per child per day
- After care: 3pm to 5pm \$5 per hour per child per day
- \$2 per minute per child collected after 5pm

Fee Discounts

- A \$2 discount off the selected day(s) core daily fee applies for each additional sibling.

Payment/Enrolment

All fees must be paid prior to the commencement of the first day the child/ren attend the programme. A fully completed enrolment form must be completed before acceptance of child/ren onto the programme can go ahead. Please note: we will not accept children on any given day that have not pre-enrolled regardless of spaces available on that day.

Fees can be made by cheque, cash or paid directly to the Centre's bank account: Pt Chevalier Community Centre Inc, ASB Pt Chevalier. **Account # 123020-0399921-02**

Where a cheque is dishonoured, the Parents agrees to pay the full amount owing in cash within 7 days of the Centre co-ordinator informing the Parents via email or posted letter, of the bank's decision to dishonour the cheque.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

WINZ

For WINZ subsidy applications, it is agreed that where WINZ decline an application, full payment of fees owing must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent by email or posted letter of WINZ's decision.

For WINZ subsidy applications, it is agreed that where WINZ only subsidise part of the fees applied for, the remaining fees owed must be paid to the Centre within 7 days of the Centre co-ordinator informing the Parent via email or posted letter of WINZ's decision.

Failure to pay the full outstanding fees by the due date may result in a debt collection agency being advised to collect the debt on our behalf. The Parents agrees to pay all the Centre's costs and expenses (including legal fees and costs) incurred in connection with the recovery of any amount overdue for payment.

Failure to pay the full outstanding fees by the due date may result in the Parents child/ren being excluded from all future Centre school holiday programmes.

Cancellations/Refunds

Once a booking is accepted no refunds will be given, including when an event is subject to change (mainly due to bad weather), except in extraordinary circumstances. The definition of extraordinary circumstances is at the Centre co-ordinator's discretion.

No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

Refunds are only given where an overpayment of fees is made by the Parents and there are currently no fees outstanding by that Parent. Refunds are paid by cheque.

Additional Information for Parents/Guardians

The programme is for children aged 5 to 13 years and caters for up to 30 children per day. The core hours are 9am to 3pm with before care from 8am to 9am & after care from 3pm to 5pm. The programme is CYF & OSCAR approved. See Fee Terms & Conditions for fee structure.

Pre-enrolment & payment is essential to ensure a place for each child and adequate staffing can be planned in advance. An enrolment form **MUST** be completed before acceptance of child/ren can go ahead. We accept cheques/cash only - sorry eftpos is not available. (See Fee Terms & Conditions for more information).

WINZ Subsidy

Parents wanting to apply for WINZ subsidy **MUST** do so **BEFORE** the programme starts. Failure to do so **WILL** affect eligibility and any fees must be paid by you. Any shortfall of WINZ subsidies must also be paid by you. WINZ have previously accepted late enrolment forms and back-dated the payments – they no longer do this. Make sure you lodge the application form before the programme commences.

Lunches

The Centre provides lunch for on-site days only. Packed lunches must be provided by parents for all excursions. Snacks are to be provided by parents on all days their child/ren attend the programme. The programme endeavours to promote healthy eating habits and encourage parents to provide healthy lunches and snacks. Parents are to provide a clearly named drink bottle on all days their child/ren attend the programme.

Clothing

Please check the clothing requirements for excursions (on whiteboard in SHP room). We are committed to keeping your children sun from the damaging rays of the sun - please provide a sun-hat, sun smart clothing and sunglasses each day, during summer. As some older children can be particular about wearing hats or covering up in the sun (it just doesn't match/look cool/have the right label), it is suggested to try allowing them to choose their summer hat on the proviso that they must wear it whenever they're out in the sun.

Sunscreen Lotion We provide sun-block free-of-charge. If your child(ren) has an allergy to the sunscreen lotion the programme provides, please indicate this on the enrolment form in 'Additional Information' and supply your own appropriate sunscreen lotion to ensure your child is safe.

Lost/Stolen Property

The Centre does not accept any responsibility for children's lost or stolen property but will endeavour to make all reasonable attempts to locate the lost property.

Damage Caused to and/or by your Child

The Centre does not accept any responsibility for any damage to your children's items that they bring to the Centre. It is recommended that children do not bring their treasured items to the programme.

Parents may be liable for any damage to property, the Centre's or an activity provider, caused by their children.

Medication/Sick Children

Sick children cannot be admitted to the programme. If a child becomes unwell while in our care, parents will be notified and the child will be kept comfortable until they can be collected. If they require immediate medical attention they will be taken to Pt Chevalier Medical Centre for on-site days and to the nearest medical centre on excursion days. Parents are responsible for any costs involved. If a child needs to take medication while on the programme a consent form is required to be completed and signed - please see the supervisor or co-ordinator.

Expectations

Each individual child **must** be signed in and out each day they attend. It is accepted all children are encouraged to participate in on-site & off-site activities/excursions planned for the day. All children attend the excursions – no child will be left at the centre. No child will be allowed to leave the programme without specific written permission of a parent/guardian. Only people stated on the enrolment form will be allowed to collect children.

Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child/ren may be withdrawn from the programme and the responsible parent/guardian contacted to collect their child/ren. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. 'Withdrawing a Child from the Programme' policy guidelines will be followed.

Ratios

The legal staff minimum ratio is 1:10 onsite, 1:8 off-site with some excursions 1:6 or 1:5 e.g. for water activities. We abide by all activity providers ratio requirements. We often have more staff than the legal ratio requires. Every care is taken by us to provide responsible supervision of all children.

Complaints

If you have any complaints, in the first instance please approach the Programme Supervisor. A complaints form is available on request and the complaints procedure policy is on file if you wish to view it.

General

For more information please phone, fax, email or visit the office – details on programme pamphlet.

Programme policies are on file for viewing at any time. All information given to us is confidential. We welcome your feedback - if you have any compliments or suggestions to make improvements to the programme, please let us know.