

Grey Lynn Community Centre Holiday Programme

510 Richmond Rd, Grey Lynn, ph 378 4908, glccentre@xtra.co.nz

PARENT CONTRACT INFORMATION

Enrolment

Enrolment is finalised upon completion of an enrolment form and the signing of this sheet.

This form must be completed by parents for each child for each separate holiday programme.

We will not accept children on the programme who do not have a current, completed enrolment form.

Food

We provide afternoon tea but children must have their own packed morning tea, snacks and lunches.

Please ensure your child has a drink bottle clearly marked with their name.

NO LOLLIES, JUNK FOOD, SOFT DRINKS OR CAFFEINE BASED DRINKS ARE ALLOWED.

Absences

Once your child's name is on the roll, we expect him/her to be at the programme unless we have been notified by the parent.

You must pay for the days that your child is booked in whether or not she/he attends.

Drop Off & Collection Of Your Child

YOUR CHILD'S SAFETY IS PARAMOUNT TO US!!!

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged to keep your child in our care until you have been located for consent.

To save embarrassment for all concerned, we would appreciate prior notification from you on this matter.

The programme closes at 5.PM sharp and we charge late fees of \$1 per minute

Signing Your Child In & Out

Each day when you drop off and collect your child, it is essential that you sign the daily attendance sheet and fill in all requested contact details. The supervisor will show you where this is located, (generally it will be on the table just inside the main door). Please allow enough time in the morning to complete this formality - it is very important.

Fees

Fees are our main source of income and they are also tax deductible for you so keeps your receipts.

To operate efficiently we require that fees be paid in advance of the programme commencing.

We receive cash or cheque but do not have eftpos or credit facilities.

If you believe you qualify for a WINZ subsidy the Centre Coordinator will be happy to assist you with your application.

Policies and Procedures

Please see the Centre Coordinator if you wish to view our Policies and Procedures. These contain detailed information on health and safety, making complaints, employment practices etc.

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Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected.

This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. If however a child's behaviour is consistently harmful to the other children, parents will be asked to remove him / her from the programme.

Emergencies

In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

Excursions

Your signing of this contract gives permission for your child to attend excursions. These excursions/trips are clearly advertised on our programme. The day's activities are written up daily on the whiteboard located in the front foyer of the Community Centre.

Supervisors are able to be contacted via his/her cell phone when off site.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the CYFS Agency.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor, or the Centre Coordinator and they will be happy to assist you with your concerns.

Sick children

Please do not bring sick children to the programme as we do not have the facilities to care for them. If a child becomes ill during programme hours parents will be called and asked to collect them.

If you have any queries or concerns, the programme supervisor and centre coordinator are always available to speak with you.

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PARENT CONTRACT

PLEASE SIGN THIS CONTRACT TO COMPLETE ENROLMENT.

Please note: if you have any questions about the programme or wish to see a copy of the programme policy prior to signing please do not hesitate to ask a member of staff.

I/we agree and acknowledge:

I have read and understand the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Name of parent/caregiver

Signature of parent/caregiver

Date