

# January 2016 Booking Form

Week 1	Attendance (please tick)	No. of Children	Total
Mon 11	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Tue 12	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Wed 13	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Thu 14	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Fri 15	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____

Week 2	Attendance (please tick)	No. of Children	Total
Mon 18	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Tue 19	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Wed 20	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Thu 21	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Fri 22	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____

Week 3	Attendance (please tick)	No. of Children	Total
Mon 25	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Tue 26	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Wed 27	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Thu 28	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____
Fri 29	<input type="checkbox"/> 8am-3pm <input type="checkbox"/> 8am-5.30pm	_____	_____

**Total Payable \$** \_\_\_\_\_

**Programme Fees:** 8am – 3pm @ \$35 per child 8am – 5.30pm @ \$40 per child

Programme fees are **non-refundable** – please refer to the Parent Contract Information Sheet under Absences and Fees.

**Please ensure that you deliver your child to the centre no later than 9 a.m.**

Please note that we close promptly at 5pm and you will incur **a late fee of \$1 per minute per child** if you arrive late to collect your child/ren.

**Pay Online:** ASB A/c 123022 0280908 00 'Grey Lynn Community Centre Inc'.

# Enrolment Details

Name of child \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_\_

Name of child \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_\_

Address \_\_\_\_\_

Ph: (wk) \_\_\_\_\_ (hm) \_\_\_\_\_ (mob) \_\_\_\_\_

Email \_\_\_\_\_

Parent/Caregiver \_\_\_\_\_ Ph \_\_\_\_\_

Parent/Caregiver \_\_\_\_\_ Ph \_\_\_\_\_

Other people authorised to collect your child \_\_\_\_\_

## ALTERNATIVE EMERGENCY CONTACT *(this must be provided)*

Name \_\_\_\_\_ Ph \_\_\_\_\_

Name \_\_\_\_\_ Ph \_\_\_\_\_

**AUTHORISED ACCESS** Is there anyone forbidden by law to have access to the child or children who are enrolled on this contract? **YES / NO**

*If YES, please provide a copy of the legal document that supports this claim.*

**HEALTH AND WELLBEING** – If your child has any medical, dietary, behavioural or special needs issues please complete the 'Further Information Form' available on request and submit together with this Enrolment Form.

*Please update/request the 'Further Information Form' if a new condition arises once the programme has commenced, e.g. injury.*

Doctor \_\_\_\_\_ Ph \_\_\_\_\_

# 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 enrolled, we expect them 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 they attend.

## DROP OFF AND 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.

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

## SIGNING YOUR CHILD IN AND 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 - this is very important.

## FEES

Fees are our main source of income and they are also tax deductible for you so keep your receipts. To operate efficiently we require that fees be paid in advance of the programme commencing.

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

If you believe you qualify for a WINZ subsidy the centre staff will be happy to assist you with your application prior to commencement of the programme. Fees are non-refundable.

## POLICIES AND PROCEDURES

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

## 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 other children, parents will be asked to remove their child 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.

**I have read the parent contract information and agree to follow all of the parent/caregiver responsibilities.**

**I will explain to my child/children that they are to cooperate and act responsibly with centre staff at all times**

Name of parent/caregiver \_\_\_\_\_

Signature of parent/caregiver \_\_\_\_\_ Date \_\_\_\_\_

## 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 manager 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.

## HATS

Parents/caregivers are required to provide a hat for their child/children and they will be required to wear it at all times when they are outside.

## SUNSCREEN

Parents/caregivers are required to supply their child/children with a bottle of sunscreen.

It is the responsibility of parents/caregivers to ensure that children arrive at the centre each morning with sunscreen already applied as the first staff supervised reapplication of sunscreen will not occur until morning tea break.

Older children are encouraged to reapply their own sunscreen at regular intervals.

## CLOTHING

Parents/caregivers are advised to provide suitable sun-coverage clothing for their child/children each day such as swim tops, t-shirts with sleeves etc. No singlet tops please.

# 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 Parent Contract Information Sheet.

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.

I give permission for my child/ren listed on the enrolment form to attend excursions planned in the Holiday Programme.

I allow first aid to be administered to my child if necessary and acknowledge that in case of an emergency my child will be taken to the nearest Medical Centre and that I will reimburse the costs of any treatment to the Grey Lynn Community Centre.

I acknowledge that every care is taken to provide proper supervision of children.

I acknowledge that the Centre is not responsible for lost property and that my child will wear suitable clothing for active play and planned trips.

I am responsible for any damage that my child causes to Centre property.

*I understand that the programme may photograph children as part of the planned activities and that these photographs will be used in a responsible and appropriate manner only for promotion directly related to the Community Centre.*