

THE GREEN TEAM HOLIDAY PROGRAMME

CHILD/REN DETAILS

Name(s) 1 _____ DOB _____ Age _____
2 _____ DOB _____ Age _____
3 _____ DOB _____ Age _____
4 _____ DOB _____ Age _____

Home Address _____

Telephone _____ (day) _____ (after hours)

Email _____

Ethnicity (for statistical reasons) _____

ENROLMENT DETAILS

TERM 1

TERM 2

TERM 3

TERM 4

Please circle the term & week you would like to enrol your child/ren

Mon	Tues	Wed	Thurs	Fri	Week 1
Mon	Tues	Wed	Thurs	Fri	Week 2

Weekly bookings only

Total Cost \$

People that are able to collect your child

Name _____

Name _____

Name _____

Cost: \$60.00 per week (8.45am – 3.15pm)

FAMILY DETAILS

Mother's Name _____

Telephone _____ (day _____ (after hours)

Father's

Name _____

Telephone _____ (day _____ (after hours)

EMERGENCY CONTACTS

Name _____

Relationship to child _____ Telephone _____

Name _____

Relationship to child _____ Telephone _____

Child/ren Doctor _____ Telephone _____

Additional Information

Does your child have any particular health needs we should be aware of?

I.e. food allergies:

Is there anything else we should know about in order to take good care of your child?

Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the Green Team School Holiday programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.

Parents – Please sign this contract to complete enrolment

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 Green Team Staff. Both parents and the Green Team Coordinator will receive signed copies of this contract.

I/We agree and acknowledge:

I have read and understand the above information.

My child/children have permission to attend programme excursions, as stated in Green Team Programme Schedule.

The Programme Supervisor/Leader has my permission to arrange any necessary urgent medical treatment if required at my expense.

Any photos or footage taken of my child/ren, during the Green Team Holiday Programme may be used in any Rotorua Aquatic Centre promotional material.

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 Green Team Holiday Programme.

N.B Please ensure children wear closed footwear on each day of the Programme for their own Safety.

Name of parent

Signature of parent

Welcome to the Green Team School Holiday Programme

Enrolment

Enrolment is finalised upon completion of an enrolment form and signature of parent/caregiver. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up to date information because of this, enrolment forms will need to be completed at each holidays.

Meals

Afternoon snacks will be provided each day. Please provide your child/ren morning tea, lunch and a water bottle everyday of the programme. Also let our staff know, if you haven't already done so on the enrolment form, of any allergies your child/ren may have with food etc.

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/caregiver. Numbers listed below for you reference:

- Supervisor's Mobile 027 555 7484
- Coordinator's Work 3517625
- Coordinator's Mobile 027 472 7291
- Rotorua Aquatic Centre on (07) 348 8833 and leave a message, this will be passed onto the Programme Supervisor.

If we have not been notified and your child does not arrive we do EVERYTHING we can to locate her/him.

Your child's safety is paramount to us!

COLLECTING YOUR CHILD

If a person arrives to collect your child whose name is not on your enrolment form, we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save unnecessary distress and embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 3.15pm.

Signing your child in and out

Each day it is essential that you sign your child in and out on the attendance forms (unless prior arrangement with Coordinator/Supervisor), this will be located on the table at the end of reception. **We need to know that your child has arrived and gone home safely.**

Fees

Holiday Programme

\$60.00.....9.00am – 3.00pm per week/child

Late & Early Fees of \$5.00 per day or food donation.

Early Drop off starts 8.45am

Pick Ups by 3.15pm

Please advise our staff if the above may happen.

To operate efficiently we require that fees be paid in advance, upon completion of enrolment or as arranged with the Programme Coordinator/Supervisor.

All payments should be made at the Rotorua Aquatic Centre. (Eftpos is available). A record of your payments is recorded in the Weekly Attendance Register.

Your fees must be paid in full prior to your child/ren attending the Programme. Once fees are paid in full, this will secure your booking. Please note (that due to organisation prior to activities) there will be no refunds.

Policies and Procedures

Please see the Programme Coordinator/Supervisor if you wish to view our Policies and Procedures Booklet. It contains 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 is stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. The Programme Leader will raise any concerns regarding a

child's behaviour with parents. However, if a child's behaviour is consistently harmful to the other children, parents may be asked to remove him/her from the programme.

Emergencies

All our Recreation staffs are trained to deal with emergencies. In the case of a serious accident involving your child the staff shall make every endeavour to 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

Parents will be informed via the programme schedule of all outings, and your signature on the enrolment form gives permission for your children to attend the excursion. Aquatic Centre reception will have all details of the programme, with contact numbers.

Child Safety

The 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 (formerly CYPFA).

Complaints

The programme has a complaints procedure. If you have any problems please approach the Programme Coordinator/Supervisor, who will be happy to assist you with your concerns.

Sick Children

Please do not send along sick children, 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 concern, the Programme Coordinator is always available for you.

We look forward to getting to know you and your child