

# YMCA SCHOOL HOLIDAY PROGRAMME

## Registration form

Centre: \_\_\_\_\_

Parent/caregiver name: \_\_\_\_\_ Customer Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Street: \_\_\_\_\_ Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Parent/caregiver DOB: \_\_\_/\_\_\_/\_\_\_ Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Please note: Multiple children's details should only be on the same form if they are attending the same holiday programme on the same days.

Childs (1) first name: \_\_\_\_\_ Childs (2) first name: \_\_\_\_\_ Childs (3) first name: \_\_\_\_\_

Childs (1) surname: \_\_\_\_\_ Childs (2) surname: \_\_\_\_\_ Childs (3) surname: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Sex: M F Ethnicity: \_\_\_\_\_ Sex: M F Ethnicity: \_\_\_\_\_ Sex: M F Ethnicity: \_\_\_\_\_

Medical/Dietary conditions: \_\_\_\_\_ Medical/Dietary conditions: \_\_\_\_\_ Medical/Dietary conditions: \_\_\_\_\_

Swimming ability: BEG INT STR Swimming ability: BEG INT STR Swimming ability: BEG INT STR

What school does your child attend? \_\_\_\_\_ What school does your child attend? \_\_\_\_\_ What school does your child attend? \_\_\_\_\_

### If we can't get in touch with you we can contact:

Emergency contact 1: \_\_\_\_\_ Emergency contact 2: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### Who can collect your child? (other than those listed above)

Name 1: \_\_\_\_\_ Name 2: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Special instructions about collecting your child(ren): \_\_\_\_\_

Is there anyone who should not have access to your child? \_\_\_\_\_

Is there anything else we need to know about your child? \_\_\_\_\_

How did you hear about this programme? \_\_\_\_\_

Are you applying for a WINZ subsidy? Yes No GP Name: \_\_\_\_\_

What is your WINZ number? \_\_\_\_\_ Practice: \_\_\_\_\_

Is the correct paper work enclosed? Yes No Phone: \_\_\_\_\_

By signing this form I understand that I am accepting the terms and conditions as outlined in this document, also available on our website.

By signing this registration form I understand that if for whatever reason my WINZ application is declined or only partially paid that I am liable for the remaining cost of registration for my child(ren) in the YMCA school holiday programme.

WINZ paperwork must be brought to your nearest YMCA venue and signed off prior to the programme (Porirua, Lower Hutt, YMCA Upper Hutt, or any YMCA ASC centre.)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

I want to be emailed other YMCA event and programme information Yes No

I give permission for my child(ren) to be photographed: Yes No

I give permission for sunscreen to be applied to my child(ren): Yes No

# YMCA SCHOOL HOLIDAY PROGRAMME

## Programme selection:

Please note that some of the below options are age related. Refer to the brochure for more information.

Step 1	Mt Cook	Khandallah		Raroa	Silverstream		Belmont		Titahi Bay	Plimmerton
		Option 1	Option 2		Option 1	Option 2	Option 1	Option 2		
Mon 2	\$36	\$40		\$40	\$36		\$36		\$36	\$36
Tues 3	\$51	\$44	\$44	\$66	\$51		\$51		\$40	\$40
Wed 4	\$36	\$51		\$66	\$51		\$47		\$47	\$47
Thurs 5	\$47	\$36		\$66	\$47		\$40		\$47	\$47
Fri 6	\$51	\$51	\$51	\$66	\$40		\$51	\$51	\$36	\$36
Mon 9	\$47	\$51		\$56	\$47		\$47		\$47	\$47
Tues 10	\$36	\$40		\$36	\$36		\$36		\$36	\$36
Wed 11	\$51	\$51		\$66	\$51		\$51		\$47	\$47
Thurs 12	\$51	\$44		\$66	\$51	\$51	\$47		\$47	\$47
Fri 13	\$36	\$36		\$66	\$36		\$36		\$36	\$36

## Step 2

Before Care 7:30 - 8:30am (\$5.50 per day)	<b>CENTRE:</b>
<b>Dates required:</b>	

After Care 3:30 - 5:30pm (\$11.00 per day)	<b>CENTRE:</b>
<b>Dates required:</b>	

## Step 3

Payment information	
Day Programme Total	\$
Before Care Total	\$
After Care Total	\$
<b>TOTAL</b>	\$
Payment method	
Internet Banking   Cash   EFTPOS   Credit Card   Cheque   WINZ	
Cash is not accepted at holiday programme centres.	
You can pay via credit card over the phone. Please call 04 568 3252 ext 708	
<b>Bank details:</b> YMCA Greater Wellington 06 0507 0076522 03 <b>Reference:</b> Account code <b>AND</b> child's name	<b>Account queries:</b> Rebecca White 04 568 3252 ext 708 rebecca@ymcawellington.org.nz

## OFFICE LOCATIONS:

YMCA Head Office,  
33 Waterloo Road,  
Lower Hutt  
04 568 3252

YMCA Upper Hutt  
Somme Road,  
Trentham, Upper Hutt  
04 527 3380

# TERMS & CONDITIONS

By making this booking, you are agreeing to the following terms and conditions, including enrolling your child in a YMCA programme.

## FEES, ABSENCES AND REFUNDS

You agree to pay for all the sessions booked. If you book by **24 September** you **save 5%** on your booking.

### Cancellations/Change Day's

Cancellations or changes to existing bookings notified to the centre supervisor with four full calendar days' notice will result in no charge. Cancellations or changes to existing bookings with no notice given or if notice is under four calendar days will result in full charge.

In the event your child is sick from our programme you will be charged \$20 instead of the booked fee, this does need to be reported to the centre supervisor by 8.30 am that day.

If a child does not attend the service due to a family emergency or other extenuating circumstances a credit may be arranged at the discretion of the YMCA for the day/s to be attended in the next holiday programme. This credit will not be extended further than the following holiday programme.

All absences must be notified as soon as possible to the supervisor of the centre even if it is on the day of the absence. A phone fee will be applied at the discretion of the supervisor for any phone calls made to verify non-attendance.

## ADDITIONAL CHARGES

### Late pick up fee

A late pick up fee of \$20 per child for the first 15 minutes, and \$1 per minute after this point, will apply if children are not collected prior to programme closing time. Exceptional circumstances will be taken into consideration.

### Before and after care

If your child is booked in for the day programme only, and you drop your child off before 8:30 am or after 3:30 pm, you will be billed for the additional care.

If for any reason, a staff member needs to make a phone call to you, then you may be charged a \$5 phone fee in addition to any applicable fees.

If your account is overdue and requires debt collection, you, the client, will be liable for any and all legal collection charges necessary to recover this amount. Your child will not be allowed to attend programmes until the debt is cleared.

## IMPORTANT INFORMATION FOR PARENTS

### Signing In/Out

All children must be signed in and out of the programme upon picking up or dropping off your children. The YMCA is not responsible for children once signed out of the programme. If you require your child to make their own way to or from the programme, please complete a consent form (available from your centre).

### Activities

We aim to follow our advertised programme and give acceptable notice of all changes to activities and programming; however this is not always possible. Please understand activities may change without notice if circumstances demand. The YMCA is not obliged to offer any compensation for this occurring as limited numbers and other circumstances must be met to run all sessions.

A copy of our **OSCAR** policies and procedures are available at each holiday programme centre. This document includes our Child Collection Policy, Refund Policy and Complaints Policy.

### Consent

If you give permission for your child to be photographed, photos may be displayed in house and we reserve the right to use them in our advertising and marketing

### CYF & OSCAR

Our YMCA Holiday Programmes have been approved under CYF and OSCAR standards. All care will be taken to provide a safe and well supervised environment for children attending the programme in accordance with these standards.

### Risk

You understand that with all kids programmes there are risks involved. The YMCA manages risk by having and implementing our Out of School Programme Policy and Procedures document. This document has safety procedures, as well as rules and boundaries for all children that must be complied with. If you wish to see a copy of this document please ask at your centre. YMCA assures that all care will be taken to provide supervision of all children attending the programme in accordance with policies and procedures and at the judgement of the Y-Kids OSCAR Manager, Operational Managers, programme supervisor and staff.

The YMCA is not responsible for loss and damage to children's possessions. Programmes cannot accommodate sick or injured children. Parents or emergency contacts will be advised to collect children who are unwell or need moderate medical attention. In serious cases, an ambulance will be called. Parents accept responsibility for any costs that are incurred as a result of medical attention required.

### Behaviour

If your child continually acts inappropriately, or places themselves, other children or staff in danger you will be contacted. If problems continue, access to the programme may be withdrawn.

We cannot guarantee delivery of email, as it relies on an external source. Please note that your obligations to make payment on the account remains. You need to ensure that your email address is kept up to date - if it changes, make sure you let us know, as with the rest of your contact details.