

# YMCA GREATER WELLINGTON

## Before and After School Care Registration Form 2018



Complete the first two pages of this form. Then sign to acknowledge that you have accepted our terms & conditions on page 3.

Child's name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender (circle): M / F Ethnicity: \_\_\_\_\_

Enrolment information must be completed each year to register your child for before & after school care. We prefer registrations to be made through our online booking system which can be found at [www.ymcawellington.org.nz](http://www.ymcawellington.org.nz)

Parent/Guardian: \_\_\_\_\_

Parent/Guardian D.O.B (dd/mm/yy): \_\_\_\_\_ Email: \_\_\_\_\_

Address/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address/Suburb/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Alternate/Emergency Contact 1: (required) \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate/Emergency Contact 2: (required) \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide details about who is allowed to pick your child up:

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

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

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

Do any of these apply to your child? (circle):

Vegetarian    Gluten free    Vegan    Food Allergy    Lactose Intolerant    Asthma    Diabetes    Other

Please provide details: \_\_\_\_\_

Swimming Ability (circle): Beginner    Intermediate    Strong

Will your child be bringing any medication to ASC? (circle): Yes / No

(If 'yes' you will need to complete a medication administration form at the centre).

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

What is the medication for?: \_\_\_\_\_

Is there any past or current injuries that we should be aware of?

Provide details: \_\_\_\_\_

Does your child have any known or suspected allergies? (circle): Yes / No

Is your child anaphylactic to the above allergy? (circle): Yes / No

If yes, do they carry EpiPen? (circle) Yes / No

Note: YMCA does not have EpiPens on site. If your child requires one, please ensure they bring it with them.

GP Name: \_\_\_\_\_ Practice: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a Work & Income (WINZ) application? Yes / No      WINZ number: \_\_\_\_\_

### Photography & Videography consent:

I \_\_\_\_\_ give permission for YMCA Greater Wellington to capture and use imagery (videos and/or photographs of my child(ren)). I certify that I am over 18 and if providing consent for dependents that I am their parent or legal carer. I grant YMCA rights to use the images resulting from the photography and/or videography, and any reproductions or adaptations of the images and/or video(s) for fundraising, publicity, or other purposes to help achieve the YMCA's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. I understand that all imagery and/or footage will be held securely by the YMCA for up to three years.

### Sunscreen Consent

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

How did you hear about us (e.g: Online, word of mouth, already a customer, other): \_\_\_\_\_

I would like to be emailed YMCA promotional material and information on upcoming programmes/events (circle): Yes / No

### Programme selection

Complete the section below by ticking the dates and programmes that you would like to book. For Trentham School and Upper Hutt School, specify that you would like to book a) before school care 7.00am - 8.30am b) before school care 7.30am - 8.00am and/or c) after school care.

	7.30am - 8.30am	3pm - 6pm	Centre	7.30am - 8.30am	3pm - 6pm
Belmont Memorial Hall	N	Y	Silverstream School	Y	Y
Cashmere Ave	Y	Y	Te Aro School	N	Y
Crofton Downs	N	Y	Titahi Bay School	N	Y
Khandallah School	Y	Y	Trentham School	Y	Y
Mt Cook School	N	Y	Upper Hutt School	Y	Y
Raroa Intermediate School	N	Y			

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Centre: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Before Care					
After Care					
Week 2					
Before Care					
After Care					

Frequency: Weekly  Fortnightly  Casual  Other

### Terms & conditions

Read our terms & conditions overleaf. Provide your name, signature and today's date at the bottom of the page to acknowledge that you accept our terms & conditions. The terms & conditions page must be signed and returned to YMCA in order for us to process your application.

# TERMS & CONDITIONS

## MSD standards

This YMCA programme has been approved under MSD 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.

## Activities

We aim to follow a 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.

## Signing in and out

All children must be signed in and out of the programme when dropped off or picked up. 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). You must also advise the YMCA in writing if your child is to be collected by any person other than those detailed on this enrolment form. Children must be picked up by 6:00pm. A late pick up fee of \$20 per child for the first 15 minutes and \$1 per minute thereafter will be charged.

## Policies & Procedures / Health & Safety

You understand that with all children's programmes there are risks involved. The YMCA manages risk by having and implementing our OSCAR Policies and Procedures document which is available to view at your centre. This document includes our child collection policy, refund policy and complaints policy. This document also has safety procedures, as well as rules and boundaries for all children that must be complied with. All care will be taken to provide supervision of all children attending the programme in accordance with OSCAR Policies and Procedures and at the judgment of the Y-kids staff team. The YMCA is not responsible for loss and damage to children's possessions. Our before and after school care 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 are to accept responsibility for any costs that are incurred as a result.

## Behaviour

We have a duty of care to all children in our care and work under strict ministry guidelines. Ongoing behavioural concerns can put the safety of other children at risk. We have a set procedure to follow when dealing with behavioural concerns and this may involve parent meetings, behavioural contracts and extreme situations may result in exclusion from a programme.

## Photography/videography consent

If you have given permission for your child to be photographed and/or filmed, you grant rights to use the images and/or video footage, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the YMCA's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. All imagery will be held securely by the YMCA for up to three years.

## Financial queries

For all invoicing or financial queries, contact our Y-Kids Administrator on 04 568 3252 ext 708 or email [y-kids@ymcawellington.org.nz](mailto:y-kids@ymcawellington.org.nz)

## Registration

You can register for out of school care on our website or by downloading this registration form. Registration must be completed each year prior to making a booking.

**Sign this form to agree to our terms & conditions.**

**This page must be returned in order for us to process your application.**

Name (parent/caregiver): \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_\_

Signature: \_\_\_\_\_

## To make a booking (subject to availability):

<b>Greater than two working days notice.</b>	<ul style="list-style-type: none"> <li>Standard fees apply.</li> <li>May be done online, directly with the centre or through the office.</li> </ul>
<b>Less than two working days notice.</b>	<ul style="list-style-type: none"> <li>Additional casual booking fee applies.</li> <li>Can only be done directly with the centre or through the office.</li> </ul>

## Absence (Notify the centre directly or our office so we can update our roll):

- Online:** [www.ymcawellington.org.nz](http://www.ymcawellington.org.nz)
- Centre:** Refer to our website for contact details or ask your Centre Manager
- Office:** [y-kids@ymcawellington.org.nz](mailto:y-kids@ymcawellington.org.nz) or 04 568 3252 extn 708.

<b>If a child is sick, absent from school and the centre is notified prior to 11am on the day.</b>	Fee is reduced to a sick fee of \$6.
<b>If cancellations/absences are notified with seven full calendar days.</b>	No charge.
<b>If cancellations/absences are notified within the seven day period.</b>	Standard fees apply.

## Payment & billing information

You can pay with internet banking, WINZ subsidy or by credit card (online only). You can also give us a call to discuss payment method. We encourage our customers to set up an automatic payment via internet banking to pay for their out of school care services. For bank account details, refer to website. Please use your customer code as your reference. Automatic payments can be set up through your internet banking or through your bank.

## Collections Policy

YMCA of Greater Wellington is a not-for-profit organisation dedicated to providing social and recreational services for kids, families and communities in the lower North Island. In order to fund these services on a continuing basis, the YMCA needs to generate sufficient cash flow to pay all service costs and provide suitable equipment for the safety and enjoyment of all.

Main sources of income are from:

- Charging customers affordable rates for the services they use.
- Government subsidies to cover otherwise loss making programmes.
- Donor community generosity to fund infrastructure and scholarships.
- Margins are tight, and as 70% of our funding comes from our customers, we rely on them to pay their bills promptly. Our ability to provide extended credit to our customers is severely limited and consequently we enforce a very strict payments regime, followed by an active overdue collections policy.
- We provide services to our customers (on credit) on the basis that they will pay their account balance by the last day of the following month. If the account is not paid and becomes overdue by one month, we assume there is an unresolved billing issue, or a temporary lapse from our customer. In this situation we provide a "reminder" to prompt action.
- If the debt is two months or older we will make contact with the client about their account and, depending on the outcome, relevant action will be taken, this could include suspension of attendance or debt collection. Formal collection proceedings can include referral to a Collection Agency. These costs will be forwarded on to the parent or caregiver.
- You agree to pay for all booked sessions and understand that access to the programme may be withdrawn if fees are in arrears. You also understand that there may be fees involved in changing or cancelling your booking as per our fees table.

## Winz payments

- As a parent receiving a WINZ subsidy it is your responsibility to ensure WINZ is making payment of the subsidy and to notify WINZ of a change in hours for your subsidy. Any WINZ over payments are refunded back to WINZ. You are required to pay the balance between the WINZ subsidy and the cost of the care you receive. In the event that WINZ does not pay, you are liable for all fees.
- We have developed a set of guidelines which we believe is consistent and reasonable across the board.
- We have the right to introduce and change fees and charges in connection with our services, we will notify you of any such changes.