

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 we release your child to? (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 we should not release your child to? (Please provide legal documents if applicable)

Name: _____ Relationship to child: _____

How did you hear about this programme? _____

What would make your child stay more enjoyable? _____

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

Is your child registered with any agencies? If so please name them. _____

(This information is only used if there are concerns around the health and safety of children in our care. Please see our privacy statement)

Are there any situations which may trigger behaviour concerns? _____

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

Are you applying for a WINZ subsidy? Yes No

What is your WINZ number? _____

Is the correct paper work enclosed? Yes No

GP Name: _____

Practice: _____

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	Upper Hutt	Mt Cook	Khandallah	Raroa	Silverstream	Belmont	Titahi Bay
Mon 1	\$36	\$36	\$36	\$40	\$36	\$36	\$36
Tues 2	\$36	\$40	\$52	\$72	\$40	\$52	\$52
Wed 3	\$52	\$52	\$52	\$60	\$52	\$52	\$52
Thurs 4	\$52	\$36	\$36	\$67	\$52	\$36	\$40
Fri 5	\$52	\$52	\$52	\$60	\$52	\$52	\$52
Mon 8	\$52	\$52	\$52	\$60	\$52	\$52	\$52
Tues 9	\$36	\$36	\$52	\$60	\$52	\$52	\$52
Wed 10	\$52	\$52	\$36	\$40	\$36	\$36	\$36
Thurs 11	\$40	\$52	\$52	\$72	\$52	\$52	\$52
Fri 12	\$36	\$36	\$36	\$60	\$36	\$36	\$36

Step 2

Before Care 7:30 - 8:30am (\$5.50 per day)	CENTRE:
Dates required:	
Upper Hutt Before Care 7:00 - 8:30am (\$8.00per day)	
Dates required:	
After Care 3:30 - 6:00pm (\$13.00 per day)	CENTRE:
Dates required:	

Step 3

Payment information	
Day Programme Total	\$
Before Care Total	\$
After Care Total	\$
TOTAL	\$
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	
Bank details: YMCA Greater Wellington 38 9019 0280883 01	Account queries: Rebecca White 04 568 3252 ext 708 rebecca@ymcawellington.org.nz
Reference: Account code AND childs name	

OFFICE LOCATIONS:

YMCA Head Office,
67 Pilmuir Street,
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 21 September you save 5% on your booking.

CANCELLATIONS/CHANGE DAY'S

Cancellations or changes to existing bookings notified to the centre supervisor with seven full calendar days' notice will result in no charge.

Cancellations or changes to existing bookings with no notice given or if notice is under seven 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.

MSD Approval

Our YMCA Holiday Programmes have been approved under MSD 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.

VEHICLE POLICY

Where programme activities require children to be transported off site, children may be transported by bus, YMCA vehicle, or on foot. At all times when children are being transported, the ration will be 1 adult to 8 children. The YMCA use reputable bus companies. All YMCA vehicles will comply with NZTA legislation and be driven by staff members that hold a clear full NZ driver's license. By agreeing to those terms and conditions, you agree to your child being transported when 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.

PHOTOGRAPHY CONSENT

If you have given permission for your child to be photographed, you grant rights to use the images resulting from the photography, 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 a maximum of three years. If you have any queries/concerns regarding photography or images that have been collected, please contact YMCA Management.

Privacy Statement:

Ymca Greater Wellington is committed to keeping children healthy and safe. As per the privacy act, should there be any welfare concerns relating to your child, where specialist advice and guidance is needed, YMCA greater Wellington will be required to share any relevant information with appropriate agencies (such as Oranga Tamarikik, health and education providers, police etc) with or without parental consent. Any questions, or for further guidance, please speak to your YMCA centre manager or view YMCA Greater Wellington policies and procedures.