

# GLENHOLME HOLIDAY PROGRAMME ENROLMENT AGREEMENT

**APPLICATION FOR THE ENROLMENT OF THE FOLLOWING CHILD:**

Child's full name \_\_\_\_\_ Preferred name \_\_\_\_\_

Date of birth \_\_\_\_\_ Male/Female \_\_\_\_\_ First day of attendance \_\_\_\_\_

Home address \_\_\_\_\_ Post code \_\_\_\_\_

**Person responsible for payment** \_\_\_\_\_ Relationship to child \_\_\_\_\_

Billing address \_\_\_\_\_ Post code \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

**Principal Caregiver's name (if different to above)**

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

Home address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work/ext \_\_\_\_\_

Email \_\_\_\_\_

**Other contacts**

The names of two people, other than the principal caregiver stated above, who (by direction of a person who has custody of the child) are allowed to collect my child or can be consulted if my child is ill or injured, or can be contacted in any emergency situation:

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

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work/ext \_\_\_\_\_

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

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work/ext \_\_\_\_\_

NOTE: Your child will not be allowed to leave the programme unless accompanied by one of the above or someone authorised by the parent/caregiver.

**Custodial Statement**

Do both parents have day-to-day care of your child? YES/NO

If "NO" are there any parenting orders or custodial arrangements concerning your child? Please advise the supervisor of any such orders or arrangements. *(Please note, a court order needs to be sighted and a copy held on file for us to prohibit a parent or guardian from collecting his/her child.)*

Name of person who is NOT allowed to collect my child:

Name \_\_\_\_\_ Court Order is on file YES/NO

**In which programme are you enrolling your child?**

Holiday programme YES/NO

Casual Booking YES/NO (Please note that casual bookings require at least one day’s notice)

Permanent booking YES/NO (Indicate days required below)

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Start Time					
Afternoons					
Finish Time					

The school your child attends \_\_\_\_\_ Room Number \_\_\_\_\_

**Health**

Child’s doctor \_\_\_\_\_ Surgery \_\_\_\_\_ Phone \_\_\_\_\_

In the event of a medical emergency, I understand my child will be taken to hospital in an ambulance if necessary. The parents (in the first instance) or an approved contact person will be notified immediately. All medical costs incurred are at the child’s principal caregiver’s expense.

I give permission for the use of Arnica cream to be applied to bumps and bruises. YES/NO

I give permission for the staff to apply sunblock to my child’s skin. YES/NO

I give permission for my child to be given basic First Aid treatment by the staff. YES/NO

If my child has a fever, rash, sticky eyes, diarrhoea or vomiting s/he will be kept at home until the symptoms are gone. If your child shows such symptoms at the programme, GASP staff will notify you and you will arrange to have your child picked up as soon as possible.

**Medications and Allergies**

All medications administered to your child by Programme personnel must be handed to the supervisor on arrival and must be signed in the medication register by a parent or guardian. For safety reasons, medication must have the correct child’s name on it.

Please also list any allergies (food or otherwise), religious dietary requirements, or health problems that we should be aware of. Please note any such details below and discuss with the supervisor.

\_\_\_\_\_  
\_\_\_\_\_

**Behaviour Management**

Please advise the supervisor if there are any behavioural issues we need to know about. We have zero tolerance for physical violence, foul language and intentional damage to property or equipment. If your child’s behaviour is considered a risk to others, you will be notified and asked to remove the child. If there are any further incidents, your child may be excluded from future attendance in the programme.

In signing this form, you agree to accept the cost of any damage wilfully caused by your child and you agree to pick up your child immediately if his/her behaviour is deemed unacceptable.

**Fees**

Fees are payable weekly via online banking. The account is M Roling Business 02-0412-0194876-000 with your child’s initial and surname as reference. If online banking is not an option, cash may be given to the supervisor on duty. If a weekly payment is difficult, please talk to the supervisor about other options.

I agree to pay my child’s fees in a timely manner.

I agree to notify Programme if my child cannot attend on a scheduled day. We do not charge you if your child cannot attend the programme because of illness or other unexpected events but we do ask that you notify us as soon as possible. We reserve the right to charge you for non attendance if no communication has been made by you.

I agree to pay a late fee if my child is left at the programme outside of operating hours. This will be charged at the rate of \$15 per 15 minutes. An immediate fee of \$5 is applicable for any pick-up after 5.30pm. This will be waived if it is a one-off occurrence and is unavoidable.

I agree to the terms and conditions of this agreement and on the fee schedule attached.

**OSCAR Subsidy**

Do you qualify for an OSCAR subsidy? YES/NO  
It remains your responsibility to ensure your account is paid weekly and to pay any part of your fees which are not covered by the subsidy. It is also your responsibility to keep Work and Income informed of any changes in circumstances or care arrangements. Always ensure that your application/renewal is lodged with Work and Income prior to your child attending GASP or prior to the expiry of the current subsidy. In signing this form, you agree to pay all your child’s fees, even if your WINZ application is declined.

**Activities and Excursions**

Staff will do their best to keep your child safe during any activities inside or outside the school grounds. However, staff and supervisors will not be held liable in the event of an injury, or damage or loss sustained to your child or to personal effects that have been brought into the programme.

My child has permission to participate in activities outside of the school grounds which may include transport in a Holiday Programme approved vehicle. YES/NO

My child has permission to participate in swimming activities YES/NO  
Swimming ability Confident/Non-confident

I give consent for photographs to be taken of my child during programme activities YES/NO

(Permission will be sought before any such photographs are used for publicity purposes.)

My child has permission to be transported in a staff member’s car in the case of an emergency or if s/he needs to be dropped off at home when other arrangements have fallen through. YES/NO

**I agree to the terms of this agreement and declare that the information I have provided is true and correct.**

Signature of principal caregiver \_\_\_\_\_ Date \_\_\_\_\_

Note:  
Information provided on this enrolment form may be required for statistical purposes. As required by the Vulnerable Children Act 2014 the information may be shared with appropriate organisations if there are concerns about the safety of the child. Staff and supervisors follow the principles of the Privacy Act 1993.

# **GLENHOLME AFTER SCHOOL PROGRAMME (GASP)**

## **INFORMATION AND POLICIES**

The emphasis of this after school programme is on children's rest and recreation under adult supervision.

The programme is offered in the Glenholme School hall (and occasionally operates from the St Mary's School hall). It operates from 3.00pm until 5.30pm on school days and excludes public holidays. Morning care is available 7.15 – 8.30 am.

We would like you to know:

- The ratio of caregivers to children is kept at 1:10 or better.
- A healthy afternoon tea is provided. This usually consists of sandwiches or toast together with fruit and/or vegetables. Sweet treats such as cake are kept for special occasions such as birthdays and a few other holidays.
- A supply of equipment is available for the children. (Balls, bats, board games, puzzles, books, art materials, Lego , and any other fun activities we come across in our research.)
- Homework supervision will be offered if requested and circumstances permit. However, our personal philosophy is that children need some free time after a day's concentrating at school. Homework time is usually kept to the later afternoon after the children have had a chance to unwind.
- As the school has given us the use of their facilities, we have promised to take care of them and expect the children in our care to do so as well. This includes not riding scooters or bikes (or other Things-with-Wheels!) in the school grounds.
- We are happy for parents to stop by and visit anytime during programme hours. Please note that parents are not to park in the school driveway or illegally park at the pedestrian crossing even when briefly picking up or dropping off children.
- Children cannot leave the care of GASP without permission before they are collected by their parent/caregiver.
- We operate a "walking bus" between Glenholme School and St Mary's School.
- Programme fees are payable weekly. Unlike some other programmes, we do not charge you if your child is unexpectedly ill or cannot attend on a scheduled day. However, we do expect you to notify us about your child's unexpected absence as soon as possible. We charge \$8.60 per hour per child, or \$8.00 per hour for 2 children families. Our bank account is GASP Partnership 02 0416 0277687 00.
- The GASP phone number is 021-121-5599. Please contact this number either via text or call if there are any changes to your child's attendance.
- Children must be picked up by 5.30pm or a late penalty may be charged.
- The programme coordinators are Maryanne Roling (021-121-5599) and Wendy Blackman (021-728-566). They can assist you with any additional information you may require.