



Holiday Programme Enrolment

Children's Details

Child's Full Legal Name		Preferred Name	
Date of Birth / /	Age	Male / Female	First day of Attendance / /
School	Room Number	Ethnicity/Iwi	
Medical Conditions		Allergies	
Dietary Restrictions		Other Conditions	
Regular Medication		Swimming Ability Limited / Capable	

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Date of Birth / /	Age	Male / Female	First day of Attendance / /
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Date of Birth / /	Age	Male / Female	First day of Attendance / /
School	Room Number	Ethnicity/Iwi	
Medical Conditions		Allergies	
Dietary Restrictions		Other Conditions	
Regular Medication		Swimming Ability Limited / Capable	

Caregivers Details (E-Mail address is necessary for invoicing)

Home Address		Post Code
Home Phone	E-Mail Address	
Name	Relationship to Child	
Cell Phone	Work Phone	
Name	Relationship to Child	
Cell Phone	Work Phone	

Emergency Contacts (No child will be permitted to leave the service with person's not listed on this enrolment)

Names and contact details of two other people other than caregivers named above who have your permission to collect your child/ren from the service and who may be contacted in cases of illness, injury or emergency situations. (Written permission must be given to the YMCA if other persons will be collecting your child/ren)

Name	Relationship to Child	
Cell Phone	Home Phone	Work Phone
Name	Relationship to Child	
Cell Phone	Home Phone	Work Phone

Custody Arrangements

(A copy of a court order must be provided in order to prohibit a parent/legal guardian from collecting his/ her child/ren)

Do both caregivers have day to day care of the child/ren enrolling **Yes / No**

Please give details of any parenting orders or custodial arrangements concerning any child/ren listed on this form

Details of persons who cannot have access to any child/ren listed on this form

Health & Wellbeing

Child/ren's Doctor Phone

Any medicine to be administered by the staff must be handed to the supervisor on arrival at the service and an authority to administer medication must be filled in and signed by a caregiver. In the event of a medical emergency I understand my child may be taken to hospital in an ambulance (caregivers will immediately be notified). All medical costs incurred are at the caregivers expense

I give permission for staff to apply Sunscreen to my child/ren **Yes / No**

I give permission for the staff to give basic first aid to my child/ren **Yes / No**

I agree with the policies and procedures regarding infectious diseases and sick children **Yes / No**

Are there any behavioural care requirements concerning any Child/ren listed on this enrolment (please give details) **Yes / No**

Please give details of any other concerns or issues for any child/ren listed on this form

Unacceptable Behaviour

All unacceptable behaviour will be dealt with in accordance with our behaviour management policy, however in cases where a child/ren are putting themselves, staff or other participants of the programme at risk of harm caregivers will be contacted to collect their child from the programme immediately. No refunds will apply in these cases.

WINZ Subsidy

Will you be applying for a WINZ Subsidy **Yes / No**

It is your responsibility to ensure your account is paid at all times and to pay any part of your account which may not be covered by WINZ. It is also your responsibility to keep WINZ informed of any change in circumstances or care arrangements and to ensure your application or renewal is lodged with WINZ.

Permissions

I give permission for my child/ren to participate in activities outside the service, including all activities listed on the activity schedule and to be transported in a YMCA vehicle **Yes / No**

I give permission for my child/ren's photograph to be taken and used for promotional purposes including the YMCA website and Facebook **Yes / No**

I give permission for my child/ren to swim at the programme **Yes / No**

Fees

I agree to pay fees or deposit in advance as requested by the YMCA Taranaki Ltd

I agree to pay fees as per the current fee schedule

I agree to the terms and conditions set out in the programmes terms and conditions

I understand that if I get a WINZ subsidy my child/ren must attend the hours I have applied for

Change and Cancellation of Bookings

Notice must be given to the YMCA office for all changes and cancellations. There is a \$10 admin fee per child when a change of booking is requested. If a cancellation is submitted 48 – 24 hours before the intended cancellation you will be charged ½ the session fee. If a cancellation is submitted 24 or less before the intended cancellation you will be charged the full session fee.

Booking

Mon 1 Oct <input type="checkbox"/>	Tues 2 Oct <input type="checkbox"/>	Wed 3 Oct <input type="checkbox"/>	Thurs 4 Oct <input type="checkbox"/>	Fri 5 Oct <input type="checkbox"/>
Mon 8 Oct <input type="checkbox"/>	Tues 9 Oct <input type="checkbox"/>	Wed 10 Oct <input type="checkbox"/>	Thurs 11 Oct <input type="checkbox"/>	Fri 12 Oct <input type="checkbox"/>

By signing this form I agree to the terms and conditions of the YMCA Holiday Programme and declare that the information I have provided is true and correct (terms and conditions available online or at YMCA Reception)

Caregiver Signature

Date

Information provided on this enrolment is required for statistical purposes, MSD audits and to ensure contact in an emergency. YMCA Out of School Care adheres to the principles of the Privacy Act 1993 and the Vulnerable Children's Act 2014

Office Action

Entered by:	Checked by:	WINZ completed by:	Child's Details printed by:
Amount Paid: \$		Date / /	
Eftpos <input type="checkbox"/>	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Direct Credit <input type="checkbox"/>

Each day, make sure to:

- Arrive by 9am
- Sign your child in and out
- Pack a nutritious lunch and snacks
- Pack a change of clothes
- Pack a refillable water bottle
- Bring a warm clothes and waterproof jacket
- Bring shoes and socks

If your child arrives without any of the above items they may not be able to participate in some of our activities