



Holiday PROGRAMME

8th – 19th July 2024

Thank you for enrolling your child in our Stadium 2000, OSCAR accredited holiday programme. Our team prides itself on delivery of the highest quality programme and we encourage you to give us regular feedback on the experience your child has with us.

The details you provide are confidential, which are required to assist us in keeping an accurate record of children participating in the programme and provide vital information in the case of an emergency.

Child/Children	Date of Birth

Please circle the dates you would like to enroll. Please do not mark in office use space.

Week 1	Mon 8th	Tues 9th	Wed 10th	Thur 11th	Fri 12th
Office Use	BK / WL	BK / WL	BK / WL	BK / WL	BK / WL
Week 2	Mon 15th	Tues 16th	Wed 17th	Thur 18th	Fri 19th
Office Use	BK / WL	BK / WL	BK / WL	BK / WL	BK / WL

Payment is to be made either in full or a deposit of one full day at \$35 per child paid.

BALANCE MUST BE PAID IN FULL BY 10th of June 2024.

NO CREDITS OR REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER THIS DATE

Office Use				
Date	Amount Paid	Payment Type	Staff Member	Balance

ADMIN NOTES:

Please fill in the below contact details.

	CAREGIVER 1	CAREGIVER 2
Name		
Contact number		
Email		

	EMERGENCY CONTACT 1	EMERGENCY CONTACT 2	DOCTOR
Name			
Contact number			

Full names of everyone with authority to sign your children out of the programme. (Unless otherwise specified the caregivers and emergency contacts will be included on this list).

Does your child/children have any health or medical conditions we should be aware of?
For example: asthma/inhaler. If the answer is no, please note that.

Is there any other information we should be aware of for your child/children i.e. cultural requirements/special needs/behavioral issues (supplement form to complete).

Please sign this contract to complete enrolment.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please ask a member of staff.

I/We agree and acknowledge:

I have read and understand the Parent/Caregiver Contract Information (following page). The supervisors have my permission to administer first aid in the event of any injury to my child and arrange any necessary urgent medical treatment at my cost.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

Parent/Caregiver Name _____ Date _____

Parent/Caregiver Signature _____ Staff _____

PARENT/CAREGIVER CONTRACT INFORMATION

Stadium 2000 Holiday Programme 8.30am – 4.00pm daily For children aged 5 to 11 years

Enrolment

Enrolment is finalised upon completion of an enrolment form and payment of the deposit or full fees. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

Food and drink

Children are to bring their own packed lunch. Drink bottle, lots of nutritious food, including morning, lunch and afternoon tea. These are to be foods that do not require any heating and please ensure that your child does not bring sweets or 'junk' food.

Sun Safe

Please ensure children bring both a rash shirt and hat every day, sun screen will be supplied but you are more than welcome to bring your own. A Rash shirt will be required when swimming in the outdoor pool.

Absences

Once your child's name is on the roll, we expect them to be at the programme unless we have been notified by the parents/caregiver. If your child is sick please call reception prior to 8.30am on each day of sickness. A credit will be given for sickness when a medical certificate is provided. Cancellations within one month of the programme will not be entitled to a refund or credit. No refunds for children that are removed from the programme for disruptive or unsafe behaviour.

Collection

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep you child in our care until you have been located for consent. To save embarrassment for all concerned, we require prior notification from you on this matter. Please remember that the programme closes at 4:00pm. From 4.30pm a late collection fee of \$20 will apply.

In the event of a child not being collected and parents and emergency contacts being uncontactable the child will be placed at reception from 4.30pm. The reception staff will continue to attempt to contact parents until 9pm at which time Blenheim Police will be notified.

Signing In/Out

On arrival your child needs to be signed into the programme and given a coloured wrist band. The parent/caregiver and child/children must sign in together. Each day when you drop your child in to the programme, it is essential that you sign your child in on the daily roll sheet. The supervisor will show you where this is. We also need to know that your child has gone home safely and require you to also sign your child out on the same sheet on collection of your child.

Fees

The Holiday Programme is \$175.00 per week / \$35.00 per day. All fees must be paid in full one month prior to start of programme. Payments can be made by completing all the details on the enrolment form and making your payment at reception (receipts are available at the time of payment) or via online banking.

Westpac Blenheim Branch: 03-0599-0402881-00

Please supply your name and reference exactly what funds are for.

e.g. Joe Smith Holiday Programme \$175

Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove them from the programme.

Policies and Procedures

Please see the reception if you wish to view our policies and procedures folder. It contains detailed information on health and safety, making complaints, employment practices, etc. We also advise you that personal information may be disclosed where necessary to prevent abuse or harm, and to MSD Social Services Accreditation for the purpose of audit.

Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are collected.

Child Safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Ministry of Children Oranga Tamariki.

Complaints

The programme has a complaints procedure. If you have any problems please approach the supervisor, or if necessary a member of the management and they will be happy to assist you with your concerns.

Sick Children

Please do not bring sick children as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them. If you have any queries or concerns, the supervisor is always available for you.

Media Releases and Photographs

I consent to my child being photographed and these photographs to be used in any media coverage in regards to the promotion of the programme.