

# INFORMATION FOR PARENTS

## **Parents Responsibilities**

Parents are required to SIGN IN AND SIGN OUT every day that your child attends the programme. The daily attendance sheet will be present at the entrance to the area your child's programme is taking place.

## **CHILDREN MUST BRING TO THE PROGRAMME**

- ◆ Appropriate clothing and footwear, including waterproofs for days out. A spare set of clothing is also appropriate for days out.
- ◆ Please assist us with our SLIP, SLAP, SLOP, WRAP policy and always bring a hat, have sun block applied and sun block to apply during the day.
- ◆ please ensure your child has a packed lunch and water bottle.

## **Enrolment**

By signing this booking form you are acknowledging that you have read and understood our terms and conditions and agree to abide by them. A booking form must be completed and signed with full payment before a child is accepted on to the programme.

- ◆ All cancellations will attract a cancellation fee of \$20
- ◆ No refunds will be given once the programme has commenced
- ◆ Sorry we cannot take bookings without payment
- ◆ Enrolments accepted subject to availability

## **Health and Safety**

Access arrangements for your child must be detailed on the booking form. Please inform the PROGRAMME SUPERVISOR of any safety or custody issues that may affect your child's well being and security.

St Heliers Church and Community Centre is Approved by CYFS therefore we ensure that the ratios of 1-10 for Centre Activities and 1-8 for External activities is adhered to.

In the event of an accident, the parent or caregiver signing the booking form authorises the programme staff to obtain medical assistance as deemed necessary.

## **Behaviour**

Where a child's behaviour threatens the safety and/or enjoyment of the programmes other participants, the child may be withdrawn from the programme. No refund will be given if a child is withdrawn for disruptive behaviour.

## **Personal Property**

Staff take no responsibility for loss or damage to children's personal property.

## **Our Day**

Our day kicks off at 8am when all our early risers start arriving, once all children have arrived at 9.15 we carry out a roll call and run through the events for the day.

The days are split into more organised sessions with tutors in the morning with afternoons more relaxed with different activities on offer which children can choose from. Activities include, movie afternoons, art and craft sessions, sports, trips to the park, ping pong etc

In order to ensure the smooth running of the day we ask that children should arrive by 9am, if you wish to arrive later please indicate this on your booking form. Collections are from 5pm, however should you wish to collect your child earlier please make the Supervisor aware of this in the morning.

# JULY 2010 HOLIDAY PROGRAMME AND IDEAS EXPLOSION ENROLMENT FORM

## Children's Information

1. Name	DOB	
2. Name	DOB	

Address:

## Contact Information

**Parent/Guardian Name:**

Relationship to child:

Home phone:	Work:
-------------	-------

Mobile:	Email:
---------	--------

<b>Alternative contact:</b>	Relationship to child:
-----------------------------	------------------------

Home phone:	Work:
-------------	-------

Mobile:

<b>Doctors name:</b>	Tel No:
----------------------	---------

Medical conditions:

People authorised to collect your child:

**I/we consent to our child/ren participating in activities both at and outside St Heliers Community Centre:**

**Parent/Guardians signature:** .....

Please tick if you require am or pm sessions each day. Please check programme for activities and pricing

	Mon 5th		Tue 6th		Wed 7th		Thur 8th		Fri 9th		Total \$
Child 1											
Child 2											

Please circle one elective for Ideas Explosion : **Photography    Cooking    Music    Video    Dance**

	12th		13th		14th		15th		16th		
Child 1											
Child 2											

5% discount if booked before 4pm Friday 18th June	<b>Total</b>	
---	--------------	--