



School Office: 8479322
Deb Honey (Manager) - Kidsclub Mob: 021586633

ST COLUMBA'S KIDS CLUB
Holiday Programme Enrolment
21st January – 1st February 2019

Child's Name: 1 Year: Date of Birth:/...../.....
2..... Year: Date of Birth:/...../.....

Address:

E-mail address:

Mother's Name: (Title, Christian name, surname).....

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Father's Name: (Title, Christian name, surname).....

Home Ph No: Mobile No:

Place of Work: Work Ph No:

Alternative Emergency Contact: Phone No:

* **Children live with:** mother only father only both parents other (please specify)

People authorised to collect my child/children from St Columba's Kids Club:

1..... Phone No:

2..... Phone No.

Is there anything else we should know about in order to take good care of your child? **E.g custody arrangements, special needs, behavioural issues etc.....**

.....
.....
.....

Office copy

Email

Phone

Bday

CHILDREN'S HEALTH

Please write any health conditions we should be aware of e.g. asthma, allergies etc.

Name of Child: Condition:

Name of Child: Condition:

Any serious illness, injuries or disabilities that we should know about to care for your child(s)?

Name of Child: Type:

Name of Child: Type:

Any ongoing medications to be administered?

Name of Child: Medication:Dose:

Name of Child: Medication:Dose:

Family Doctor is:Phone No:

CONDITIONS OF ENROLMENT

1. I agree to paying fees no later than 7 days of receiving the invoice / statement.
2. I understand that cost recovery of any defaulted payment will be charged to the debtor.
3. I understand that the St Columba's Kids Club staff will exercise due care but will not be liable for any injury, damage or loss which my child / children may sustain to person or property.
4. In the event of sickness or accident I authorise qualified medical attention be secured at my expense.
5. I give permission for the programme staff to administer first aid.
6. I give permission for my child's photo to be taken and used at Kids Club & on the school website.
7. I give permission for my child/ children to be transported in vehicles as required.
8. I give my permission for my child / children to have supervised walks off the school grounds during the holiday programme.
9. I have received a copy of the fee structure and agree to abide by these conditions.
10. I acknowledge that this enrolment form is kept for Audit procedures by the Ministry of Social Development.
11. I give permission for a staff member to give my child any required medication if it is requested in writing by me, or following a phone call.

Every effort will be made by the St Columba's Kids Club staff to provide a happy and safe environment for your children. They are however in the programme because you desire them to be, and thus we look to you for support in any disciplinary matters that may arise. Please note – the same set of rules for behaviour as set by St Columba's School will apply.

Despite offering high standards of supervision the St Columba's Kids Club staff do not accept responsibility for breaches of behavioural expectations such as leaving the school grounds etc. The applicant accepts that any behaviour deemed by the Supervisor to be unreasonable or unsafe may be considered reason for refused entry to the holiday programme at St Columba's Kids Club.

Signature (Parent/Caregiver): **Date:**

FEE STRUCTURE..... Please indicate the days you require for your child / children.

Note..... If you book in before **Friday 14th December 2018** you will qualify for early bird prices below otherwise any bookings made after this date will be invoiced at the normal price (which is the higher price indicated). **Get in quick and save \$\$\$ and help us to finalise our planning earlier!** 😊

Reminder..... No credits or refunds will be made if you cancel your booked days after 3 working days prior to our 2 week programme starting. (refer to our fee structure and policies and procedures).

Week One

Week Two

Monday 21st January 2019 \$35/\$40
(Summer Time Treats – Baking)

Monday 28th January 2019
- CLOSED – public holiday

Tuesday 22nd January \$45/\$50
(FUN SHED – Off Site) (Trip Day)

Tuesday 29th January \$35/\$40
(Crafty Creations)

Wednesday 23rd January \$35/\$40
(The Great Outdoors – Huts etc)

Wednesday 30th January \$35/\$40
(Sound of Music – Games & Dance)

Thursday 24th January \$50/\$55
(Movies – Off Site) (Trip Day)
Hoyts Metro Town

Thursday 31st January \$50/\$55
(Movies – Off Site) (Trip Day)
Hoyts Metro Town

Friday 25th January \$35/\$40
(Summer Party Time)
- Come dressed up -

Friday 1st February \$35/\$40
(Summer Celebrations)

PLEASE NOTE:

If you are filling out **WINZ** forms for OSCAR subsidies please include these forms with your completed Holiday Programme Enrolment Forms, this is to avoid late payments with WINZ. Many thanks 😊.

I am available most days to sign your forms just text me on 021 586633 to arrange a time to visit.

PARENTS!!!

Please **KEEP** this portion of form at home for your later reference!

Why the difference in fees noted above?

If you book in **by Friday 14th December 2018**, you qualify for our early bird prices. But we will still be taking casual bookings throughout the programme but these bookings will be charged at the normal higher amount. We encourage early bookings to enable us to plan for staffing, programme purchasing, resources and general planning and to minimise extra administration costs to the school and to our parents. So book in early if you can please!

Hours of programme

The holiday programme runs from **8:00am** until **5:30pm** each day. There is no obligation to book a full week, you can pick and choose the days to suit. It is your choice when you pick up your child/children on your day booked just advise the staff that morning if it is going to be earlier to make sure we are onsite. **We do not offer half days.**

What do the fees cover?

All art and craft & baking supplies, travel expenses & entry admissions are included in the above costs. We offer a basic morning and afternoon tea for all the children attending. Your child/ren are to please bring a full packed lunch & a drink bottle each day especially trip off site days.

BOOKING CANCELLATIONS (Please read)!!

Cancellations of enrolments for our Holiday Programmes must be given 3 working days prior to the beginning date of our 2 week programme, **or full fees will be charged**. If your child does not come to Kids Club once our programme has started then this is classed as **absent** and there is **no refunds** for sick or not attending once programme has begun. Too much planning and costs go into our programmes once we have started them. Thank you for your consideration. If your child is unable to attend our programme because of serious illness, the fees charged will be at the discretion of Management.

Changes to your days booked.....

If you have given us enough notice (eg, at least one week before our programme start date, and if the change does not involve a change in invoicing and we have spaces available there is generally no problem with doing this. This, however will be at the discretion of the Programme Manager.

Do we charge for sickness or absences once our programme has started?

YES we do, as we have planned staff, food & activities for the booked number of children attending that day in advance. This is in line with other centres.

MOVIE DAY.....We will be leaving by bus at approx. 9:00am and returning by approx. 3:00pm. Your trip day charge includes the entry into the movie and a box of popcorn. Please ensure your child has footwear, Sunhat, lunch and a **drink bottle** as we will be taking our own drinks. If weather fine, we will take the children to the park or Hamilton Gardens for a picnic lunch in the fresh air..... **Please do not send money or lollies with your child as your child does not need money as everything is paid for prior.**

THE FUN SHED (Frankton)

Indoor Playground for children aged 5-15yrs
4 Kells Place, Frankton, Hamilton (07) 846 2251

Details for this trip day are..... Kids Club will be splitting into Juniors and Seniors to travel by cars from 10am – 1pm. Please send on morning of this trip a car seat if your child is 8yrs or under or if you wish your child to still use a car seat if over 8yrs old. We will have 7 seater vehicles transporting the children down the road to the Fun Shed. These drivers have full clean licenses and all vehicles are updated with WOF, insurance etc. All drivers will fill out our school vehicle detail forms and sign them.

Your child will need to bring on this trip day.....

- **A pair of sock (if not already wearing a pair)**
- **Drink bottle (as it is thirsty work playing)**
- **A packed lunch, togs and towel, and a SUN HAT!!!!**

First group will be leaving at approx.. 10.00am and last group will return back to school by 1pm. There will be more fun games and activities planned for the afternoon back at school.

WHAT TO BRING EACH DAY.....

- **A DRINK BOTTLE**
- **PACKED LUNCH** – (Please NOTE.... **NO peanuts, cashew or peanut butter sandwiches**)!!!
(WE HAVE CHILDREN WITH SERIOUS NUT ALLERGIES AT OUR PROGRAMME), thank you.
- **FOOTWEAR** – (**Especially on trip daysNO footwear NO getting on the bus, NO trip**)
- **A CHANGE OF CLOTHES IF NEEDED**
- **SUN BLOCK AND A HAT**
- **Togs and a towel every day**

Payments

Invoices will be sent out electronically by **Tuesday 18th December 2018**, or before and full payment is required before your child starts the programme (**unless you are one of our WINZ families**). Payments can be made directly into the school account via internet banking.

Account Name: St Columba's Catholic School Board of Trustees Bank: ASB Bank Limited Account Number: 123152 0122019 00
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If paying by direct credit, please use the following reference: Family name and **"Kids Club HP"**. All other payment options available at the school office. We will endeavour to provide a safe and stimulating programme for your children and look forward to having loads of fun these holidays!! Thanks for your support and we welcome all your feedback and ideas.

SPECIAL NOTE FROM MANAGEMENT..... <i>If your Kidsclub account is overdue please make sure it is paid in full before the end of the Term 4 2018 please..... (please refer to Conditions of Enrolment which you have signed)! We may not be able to enrol your child if there is outstanding dues. If there is a problem with your balance please contact us immediately to discuss or otherwise we should see all accounts cleared by end of term.</i>

We must have a signed and completed Holiday Programme form to us before your child/s booking is confirmed. We will text with a confirmation once form received and Invoice is processed.

Thank you for choosing Kidsclub for your child(s) next holiday programme, we look forward to providing a fun and interesting 2 weeks for them.

Debs Honey & Kerryn McCarthy
Kids Club Holiday Programme Team
St Columba's Kids Club 😊
021 586633