



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

ST COLUMBA'S KIDS CLUB  
**Holiday Programme Enrolment**  
**28<sup>th</sup> September to 9<sup>th</sup> October 2020**

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

Address: .....

E-mail address: .....

**Mother's Name: (Title, Christian name, Surname ) (or Caregiver)**.....

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, ethnic, cultural, spiritual values and beliefs etc.....**

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

Office copy

Email

Phone

Bday

**CHILDREN'S HEALTH**

**Please write any health conditions we should be aware of e.g. asthma, allergies (food) 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: .....

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**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 my child(s) to participate in all your activities.
6. I give permission for the programme staff to administer first aid.
7. I give permission for my child's photo to be taken and used at Kids Club & on the school website.
8. I give permission for my child/ children to be transported in vehicles as required.
9. I give my permission for my child / children to have supervised walks off the school grounds during the holiday programme.
10. I give permission to obtain or release information when needed.
11. I have received a copy of the fee structure and agree to abide by these conditions.
12. I acknowledge that this enrolment form is kept for Audit procedures by the Ministry of Social Development.
13. I give permission for a staff member to give my child any required medication if it is requested in writing by myself or caregiver, or following a phone call to the centre.

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 **Monday 21<sup>st</sup> September 2020**, 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 28<sup>th</sup> Sept **\$35/\$40**  
**(Games Galore Day)**

Monday 5<sup>th</sup> October **\$35/\$40**  
**(Holiday Games Day)**

Tuesday 29<sup>th</sup> Sept **\$40/\$45**  
**(Bakers Delight Day)**

Tuesday 6<sup>th</sup> October **\$40/\$45**  
**(Craziness in the Kitchen Day)**

Wednesday 30<sup>th</sup> Sept **\$35/\$40**  
**(Animal Craft Day)**

Wednesday 7<sup>th</sup> October **\$35/\$40**  
**(Garden Creations Day)**

Thursday 1<sup>st</sup> October **\$35/\$40**  
**(Movies Madness Day – On Site)**

Thursday 8<sup>th</sup> October **\$35/\$40**  
**(Movies Madness Day – On Site)**

**PLEASE NOTE:**

*(Due to Covid and the lack of new release movies out at this time, we will not be offering our Movie trip days (off site) on Thursdays. We will be offering (on site) Movie themed days instead).*

Friday 2<sup>nd</sup> October **\$35/\$40**  
**(Wacky Wheels Day)**  
-Come dressed up -

Friday 9<sup>th</sup> October **\$35/\$40**  
**(Colour our Friday)**  
-Come dressed up in one block colour -

**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 Monday 21<sup>st</sup> September 2020**, 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.** **Please be mindful that our staff have their own family commitment after 5.30pm so if you are running late, please ring or text us to advise so they can advise their families also.**

## 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.

**Please think carefully when booking your child's days so extra time and cost does not occur to the administration team and yourself with last minute changes. Thank you.**

## *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.

## **Please NOTE:**

If we are still in Level 2 of Covid then all our Pandemic Health and Hygiene procedures will remain in place. This includes if/when we do any baking or any use of the kitchen area.

This also means same procedures apply as during term time with **NO parents/visitors** on site (school grounds), Kids Club will be operating with the same drop off and pick up procedures. If you are not clear about where to drop off or pick up then please text or ring us to check.

Please be mindful that it may take a bit longer to greet you as we will be running a programme as well. Keeping in mind we all have had to adjust to new ways of working together, thank you all for your patience with pick ups to date.

### **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 days .....NO footwear NO getting on the bus, NO trip**)
- **A CHANGE OF CLOTHES IF NEEDED**
- Scooter, helmet, and shoes for when on scooters
- **Inhaler** if Kids Club does not have one in their Inhaler Register already please.

### **Payments**

Invoices will be sent out electronically by **Wednesday 23<sup>rd</sup> September 2020, 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: <b>123152 0122019 00</b>
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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.

<b>SPECIAL NOTE FROM MANAGEMENT.....</b> <i>If your Kidsclub account is overdue please make sure it is paid in full before the end of the <b>Term 3, 2020</b>, (please refer to Conditions of Enrolment which you have signed)! We may not be able to enrol your child if there are 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 the end of each term.</i>
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**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 ☺**  
**021 586 633**