

The Newtown Community & Cultural Centre proudly presents, the

NEWTOWN HOLIDAY PROGRAMME

Monday 15 April – Friday 26 April 2019

Who? For primary school-aged children, years 1-6 (5-10 yrs old). Due to high demand, we prioritise Newtown residents and Community Services Card holders in enrolments.

Where? Newtown Hall, corner of Daniell/Constable Street, Newtown

When? 8:30am – 3:00pm, Weekdays, Monday 15 Apr – Friday 26 Apr (excluding public holidays, see calendar on next page).

Cost: **Community Service Card holders:** \$10 per day/\$15 on trip-days (Wednesdays). OR whole time: \$80 per child.

Non-CSC holders: \$20 day/\$25 on trip-days. OR whole time: \$180 per child. *(NB: you cannot book a trip-day unless you have booked 2 other days that week, including before the trip)*

Payment: Enrolment forms are required by **Wednesday 10 April 2019**.

WINZ subsidies must be applied for by **Wednesday 10 April 2019 at the latest**.

Payments must be received in full by **Friday 12 April 2019**.

**Any outstanding balances will result in your child not being eligible to enrol in subsequent holiday programmes.*

OSCAR approved programme, so you might qualify for OSCAR assistance (talk to your nearest WINZ office and ask about this). WINZ subsidy forms are available in the community centre office.

Payments can be made by cheque or cash online. Our bank account number is: **06 0574 0236602 20**; **Bank account name: SHP.**

Bring your Community Services Card when you make your payment. We regret that we are unable to give refunds for any sick days/non-attendance.

PAID (Office Use Only):



Please complete the details in full:

Community Services Card? YES / NO **CSC number:**

Child/ren's name/s:	Age/s:	D.O.B.:	School:

What day(s) is the child attending? Fill in the child/ren's name/s below:

Mon 15 th	Tue 16 th	Wed 17 th *	Thu 18 th	Fri 19 th
		(TRIP DAY)		Public holiday – no programme
Mon 22 nd	Tue 23 rd	Wed 24 th *	Thu 25 th	Fri 26 th
Public holiday – no programme		(TRIP DAY)	Public holiday – no programme	

***Trips days:**

Week one – Wed 17th April – Wellington Zoo, Wellington

Week two – Wed 24th April – Otari-Wilton's Bush, Wellington

*On trip days, children must be at the Newtown Hall by 9:00am - those not there on time risk missing out on the trip. We will be **back at the hall by 3pm** each trip day. (NB: Changes to trips or late return sometimes occur and we will try our best to let you know of these.)*

Primary Parent/Caregiver 1

Name & Relationship to child:

Home address:

Mobile:

Home/Work Phone:

Email:

Primary Parent/Caregiver 2

Name & Relationship to child:

Home address:

Mobile:

Home/Work Phone:

Email:

Children must be signed in and out of the programme each day by an authorised adult.

Names of adults (other than caregivers above) authorised to pick up your child/ren:

Please provide TWO OTHER contacts in case of an Emergency (Note that Primary Caregivers will be contacted first)

Emergency Contact #1

Name & Relationship to child:
Home address:
Mobile:
Home/Work Phone:
Email:

Emergency Contact #2

Name & Relationship to child:
Home address:
Mobile:
Home/Work Phone:
Email:

Important Information about the Child/ren:

Doctor's details

Children's doctor:
Telephone:
Address:

Allergies/ Health information

Does your child have any particular health needs we should be aware of? Asthma, allergies, intolerances:

Any additional information that we should know about the child? E.g. custody arrangements, behavioural challenges, teacher aide support at school, religious or cultural food requirements:

Swimming Ability: Can't Swim Beginner Confident Other?

*Please write the name of **each of your children** next to their ability level*

Are you happy for your child to be photographed? YES/NO
(photos may be used for media purposes)

PARENT CONTRACT: Must read and sign below.

Please take the time to read your responsibilities below. If you have any questions about the programme or wish to see a copy of the programme policies before signing, please do not hesitate to contact the coordinator.

- ✓ I have read and understand the enrolment information.
- ✓ I give consent for First Aid to be administered in the event of injury to my child(ren).
- ✓ I understand that my child needs to be signed in and out of the programme by an adult.
- ✓ I will not drop my child off at the hall before 8:30am, and will pick them up no later than 3:15pm.
- ✓ The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- ✓ I understand that the organisers will not accept liability for any loss or damage to my child(ren)'s property. PLEASE CLEARLY NAME YOUR CHILD'S CLOTHING.
- ✓ I will notify the supervisor of any changes to enrolment information in a timely fashion
- ✓ I have notified the organisers of all special needs and behavioural requirements.
- ✓ I agree to pay fees before my child attends the programme.
- ✓ I will ensure my child brings a sunhat, warm jersey, raincoat, their own lunch, snacks and a drink bottle each day. Children will not be allowed to walk to shops for lunch, so NO lunch money please. There is no microwave to heat food at the hall.
- ✓ Privacy Act 1993: The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. All personal information requested will be stored securely and will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.
- ✓ A representative from the Ministry of Social Development may ask to view your child's enrolment details when the programme is under review. To maintain our OSCAR Approval we are required to show them this information.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures.

Name of parent:

Signature of parent:

Date:

NB: Programmes may change due to unforeseen circumstances. If you need to contact your child in an emergency, phone Ellie at the Newtown Community & Cultural Centre 04 389 4786, or Jonty in the Youth Programme office on 021 0891 2033.

For more information contact Ellie on 04 389 4786, email: ellie@newtowncommunity.org.nz. You can drop into the Newtown Community Centre (corner of Rintoul & Colombo Streets) between 9am – 4:30pm, Monday to Friday.