



HOLIDAY PROGRAMME PARENT CONTRACT AND PARENT INFORMATION

ENROLMENT

Enrolment is finalised upon completion of an enrolment form and the signing of this sheet. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up to date information.

MEALS

You must provide your child with morning tea, water, fruit and a healthy lunch. Please ensure your child does not bring extra sweets and junk food – At CSG we have a healthy food policy. Afternoon tea must also be provided if your child is enrolled till 5pm.

ABSENCES

Once your child name is on the roll, we expect him/her to be here at the programme unless we have been notified by the parent/caregiver. Making a quick phone call to us (Telephone 03 3886616) before 2-30pm the day before. If we have not been notified and your child does not arrive we will do EVERYTHING we can to locate him/her. **Your child's safety is paramount to us!**

COLLECTING YOUR CHILD

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 your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember the programme finishes at 3pm or 5pm. A late pick penalty of \$10-00 per every 15 minutes applies.

SIGN IN AND OUT

Each day when you collect your child, it is essential that you sign your child out in the daily roll book. This is located at reception. We need to know that your child has gone home safely. **Written permission is required if your child is to travel home alone detailing means of travel.** Otherwise you must always sign in your child on arrival and out on departure.

FEES

Gym sport Holiday programme \$200.00 or \$300.00 for the full week
Gym sport Holiday programme \$40 or \$60 day rate.
Late pick up penalty \$10-00 every 15 minutes
Fees must be paid when completing the enrolment form.
We accept cheques, cash and have EFTPOS facilities.

POLICIES AND PROCEDURES

Please see the supervisor if you wish to see the policies and procedures booklet. It contains detailed information on health and safety, making a complaint and employment practices. If there are any changes to the information you have supplied us it is your responsibility to inform us by phone followed up in writing.

BEHAVIOUR MANAGEMENT

We use behaviour management techniques that encourage positive self esteem development. This is done through positive reinforcement and a stimulating and varied programme. Every effort is made to assist your child to settle into the programme. However if your child behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

EMERGENCIES

Our staffs are trained in first aid and to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child or deliver by ambulance to the nearest medical facility. In a civil emergency the staff will remain at the centre until all children are located.

CHILD SAFETY

The programme has detailed protection policy which includes the reporting of any suspected child abuse to the department of Child, Youth and Family Services and other agencies.

COMPLAINTS

The club has a complaints procedure. If you have any problems please approach the supervisor, or if necessary the administration manager or the Executive Officer and they will be happy to assist you with your concerns.

SICK CHILDREN

Please do not send sick children to the programme as we do not have the facility or the staff to attend to them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

OFFSITE EXCURSIONS

We may be taking your child/ren of site for a number of activities detailed in the registration form. Please ensure you have advised us on the enrolment from of their swimming ability.

We look forward to getting to know you and your child.

Please sign this contract to complete the enrolment

I/we agree and acknowledge:-

- I have read and understand the above information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- All care is 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 costs or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.
- **Privacy Act:** The information that you have supplied is necessary for the safe and effective operation of our holiday programme including MSD Audit. You are welcome to review information pertaining to your child's enrolment at any time.

Name of Parent/Caregiver _____

Signature of Parent/Caregiver _____ Date ____/____/____