



# STUFF YOU SHOULD KNOW

Cut along the dotted lines to keep this information page for your reference.  
A complete copy of our programme policy and procedures is available on request.

## SUPERVISION AND SAFETY

This programme is delivered by the Christchurch School of Gymnastics. All coaches are registered with Gymnastics New Zealand and are qualified to the level that they are coaching. We always have coaches certified in first aid. Staff ratio is 1:10 for activities that are based in the Gymnasium and 1:6 for outings on the park.

## BEHAVIOUR

Parents need to be aware that because safety is our first consideration our policy must be strictly adhered to. Parents will be notified if their child is causing a disruption. CSG reserves the right to remove from its programmes any child who causes a disruption to the programme or who may cause harm to themselves or another participant. A refund of fees will not apply.

## MEDICAL

If your child has a medical condition that may affect their full participation in our programme, you must notify us before the beginning of the programme so that we can inform our coaches and document it in our records.

## SICKNESS/ABSENCES

Out of consideration for other participants, please do not bring unwell children to the programme. Please notify us by phone if your child will be away / arriving late / leaving early.

## CONCERNS

Please follow these procedures for any concerns:

1. Raise your concern, suggestion, compliment or complaint with the Holiday Programme Co-ordinator, Marie Lakin or the Holiday Programme Supervisor Maree Diver.
2. If this is not appropriate, please discuss your concern in writing to our CEO Avril Enslow.
3. Alternatively, you may put it in writing addressed to Christchurch School of Gymnastics, PO Box 18-827, Christchurch.

## FEES

We accept bank transfer, cash and have EFTPOS facilities. Credit cards incur a 3% surcharge. Bank account: Westpac 03-1591-0125730-00.

## REFUNDS AND CANCELLATIONS

We reserve the right to cancel any programme where insufficient enrolments are received and offer a full refund in these circumstances. Other refunds (at your request) are available dependent on a minimum of 48 hours notice prior to commencement of the programme.

## DROP OFF AND PICK UP TIMES

Doors open at 8.30am. Parents and caregivers need to ensure that children are dropped off safely at the commencement of the programme and picked up punctually at the end of the programme. A late pick up penalty charge of \$10.00 every 15 minutes may apply.

### EACH DAY, PLEASE BRING:

GYM CLOTHES (SHORTS AND T-SHIRT, OR LEOTARD), WATER BOTTLE, MORNING TEA, AND A HEALTHY LUNCH. CLEAN WHITE SOCKS FOR TRAMPOLINING ON TUESDAY, THURSDAY & FRIDAY

**WE HAVE A "NO HAT - NO OUTSIDE PLAY" POLICY.**

## GET IN TOUCH

38 Mark Treffers Drive  
QEII Park  
Christchurch  
03 388 6616

marie.lakin@chchgymnastics.co.nz  
www.chchgymnastics.com

# O.S.C.A.R. HOLIDAY PROGRAMME ENROLMENT FORM

Please circle the days AND times you would like your child to attend

8.30am – 5pm      or      9.00am – 3.00pm

MONDAY 3rd/TUESDAY 4th/WEDNESDAY 5th/THURSDAY 6th/FRIDAY 7th OCTOBER 2022

Payment of \$\_\_\_\_\_ has been made by:    CASH / EFTPOS / BANK DEPOSIT

Child's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

1st Contact (Main Parent/Caregiver) Name: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (m) \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency contact details in case parent/caregiver cannot be contacted (must not be next of kin):

2nd Contact (Required):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

(m) \_\_\_\_\_

3rd Contact (Required):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

(m) \_\_\_\_\_

**People authorised to collect your child:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Child's Doctor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**How will your child travel to and from the gym?**

**Does your child have any health/dietary needs we should be aware of?**

**Cultural expectations:**

**Is there anything else we should be aware of?**

**Parent/Caregiver signature:** \_\_\_\_\_

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please read the parent information on the following pages and sign the parent contract on the last page**

# O.S.C.A.R. 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. Afternoon tea must also be provided if your child is enrolled until 5pm.

### ABSENCES

Once your child's name is on the roll, we expect him/her to be here at the programme unless we have been notified by the parent/caregiver. Please phone us as soon as possible if your child is sick. 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

\$40.00 or \$60.00 day rate. \$200.00 or \$300.00 for the full week.

Late pick up penalty \$10.00 every 15 minutes.

Fees must be paid when completing the enrolment form.

We accept bank transfer, cash and have EFTPOS facilities. Credit cards incur a 3% surcharge.

## **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 Holiday Programme Co-ordinator, or if necessary the Holiday Programme Supervisor or the Chief 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.

# Please sign the below contract to complete the enrolment

## I 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.

**Parent/Caregiver Name:** \_\_\_\_\_

**Parent/Caregiver Signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **GET IN TOUCH**

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[marie.lakine@chchgymnastics.co.nz](mailto:marie.lakine@chchgymnastics.co.nz)

[www.chchgymnastics.com](http://www.chchgymnastics.com)