

## General

The Holiday Programme is open for 2 sessions daily, Mon-Thu (8am—1pm and 1pm—6pm). Friday is a full-day session, as children participate in a scheduled trip (no half-day option). Drop off and collect your child from the Hall. Enrolments are limited to 20 children per day, casual enrolments may be accepted, subject to availability.

## Meals

Children must bring their own water bottle, morning tea and a packed lunch (unless otherwise indicated on the Programme schedule); afternoon tea is provided. Please ensure that your child does not bring extra sweets or 'junk' food.

## Collecting Your Child

If an unauthorised person arrives to collect your child (ie. not listed on the 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. Therefore, we require prior notification from you. The programme closes at 6 pm and children must be collected before this time. The collecting adult is required to sign your child out of the programme each session on the weekly attendance sheet kept at the door.

## Fees

Half-day sessions are available

### Booked, Pre-Paid Sessions

\$20 per session	Mon-Thu 08-11 & 15-18 July 2019
\$60 per day	Friday 12 July 2019
\$50 per day	Friday 19 July 2019

### Sessions Not Paid Prior to Start of Holiday Programme, Including Casual & Extra Sessions

\$25 per session	Mon-Thu 08-11 & 15-18 July 2019
\$70 per day	Friday 12 July 2019
\$60 per day	Friday 19 July 2019

Bookings received prior to the start of the holiday programme will be invoiced at the Pre-Paid rate. If payment is not received prior to the start of the holiday programme, invoices will be adjusted accordingly and re-sent for payment at the higher rate.

There is a 10% discount available for siblings attending a holiday programme together.

### Online payment is preferred and should be made to the following account:

Account No.	<b>03 0525 0270118 00</b>
Particulars:	<b>Holiday Programme</b>
Reference:	<b>Child's name</b>

*Cash/cheque payment by prior arrangement only. At no time should cash/cheque payment be made to programme staff.*

*One week's notice is required for all absences and cancellations or fees will be charged in lieu of notice.*

## Daily Schedule

### Morning Session 8am - 1pm

Pump it Up, morning tea, scheduled activity, lunch

### Afternoon Session 1pm - 6pm

Scheduled activity, afternoon tea, free play

## Policies and Procedures

After School Care Policies and Procedures are available for viewing at any time, please contact the Supervisor or School Office should you wish to do so.

## Behaviour Management

We offer a stimulating and varied programme that ensures children are actively engaged, safe and respected. Behaviour management techniques are used to encourage positive self-esteem. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is of concern, parents/caregivers may be asked to remove him/her from the programme.

**Emergencies**

Our staff are trained to deal with emergencies. In the case of a serious incident involving your child, emergency services will be called and you will be contacted immediately. In a civil emergency, staff will remain at the programme until all children are collected.

**Child Safety**

All Holiday Programme staff are police vetted every three years, as per Ministry requirements for schools. The programme has a detailed Child Protection Policy, which includes the reporting of any suspected child abuse to the Ministry for Vulnerable Children/Oranga Tamariki (or the equivalent agency).

**Complaints**

There is a written Complaints Procedure and any concerns or complaints will be managed in accordance with this policy. Issues of concern should be raised with the Supervisor in the first instance and then the Principal, as necessary.

**Sick Children**

If a child is unwell, parents/caregivers will be contacted to collect them. Please note, if your child experiences vomiting or diarrhoea, they may not return to the programme until 48 hours following the last episode.

**Contact Us**

Bookings and payments are managed through the School Office (open 8.30-12 noon, Mon-Fri during term time).

Email: [office@rewarewa.school.nz](mailto:office@rewarewa.school.nz)

Casual/extra sessions during the holidays must be arranged directly with the Holiday Programme Supervisor (Shona Atkins, 022 361 6735).

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



### Child Details

Legal Surname:	Legal First Names:
Preferred Surname:	Preferred First Name:
Date of Birth:	Male / Female (Circle one)
Actual Age:	..... Years ..... Months
Learning/Behaviour Needs: (Please specify any learning or behavioural needs staff should be aware of)	

### Custody Details

Student Lives With:  Both parents (same address)  Mother only  Father only  Both Parents (shared care)

Other (specify) .....

Court Order Issued? Yes / No / Not Applicable (Circle one)

Details of custody order:

### Parent/Caregiver Details

Dr / Mr / Mrs / Ms / Miss (Circle one)	Dr / Mr / Mrs / Ms / Miss (Circle one)
Parent/Caregiver Name:	Parent/Caregiver Name:
Relationship to Child:	Relationship to Child:
Home Address:	Home Address:
Email:	Email:
Home Phone:	Home Phone:
Mobile:	Mobile:
Work Phone:	Work Phone:
Occupation:	Occupation:
Place of Employment:	Place of Employment:

### Emergency Contacts

In the event of an incident/accident or unwellness and we cannot contact a child's primary caregivers, it may be necessary to contact another person to collect your child. Please list 2 **alternative** contacts (NOT parents/caregivers already listed), who would be able to collect your child.

Name	Relationship to Student	Home Phone	Mobile

### Adults authorised to collect my child (may include siblings over the age of 18).

Name	Relationship to Student	Home Phone	Mobile

## Health & Medical

Family Doctor and/or Medical Centre:

Phone No.

*Please read the following statements and circle Yes or No for each, then sign consent.*

Does your child have from any medical condition or dietary requirements that staff should be aware of (eg. allergies, asthma, disability)?	Yes	No
Does your child require regular medication? <i>If yes, please provide details:</i>	Yes	No
Has your child been fully immunised? <i>If yes, please ensure the School Office has a copy of your child's immunisation certificate.</i>	Yes	No
I authorise the staff of Rewa Rewa School to take reasonable steps in the event of an emergency concerning my child and to seek necessary medical treatment at a local medical centre or hospital acting as my agent.	Yes	No
I undertake to meet any costs resulting from this.	Yes	No

## Permissions

Images of children enrolled in our programmes (eg. photos & video clips), are sometimes published in our promotional materials in print and online, this may include our school's website and Facebook page. In the interest of safety and security we require parental consent before publication. With consent, we share a child's first name only, image or image of their work.

*Please tick below to indicate your preference:*

- I give permission for my child's first name, image and/or work to be included in school publications, in print or online.
- I do not give permission for my child's first name, image and/or work to be included in school publications, in print or online.

*Please note: if your preferences change regarding publication of child information, it is the parent/caregiver's responsibility to advise the programme in writing.*

## Policies & Procedures

- I agree that my child will be subject to the policies and procedures of the programme, particularly as they relate to safety & discipline
- I understand that programme staff will, at all times, act to keep my child safe; in doing so they may access and share information about my child with relevant education, health & welfare agencies, as is authorised or required by law
- I understand that the school will take action on my behalf in the case of sudden illness or injury
- I agree to abide by programme policies
- I agree to notify the Holiday Programme Supervisor immediately of any changes to my child's enrolment
- I understand that 1 week's notice is required for all absences and cancellations or fees will be charged in lieu of notice
- I understand that fees not paid prior to the start of the Holiday Programme will be charged at the Casual Rate and that failure to ensure payment is made may jeopardise my child's enrolment in the programme

*A full set of After School Care policies covering Holiday Programme is available on request*

## Enrolment

*Please circle sessions below to indicate enrolment required:*

Mon 08 Jul 8 am-1 pm	Mon 08 Jul 1-6 pm	Tue 09 Jul 8 am-1 pm	Tue 09 Jul 1-6 pm	Wed 10 Jul 8 am-1 pm	Wed 10 Jul 1-6 pm	Thu 11 Jul 8 am-1 pm	Thu 11 Jul 1-6 pm	Fri 12 Jul 8 am-6pm
<i>Design an Outfit for a Doll</i>		<i>Games &amp; Competitions</i>		<i>Races &amp; Relays</i>		<i>Electronics Day</i>		<i>Trip: Bowling</i>

Mon 15 Jul 8 am-1 pm	Mon 15 Jul 1-6 pm	Tue 16 Jul 8 am-1 pm	Tue 16 Jul 1-6 pm	Wed 17 Jul 8 am-1 pm	Wed 17 Jul 1-6 pm	Thu 18 Jul 8 am-1 pm	Thu 18 Jul 1-6 pm	Fri 19 Jul 8 am-6pm
<i>Electronics Day</i>		<i>Cooking &amp; Baking</i>		<i>Portrait Painting</i>		<i>Art</i>		<i>Trip: Wellington Museum</i>

Name ..... Signature ..... Date .....