

# Selection of Activities

		WEEK 1	Number attending	Fee \$	Sub-total \$
WEEK 1	6-9 April	<b>ROBO CHALLENGER Programme</b> (4 days)		\$305	
	<b>FIVE UP Daily Programme</b>				
	5 April	NO PROGRAMME – EASTER MONDAY			
	6 April	Animal Olympics		\$59	
	7 April	Space		\$59	
	8 April	Manga Cartoons		\$55	
	9 April	Butterfly Creek		\$59	
	<b>ROCK ON Daily Programme</b>				
	5 April	NO PROGRAMME – EASTER MONDAY			
	6 April	Bowling and Arcade		\$59	
	7 April	GPS		\$65	
	8 April	Tiritiri Island		\$69	
	9 April	Rainbows End		\$79	
			WEEK 2	Number attending	Fee \$
WEEK 2	12-16 April	<b>BUSINESS FOR KIDS Programme</b> (5 days)		\$335	
	<b>FIVE UP Daily Programme</b>				
	12 April	Puppet Showcase		\$65	
	13 April	Mini-golf		\$59	
	14 April	Animal Art Project		\$59	
	15 April	Hollywood		\$65	
	16 April	Scarecrow		\$55	
	<b>ROCK ON Daily Programme</b>				
	12 April	Megazone		\$65	
	13 April	Deep Sea Fishing		\$75	
	14 April	Extreme Edge		\$65	
	15 April	The Amazing Chase		\$65	
	16 April	Shipwreck Graveyard		\$75	
	<b>SPECIAL DAYS</b>				
	12 April	Robo Demolition Derby		\$75	
	14 April	Robo Voyager		\$75	
	16 April	Robo Obstacle Course		\$75	
				<b>TOTAL</b>	<b>\$</b>

Minimum and maximum numbers may apply for all programmes

School regularly attended by your child: \_\_\_\_\_

## How did you hear about the Parnell Trust school holiday programme?

### First Time Enrolment

No  Yes

Previously attended  
 Parnell Trust website

After School Programme  
 Radio/TV  
 Email  
 Google

School Newsletter  
 Flyer  
 Local Newspaper  
 Referral  
 NZ Herald  
 Brochure

## Ethnic Origin

Please tick one of the following:  Pakeha/European  Maori  Pacific Islander  Asian  Other: Please specify \_\_\_\_\_

## CHECKLIST

- I have read and agree to the Parnell Trust Policies, Terms and Conditions.
- I have completed the Enrolment Contract (overleaf) and signed it.
- I have completed the Selection of Activities for my child(ren) above.
- Have you enclosed payment? Options are cash, cheque, EFTPOS or Direct Credit.

**Cash** is only accepted at Parnell Trust offices, 545 Parnell Road, Parnell  
**Cheques** made payable to Parnell Trust and mail to PO Box 37 682 Parnell, Auckland 1151  
**EFTPOS** is available at Parnell Trust offices 545 Parnell Road, Parnell  
**Advance electronic payment.** Please ask us for details.

Children are invited to join our Five Up and Rock On programmes from 8am and up to 6pm.

# Parnell Trust School Holiday Programme Enrolment Contract

Please complete all sections.

## 1 CHILD DETAILS

FAMILY NAME							
Child's Name (1)		Age		Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>
Child's Name (2)		Age		Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>
Child's Name (3)		Age		Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>
Residential Address							
			Home phone number				

## 2 PARENT/CAREGIVER

First Name(s)		Last Name	
Residential/Postal Address (if different from child's above)			
Home Phone		Business Phone	
Relationship to child		Mobile	
E-mail			

## 3 ALTERNATIVE EMERGENCY CONTACT – This must be provided.

First Name(s)		Last Name	
Home Phone		Business Phone	
Relationship to child		Mobile	

## 4 AUTHORISED ACCESS – any changes to this section must be notified in writing to Parnell Trust

Is anyone forbidden by law to have access to the child or children who are enrolled on this contract?  NO  YES

If YES, please provide a copy of the legal document that supports this claim. Supplied on \_\_\_\_\_ [date]

## 5 WHO, OTHER THAN THE PERSON SIGNING THIS FORM, IS AUTHORISED TO PICK UP THIS CHILD (REN) FROM THIS PROGRAMME

First Name(s)		Last Name	
Home Phone		Business phone	
Relationship to child		Mobile	
First Name(s)		Last Name	
Home Phone		Business phone	
Relationship to child		Mobile	

## 6 PLEASE SPECIFY ANY MEDICAL CONDITION, OR ALLERGIES YOUR CHILD HAS, INCLUDING ADHD, ANY SPECIAL DIETARY NEEDS AND ANY SPECIAL NEEDS OR CIRCUMSTANCES ABOUT WHICH WE SHOULD BE MADE AWARE.

If your child requires medication administered while attending this programme, you are required to complete a separate MEDICAL CONSENT FORM. Please ask staff on site.

## DISCLAIMER

By enrolling my child (children) in this programme, I agree to the Policies, Terms and Conditions. Any changes to these conditions will be notified to me. I acknowledge that the Parnell Trust, or their management or staff will not be liable for any loss or damage arising (by way of accident, injury, theft, or otherwise) out of attendance at the School Holiday Programme. I accept responsibility for any expenses incurred in obtaining treatment for my child in an emergency situation. I give permission for my child to be taken to an alternative location (e.g. civil defence centre) in the event of an emergency situation and for my child to be transported in accordance with the Parnell Trust Transport Policy.

## PRIVACY ACT

Information collected will be used for the purpose of establishing and maintaining accurate records held by Parnell Trust. Children's individual files will be available for perusal by parents/caregivers with authorised access. If you do NOT wish to receive any information regarding other Parnell Trust services, please tick this box.

SIGNATURE

Date

## GENERAL INFORMATION

BRING A SUBSTANTIAL LUNCH AND MORNING TEA unless specifically stated in the day's programme, as children get hungry. A light snack for afternoon tea IS INCLUDED. Management and staff welcome you to the School Holiday Programme. All children will be supported and respected while attending our programme.

It is wise to enrol early to secure a place.

Clothing should be appropriate for the day's activities and the weather conditions.

Behaviour management is exercised in a positive and firm manner. Staff are fully trained in the procedures of our behaviour guidance policy.

Money and personal belongings should be left at home unless specifically requested.

Remember to SIGN IN and SIGN OUT EVERY DAY.

Please BE ON TIME to pick up your child as a late fee will be incurred.

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## POLICIES, TERMS AND CONDITIONS

### Parent Responsibilities

Parents/caregivers are required to SIGN IN AND SIGN OUT every day that your child attends the programme. The Daily Attendance Record is available as you come in. Photo identification must be produced upon collection of your child/ren. Please ask staff if you are unsure.

Children must come to the programme:

- with appropriate footwear and wet weather gear
- with or wearing a hat at all times
- having had sun block applied
- with sun block to reapply during the day

### Enrolment

By enrolling your child in our programme you and Parnell Trust make a binding agreement regarding the care of your child.

By signing the Enrolment Contract, you acknowledge that you have read and understood our Policies, Terms and Conditions and agree to abide by them. An Enrolment Contract MUST be completed and signed BEFORE a child is accepted in the programme.

Payment MUST be made in full PRIOR to the commencement of the programme.

Some activities have maximum attendance numbers.

Enrolment will be on a first-come first-served basis. Your child's place is not guaranteed in our programme unless you have received our written confirmation (by email, fax or letter).

Please notify us if your child is unwell and unable to attend.

The parent/caregiver signing the Enrolment Contract gives permission for their child to be photographed by staff, any such photographs to be used only for Parnell Trust promotional purposes.

### Fees and Payment

Fees are payable in advance, or on the day of attendance, and must accompany the Enrolment Contract.

An additional charge will be made for late pick up from the programme of \$15 per family for each 15 minutes, or part thereof, that your child and our staff is kept waiting after 6pm. Fees are not refundable including absence and sickness.

### Health and Safety

Access arrangements for your child must be detailed on the Enrolment Contract. Please inform the Manager of any safety or custody issues that may affect your child's well being and security.

In the event of an accident, the parent/caregiver signing the Enrolment Contract authorises programme staff to obtain medical assistance as may be deemed necessary. Should your child need to be transported from the site in an emergency situation, our Transport Policy will be adhered to by staff. Copy to view available on site.

Our Sun Safe policy requires you to provide your child with his or her own named hat.

CYF Guidelines are followed should an allegation or suspicion of child abuse occur.

### Communication

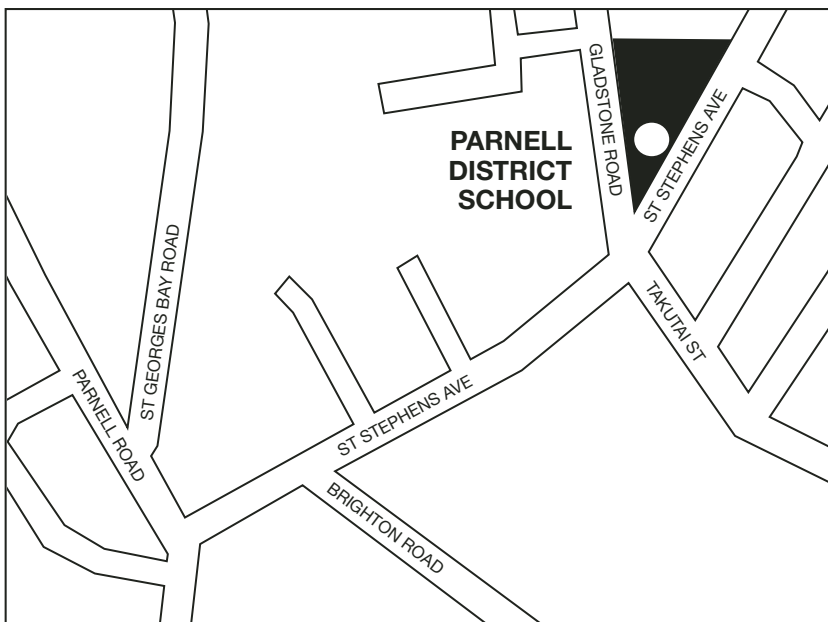
Open two-way communication and feedback is welcomed and encouraged. A Complaints Policy is on display at all sites. Parnell Trust undertakes to adhere to our Complaints Procedure.

### Behaviour Management

Where a child or group of children's behaviour threatens the safety and/or enjoyment of other programme participants or members of the general public, the child or children may be withdrawn from the programme and the responsible parent/caregiver contacted to collect their child from the programme. This procedure is most likely to be initiated where a child repeatedly disrespects the direction given by staff. No refund will be given if a child is withdrawn from the programme for disruptive behaviour.

### Personal Property

Staff can take no responsibility for loss or damage to children's personal property.



## How to get to **Parnell District School**

Gladstone Road, Parnell  
Site phone during programme hours: 09 379 0432

# Extra Daily Activities for **Five Up** and **Rock On** programmes

Before and after the day's planned programme, there are many additional and varied activities for the children to participate in, including indoor games, dough tables, drawing table, board games, music, jigsaws and stories. If the weather is fine, we sometimes take the children for a walk or visit to a nearby park outdoors.

The **Rock On** programme will proceed only with a **minimum of 10 enrolments** otherwise children will be invited to join the **Five Up** programme.

**Parnell Trust School Holiday Programmes are supported by:**



**OSCAR Assistance Funding**  
from the Ministry of Social  
Development

