Aro Valley Community Council  
School Holiday Programme



Enrolment Information

**Haere mai and welcome to the Aro Valley School Holiday Programme at the Aro Valley Community Centre. We aim to offer a quality, affordable, fun, community-run programme for kids to enjoy during their holidays.**

*Please read the following information carefully.*

**GENERAL INFORMATION**

- The programme will be held at the Aro Valley Community Centre, 48 Aro Street.

- The Aro Valley School Holiday Programme caters for primary school children (ages 5 to 13) during the holiday breaks.

- **Children are required to bring** weather appropriate clothing, including a sunhat or raincoat. They also need to bring a drink bottle, as well as their own lunch, morning, and afternoon tea. Food needs to be practical for taking on trips, (i.e. meals should require no heating). Please be sure to pack plenty of food for your child/children. Holidays and trips out work up a real appetite. We ask that you provide your child with an oversized old shirt for messy art activities.

- **Children with special needs** will not be excluded from the programme and efforts will be made to ensure they are able to be included. However, senior staff must be confident that the child’s needs can be catered for and that they will benefit from the programme without negatively affecting the other children. Full information about the child’s requirements including medication, diet, supervision and triggers must be disclosed by parents in writing and be included in your child’s enrolment form. Each case will be considered individually. Please note that the programme staff may ask parents to remove their child/children from the programme if their behaviour is putting themselves, staff or other children at risk, either in the centre or on excursions.

- Numbers will be limited and preference will be given to children who are enrolled for a full week.

- A timetable of trips/activities accompanies this document. All activity and excursion costs are included in the fee.- Donations of craft supplies, toys, sports equipment or toys are warmly accepted at any point throughout the year.

1. We will attempt to call you;

2. We will next call your emergency contact, then;

3. If we reach neither, we will call the police.

We have a group meeting just after **9:30am** most days before leaving on trips. It is important that your child is present for this meeting in order for us to arrive at our destination on time (most of the trips are booked for specific times).

The staff and programme will be available from **8.30am to 5.30pm** only. Please ensure you pick your child up on time. **If you are late to pick up your child there will be an extra charge of $20 per day.**

**BOOKINGSThe daily fee is $30 per day or $35 on a trip day.**

To make a booking please complete the enrolment form and return it to 48 Aro St (the letter box is on the building opposite the community centre entrance) or email it to developer@arovalley.org.nz. An invoice and confirmation will be sent to you following reciept of your enroment form.

**PAYMENT**   
All associated costs for trips/activities are included in the daily fee. Excursions are part of our programme and are not optional. **Please note: No refunds will be given other than in exceptional circumstances.**

- Please bring one food item to add to our emergency kit. We suggest dried fruit, muesli bars or canned food that does not require heating (e.g. canned fruit).- **Mobile devices such as phones, ipads and tablets are best left at home. They are a cause of tension and negative behaviour. Staff are not responsible for damaged or lost/stolen property. If your child still wishes to bring one, they must not use them until 3.30pm. Please encourage them to share and participate in all activities.**

**DROP-OFF TIMES, LATE ARRIVALS AND SIGNING IN/OUT YOUR CHILD** Parents are expected to **sign in and out** their children and MUST make sure staff know their child has been collected. Parents are expected to contact the team leader before the beginning of the programme if the child is not attending or will be late (arriving after 9.30am on any day). The team leader’s number is 021 0853 5506. This number is only available during the programme. Failing to contact us will prompt us to follow our policy and procedures that state we must make the following calls, in the order stated, ***until we locate your child*:**

If the days requested are not available we will advise you immediately. If a child arrives at the centre without a confirmed enrolment then their place will be subject to availability and immediate payment.

**Direct payment** – If you wish to make a direct payment via internet banking, please include your child’s surname/s in the PARTICULARS, SHP as the REFERENCE, and your invoice number as the CODE.   
**BANK ACCOUNT DETAILS:** Kiwibank, Aro Valley Community Council Inc, 38 9006 0797568 00  
**Cheque –** if you wish to pay by cheque, pleasemake it out to ‘Aro Valley Community Council’.

**Cash** – you can come into the community coordinator’s office in the week preceding the programme and pay by cash. Just call 3848499 to check that someone will be in there. You will be issued with a receipt.

**OSCAR SUBSIDY DEADLINE**

We are OSCAR approved and you may be eligible for an OSCAR subsidy. For more information, please contact Work and Income on 0800 559 009. If you are eligible, please check the box on your child’s completed enrolment form. Once we receive your Childcare and OSCAR Subsidy Application form we will fill in the holiday programme provider’s section which you can then arrange to pick up from us, or we can mail it to you. You will need to complete the Childcare and OSCAR Subsidy Application form and take it to Work and Income. Please request dated proof of receipt from Work and Income for your records.   
  
If after three months we have not received any payment from Work and Income, we will invoice you. Parents will now be responsible to follow up their own Work and Income payments and must make a full payment if declined. We are happy to discuss payment options with you if this happens.

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| --- | --- | --- | --- |
| **Name of Child** |  | | |
| **Date of Birth** |  | **Age (years/months)** |  |
| **School** |  | | |
| **Parent/Caregiver Name** |  | | |
| **Address** |  | | |
| **Phone Daytime** |  | | |
| **Phone Evening** |  | | |
| **Cell phone** |  | | |
| **E-mail address** |  | | |
| **Emergency Contact Person and daytime phone number** |  | | |
| **Relationship to child** |  | | |

|  |  |  |
| --- | --- | --- |
| **Name(s) of people authorised to collect your child** | | |
| 1. |  | |
| 2. |  | |
| 3. |  | |
| **OSCAR Eligibility** | | | **Yes/No** | |
| Will you be applying for an OSCAR subsidy? | | |  | |

|  |  |
| --- | --- |
| **Permission to take photos** | **Yes/No** |
| Sometimes we take photos of children on the School Holiday Programme to use in the ‘Valley Voice’, our local Community Newsletter. Do you consent to this? |  |

Signed Date \_\_\_\_\_\_

|  |  |
| --- | --- |
| **Field Trip Consent** | **Yes/No** |
| I give consent for my child/children to go on field trips as described in the programme schedule.  Please note: The schedule is flexible and trip days may be swapped depending on weather. |  |
| I give consent for my child/children to go on unscheduled supervised trips to Te Aro School or Central Park to play on the playground. |  |

Signed Date \_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical Details** | | | | **Yes/No** |
| **Does your child have any medical condition, allergy, or special need, we should be aware of? (Please provide details)** | | | |  |
|  | | | | |
| **Does your child take any medication? (Please provide details)** | | | |  |
|  | | | | |
| **Is there any food your child should not eat, whether for medical, cultural, or religious reasons? (Children will need to bring their lunch and two snacks each day, but extra food may be provided as part of an activity.)** | | | |  |
|  | | | | |
| **Name of Doctor** |  | | | |
| **Phone Number** |  | **Address** |  | |
| **Is there anything else about your child you would like us to know?** | | | | |
|  | | | | |

|  |  |
| --- | --- |
| **First Aid Consent** | **Yes/No** |
| I give consent for any First Aid to be administered in the event of an injury to my child, and for the organisers to seek medical help if necessary. |  |

Signed Date \_\_\_\_

Please print name \_\_\_\_\_\_\_

**Booking Form**

**Name of Child**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Activity - activities may change depending on the weather. Kids will often be out of the centre until 5pm.** | **Daily Rate:** | **Total** |
| Monday 10th | **Messy Art Day** | $30 | $ |
| Tuesday 11th | **Cardboard Forts and Nerf Gun Day** | $30 | $ |
| Wednesday 12th | **Pool Day** | $35 | $ |
| Thursday 13th | **Viking Day** | $30 | $ |
| Friday 14th | **Aro Valley Survivor (Tanera Park)** | $35 | $ |
| Monday 17th | **Te Papa Scavenger Hunt** | $35 | $ |
| Tuesday 18th | **Indoor Sports Day** | $30 | $ |
| Wednesday 19th | **Book Day (Library and Capital E)** | $35 | $ |
| Thursday 20th | **Devices Day** | $30 | $ |
| Friday 21st | **Onesie Day and Shared Lunch** | $30 | $ |
|  | **Total** | $ | $ |