



Parent/Caregiver Contract



Important Information Please read and sign below

- Due to large volumes of registrations NO confirmations will be sent. If you are unsuccessful in securing a place, Sport South Canterbury will contact you by phone to inform you of your options to attend other venues. All programmes are open to children aged 5-13 years old.
- Deadlines apply for this programme. **Registrations must be received by Monday 1st April.** This is to ensure appropriate staffing levels are employed.
- All children are signed in each morning by staff with arrival time recorded. All parents/caregivers are required to sign their child out at the end of each day when collecting their child. If a child is walking, biking or taking a bus home you do not need to sign out but will need to detail this on the registration form below.
- A copy of our policy and procedures manual is available for viewing at each venue.
- Drop off time is to no earlier than **15 minutes** before the start of the programme and pick up is to be no later than **15 minutes** after the programme has finished. **If you fail to comply you will be charged \$20 for every 30 minutes after completion of the programme.**
- No registered child may be swapped for another child during the programme for any reason.
- Staff/child ratio is 1:10 on site, 1:8 off site, and 1:6 around water, at full day venues only. At all other venues the ratio is 1:15 or better.
- If your child will be absent for the day(s) you **MUST** call Sport South Canterbury on (03) 686 0751.
- Existing medical conditions, special needs and disabilities are to be fully detailed on this registration form (attachments are okay).
- Children are to wear appropriate clothing and footwear.
- If your child is staying the whole day you **MUST** prepare a packed lunch and **adequate drink**. If you are staying for one session only, a snack and drink is also suggested. **No food will be provided by Sport South Canterbury except when cooking.**
- Warm clothing must be provided by parents/caregivers for off-site excursions and outside activities each day.
- Children's lost or broken property is not the responsibility of Sport South Canterbury.
- We have a 'no hat, no play' policy!** This means during hot weather your child must wear a hat for outdoor activities. This will be at the discretion of the Team Leader.
- Sunscreen is available also and will be applied when outdoors. If your child has allergies please supply your own.
- Misbehaviour will **NOT** be tolerated. Children will be removed from the programme at the discretion of staff and no refunds will be given. A copy of the behaviour management policy and procedures is available at each venue.
- Refunds will only be given if you contact Sport South Canterbury the Friday prior to when the programme commences. NO other refunds are available for any reason including sickness, shy children etc.
- Complaints/incidents must be written down on the forms supplied at the venue your child is attending.
- Ages of children on the programme are varied. Children are placed in groups relative to their age and ability.
- All activities listed are subject to change, safety and availability.**
- We are required to report any suspicions of child abuse to CYF.

Registrations must be received by: Monday 1st April 2010

The Timaru & Temuka Holiday Programmes are Oscar Approved by CYF and parents may be eligible for a childcare subsidy through WINZ.

POST: your registration form to: Sport South Canterbury, PO Box 634, Timaru.
 HAND DELIVER: Sport SC Office, SBS Events Centre, Aorangi Park, Morgan's Rd, Timaru.
 ENQUIRIES: Ph (03) 686 0751 Website: www.sportsouthcanterbury.org.nz

PLEASE COMPLETE THE ENTIRE FORM

Name(s): _____ Age(s): _____

Address: _____

Parent/Caregivers Name: _____ Email Address: _____

Daytime Phone: _____ Work Phone: _____ Cell Phone: _____

1st Emergency Name and Number: _____

2nd Emergency Name and Number: _____

Programme attending:

	12-16th April	12-16th April	
<input type="checkbox"/>	Timaru (All Week 9-5)	<input type="checkbox"/>	Temuka (All Week 9-5)
<input type="checkbox"/>	Timaru (All Week 9-3)	<input type="checkbox"/>	Temuka (All Week 9-3)
<input type="checkbox"/>	Timaru (9-12 All Week)	<input type="checkbox"/>	Temuka (9-12 All Week)
<input type="checkbox"/>	Timaru (Individual Days)	<input type="checkbox"/>	Temuka (Individual Days)

13th April 15th April

Please tick a box

Please circle date and am or full day
9-3pm or 9-5pm

School child attends: _____

I will drop my child off each day My child will walk/bus/bike Combination Applying for a subsidy Timaru & Temuka

Please provide a copy of restraining orders against any persons pertaining to the pick up of the child/ren enrolled.

Existing medical conditions, allergy, special needs or disability: _____

I have read and understand the above contract and agree to comply with all information detailed.

Signed: _____ Please find enclosed: \$ _____
 (Please make cheques payable to Sport South Canterbury)