

## St Mary's Holiday Programme Parent Information

### **Enrolment**

Enrolment is finalised upon completion and signing of this enrolment form. Only enrolled children will be accepted into care. For your child's safety please inform staff of any relevant changes to your enrolment details.

### **Communication**

All communication in regards to after school care should be directed to Shelley. This can be done by text message to 0273102090, or by email to [afterschoolcare@stmarystga.school.nz](mailto:afterschoolcare@stmarystga.school.nz).

### **Food**

Please bring morning tea and lunch. Afternoon tea will be provided.

### **Service Hours**

Service hours are 8 am to 5.30 pm daily.

### **Bookings**

**Please note: Bookings should not be made through the school office.**

Please contact Shelley Rose directly regarding bookings. This can be done by calling or texting the following number: 0273102090 or contact [afterschoolcare@stmarystga.school.nz](mailto:afterschoolcare@stmarystga.school.nz)

### **Daily & Weekly Fees**

\$180.00 All day, full week per child	8:00am-5:30pm, Monday- Friday	<b><i>(sibling discount applies)</i></b>
\$150.00 Half day, full week per child	8:00am-1:00pm, Monday- Friday	
\$40.00 a day per child	8:00am-5:30pm, Monday- Friday	
\$30.00 a half day per child	8:00am-1:00pm, Monday- Friday	
\$30.00 per child	12 noon-5.30pm, Monday 14 December	

***A sibling discount is offered on the full week rate 8:00am-5:30pm, Monday- Friday only: 10% discount for 2 children, 20% discount for 3 or more children.***

Billing will be made to your school account and an invoice will be sent via email. All accounts are expected to be paid on receipt of this email to ensure the continued viability of the service.

### **Absences**

If your child is going to be absent on a day they are booked in for care, please let after school care know.

### **Sick children**

If a child becomes ill during the programme hours, parents will be called to collect their child. The cost for the day will still apply.

### **Collecting your child each day**

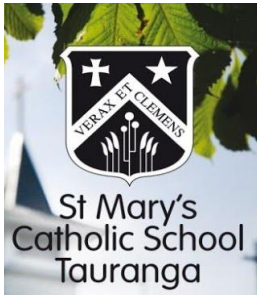
Our policy is that **ALL** children attending the Holiday Programme are signed out by an authorised adult. Always inform staff if a child has to be collected by a person other than the parent. When you collect your child, it is essential that you let a supervisor know that you are taking your child home. The daily roll book will be available each day for sign in and sign out purposes. Please use the clock in the centre as the official sign out time. Last pickup time is 5.30 pm. Late collection will incur late pick up charges of \$5.00 per minute.

### **Emergencies**

There will always be one supervisor that holds a current St John's First Aid Certificate. In the case of an accident involving your child, the staff will contact you. In a civil emergency, staff will remain with children in the centre until all children are collected.

### **Complaints**

If you have any concerns, please approach a supervisor directly in the first instance, they will be happy to assist you. However, if you wish to contact the Principal, Mr James Murray, please do so through the school office.



# St Mary's HOLIDAY PROGRAMME

Midday 14 - 23 December 2020

18 - 22 January 2021

25 - 29 January 2021

Venue: Blessed Anne Marie Javouhey Centre

Email: [afterschoolcare@stmarystga.school.nz](mailto:afterschoolcare@stmarystga.school.nz) Mobile: 027 3102090

Child's Name: \_\_\_\_\_

Room: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Room: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Room: \_\_\_\_\_

Home Address: \_\_\_\_\_

E Mail Contact: \_\_\_\_\_

Mother/Caregiver Name: \_\_\_\_\_

(Home Ph): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mob): \_\_\_\_\_

Father/Caregiver Name: \_\_\_\_\_

(Home Ph): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mob): \_\_\_\_\_

Other emergency contact people who may collect your child

Emergency contact (1): \_\_\_\_\_ (Home ph): \_\_\_\_\_ (Mob): \_\_\_\_\_

Emergency contact (2): \_\_\_\_\_ (Home ph): \_\_\_\_\_ (Mob): \_\_\_\_\_

Emergency contact (3): \_\_\_\_\_ (Home ph): \_\_\_\_\_ (Mob): \_\_\_\_\_

Are there any family custody circumstances we should be aware of?

\_\_\_\_\_

## Health

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies – Please list/dietary restrictions etc

\_\_\_\_\_

Other - Injuries or disabilities

\_\_\_\_\_

## Attendance

**Please complete the days and time your child will be attending:**

Times	Mon 14 Dec	Tues 15 Dec	Wed 16 Dec	Thur 17 Dec	Fri 18 Dec
12pm - 5.30pm					
8am - 1pm					
8am - 5.30pm					

Times	Mon 21 Dec	Tues 22 Dec	Wed 23 Dec
8am - 1pm			
8am - 5.30pm			

Times	Mon 18 Jan	Tues 19 Jan	Wed 20 Jan	Thur 21 Jan	Fri 22 Jan
8am - 1pm					
8am - 5.30pm					

Times	Mon 25 Jan	Tues 26 Jan	Wed 27 Jan	Thur 28 Jan	Fri 29 Jan
8am - 1pm					
8am - 5.30pm					

**Parent to sign the declaration**

I / We agree and acknowledge:  
I have read and understood the above information.

The supervisor has my permission to arrange any necessary urgent medical treatment at my cost. All care will be taken to provide supervision of children attending the Holiday Programme in accordance with St Mary’s Catholic School policy and procedures. I acknowledge, however, in signing this form, that neither the staff nor management of St Mary’s School Holiday Programme or the St Mary’s Board of Trustees will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at St Mary’s School Holiday Programme. You also agree that St Mary’s School Holiday Programme can use any photos that may be taken for publicity and promotion purposes unless you advise us in writing otherwise.

**If you wish to see a copy of the St Mary’s School policies prior to signing, please do not hesitate to ask.**

<b>Name of parent/caregiver:</b>			
<b>Signature:</b>		<b>Date:</b>	