



# CHIPMUNKS MANUKAU SCHOOL HOLIDAY PROGRAMME ENROLMENT FORM

**OSCAR  
Subsidy  
Available**  
See Page 2 for Details

All sections are to be completed.

<b>FAMILY DETAILS</b> Full Names of Children	Name		Age	Date of Birth		
Home Phone Number						
Email Address						
Home Address						
<b>Statistics NZ Requirement</b>	<i>Which ethnic group do you belong to? Please mark the space or spaces which apply to you: [ ]NZ European [ ]Maori [ ]Samoan [ ]Cook Island Maori [ ]Tongan [ ]Niuean [ ]Chinese [ ]Indian [ ]Other, such as Dutch, Korean, etc. Please state: _____</i>					
<b>DAYS ATTENDING</b> Please mark the days you want your child/children to attend the School Holiday Programme.	<b>JULY 2011</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
		18	19	20	21	22
		25	26	27	28	29
<b>PARENTS/GUARDIANS</b>						
Name						
Place of Work						
Telephone Numbers		Work		Home		
		Mobile		Email		
Name						
Place of Work						
Telephone Numbers		Work		Home		
		Mobile		Email		
<b>OTHER CONTACT PERSONS</b> (at least one person living in the area, preferably)						
Name			Phone No.			
Relationship to child (Relative, Family friend, etc)						
Apart from parents, who else is/are allowed to collect your child/children from the School Holiday Programme?		Name			Contact Phone No.	
Is your child allowed any café purchases? Please circle as applicable		YES	NO	Food Products	Drinks	Lollies
					Ice Blocks	Anything
<b>Family Doctor's Name</b>				Phone No.		
Does your child have any allergies, dietary restrictions, special medication, illnesses, or any other condition which might affect any medical treatment in the event of an emergency			If YES, please provide details below:			
Is there anything else we should know about your child, special needs, particular interests, custody access orders, etc?			If YES, please provide details below			
<b>AUTHORISATION:</b> In the event of an emergency or accident, I/we consent to the CHIPMUNKS MANUKAU SCHOOL HOLIDAY PROGRAMME staff taking all necessary steps, including applying First Aid and/or calling an ambulance, to ensure the safety and wellbeing of my child/children. I/we also acknowledge that we have read, understand fully, and accept the Parent Information Terms & Conditions on the back of the enrolment form, a copy of which is available to us at all times. Name of Parent/Guardian/Caregiver: _____ Signature of Parent/Guardian/Caregiver: _____ Name of Child: _____ Date: _____						

**For On-line Payments:**

**Bank:** The National Bank of New Zealand Limited  
**Account No.:** 06-0293-0087575-00  
**Account Name:** Chipmunks Manukau Limited



## Enrolment

Enrolment is finalised upon completion of an enrolment form and the signing of the Enrolment page (page 1). Please inform staff of any relevant changes to your enrolment details. It is crucial we have up-to-date information.

As space is sought after for the School Holiday Programme, we will be taking full attendance bookings and only open up enrolment 1 week prior to the holidays, for casual bookings, dependent on available space.

### Fees

- **\$37.00 per day + an additional \$10 per day on the scheduled outings (normally Tuesdays and Thursdays);**
- **All enrolment fees must be paid prior to your child attending;**
- **WINZ payment forms will need to be completed and accepted by WINZ prior to the start of the holidays. Written confirmation from WINZ will be required.**
- **Operating Hours 8:00am – 6.00pm Monday to Friday**
- **Debtors will be notified if an account is outstanding; any outstanding debts will be sent to Bay Corp for collection and all collection costs will be paid by the debtor**
- **Please ensure that you collect your receipt as proof of payment when paying over the counter.**
- **A late fee of \$10 / per 15 minutes will be charged for parents who pick up their children after 6.00pm.**

### Work & Income (WINZ) OSCAR Subsidies

We have prepared the Table 1 to help you determine whether you qualify for the OSCAR subsidies administered by WINZ. We will help fill out the appropriate forms for these subsidies: please ask our staff for assistance. **Your parental contribution must be paid before the start of the school holidays.**

### Non-Attendance

Full fees are applicable for any days your child is booked to attend but absent. No refunds will be given.

### Payment Failure

If any account balance remains unpaid and is deemed by us to require outside debt recovery action, then all costs of debt collection (legal, filing and court fees and all debt collection commissions, etc) incurred will be payable by the debtor.

In terms of the Privacy Act 1993, the debtor irrevocably authorises the supplier (Chipmunks Manukau), to seek and exchange information with any person, company or agency, etc., in regard to the debtor's credit rating and the Suppliers' credit management and debt recovery procedures.

### Cancellations

Cancellations in writing (email, fax,) will be accepted up to **one week before the start of the school holidays**. No cancellations within this period will be accepted: fees will be charged and no refunds returned where fees have been pre-paid.

### Communication of Changes on School Holiday Attendance

If your child will not attend on a day that they have been booked, you must notify us **by 9am** on the day, by calling us on (09) 278 5568. Please advise us your child's name, date and changes in days. Attendance fees will still be applicable.

If we have not been informed by 10am on the day and we have to call you to find out where the child is or children are, **we will charge a fee of \$10.**

### Collecting your child

If a person arrives to collect your child whose name is not on your 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. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember that the programme closes at 6.00pm.

### Signing your child in and out

Each day when you drop off your child/children, the Supervisor will sign them in, while the parent/guardian will be required to sign them out when the child/children are collected at the end of each day.

### Sick children

Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

### Policies and Procedures

Please see the supervisor if you wish to view our Policies and Procedures booklet. It contains detailed information on health and safety, making complaints, employment practices, etc.

### Behaviour Management

We use behaviour management techniques that encourage positive self-esteem development. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. This is done through the use of positive reinforcement and a stimulating and varied programme to ensure against boredom. Every effort will be made to help your child settle into the programme. However, if a child's behaviour is consistently harmful to the other children, parents will be asked to remove him/her from the programme.

### Damage to Oscar/Chipmunks Equipment

Parents will be required to pay for any damages caused by your child.

### Emergencies

Our staff are trained to deal with emergencies. In the case of a serious accident involving your child the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the centres until all children are collected.

### Excursions

As part of the School Holiday Programme we have included outings which will be confirmed in the formal programme being sent out to those who have enrolled. By enrolling your child/children, you grant permission for them to participate in these activities. The staff ratio on these outings is 1 Adult to 8 Children. Buses have been organised, facilities booked and numbers are limited.

**PLEASE ENSURE YOUR CHILD ARRIVES AT CHIPMUNKS MANUKAU BY 9:00AM ON OUTING DAYS.**

### Child safety

The programme has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services.

### Complaints

The programme has a complaints procedure. If you have any concerns, please approach the supervisor directly or contact Debra Steffany on 027 272 7883 or Tracy 022 6713070.

TABLE 1: WINZ OSCAR SUBSIDY RATES\*

If you have...	And your family's WEEKLY income BEFORE TAX is less than...	The subsidy per CHILD per HOUR is up to:
1 Child	\$1,200	\$3.84
1 Child	\$1,300	\$2.67
1 Child	\$1,400	\$1.48
2 Children	\$1,380	\$3.84
2 Children	\$1,490	\$2.67
2 Children	\$1,600	\$1.48
3+ Children	\$1,540	\$3.84
3+ Children	\$1,670	\$2.67
3+ Children	\$1,800	\$1.48

\* As at April 2011



**CHIPMUNKS**  
**MANUKAU**  
Playland & Café

# July School Holidays Program

**18th to 29th July, 2011**

**Tel.: 09-278 5568 Fax: 09-278 5268**

**Email: manukau@chipmunks.co.nz**



**CHIPMUNKS**  
**Mt. Roskill**  
Playland & Café

**Address: Corner Cavendish & Norman Spencer Drives, MANUKAU CITY**