

RIVERVIEW OSCAR - SUMMER HOLIDAY SCHOOL PROGRAMME

16 - 24 DEC 2024 and 20 - 31 JAN 2025

Enrolment Form



Child's Details					
Child's Name		DOB		AGE	
Address					
	School		Room		Year
Family Details					
Mother's Name					
Email address:					
Address					
Phone (home)		Phone (work)		Cell Phone	
Father's Name					
Email address:					
Address					
Phone (home)		Phone (work)		Cell Phone	
Guardian's Name					
Address					
Phone (home)		Phone (work)		Cell Phone	
Custody Details					
Are there any custody arrangements relating to your child that we need to be aware of?					
If so, please state any special instructions briefly. Please notify here of any person who is legally not allowed access to this child.					
Other people authorised to pick up your child					
Name					
Phone (home)		Phone (work)		Cell Phone	
Name					
Phone (home)		Phone (work)		Cell Phone	
Emergency Contacts					
Name:					
Relationship to child		Phone		Cell Phone	
Name:					
Relationship to child		Phone		Cell Phone	

Health needs

Does your child have any particular health needs that we should be aware of?

- Allergies?
- Medication your child needs to have administered by our staff whilst on the programme?

If yes, please briefly outline the condition, specific needs and treatment or intervention required, including self-administered treatments (e.g. asthma):

If medication is urgently required to treat a medical or allergic condition, a small supply of this should be well-labeled and kept at the programme (e.g. Asthma and allergy medication). Programme staff may not be able to access supplies stored in the school sick bay outside usual office hours.

Child's Doctor		Phone	
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In the event of an accident or emergency, staff will administer first aid and, if necessary, an ambulance will be called. Parents will be contacted immediately. If necessary, and parents cannot be contacted, children may be taken to the Kerikeri Medical Centre by private vehicle, where they will receive **urgent** medical treatment by the doctor on duty.

Is there anything else that we should know about in order to take good care of your child?

- Special needs, personal, behavioral, cultural, religious requirements or preferences.

If yes, briefly outline:

Enrolment Details

Please complete details for the days that you wish your child to attend our programme:

DECEMBER 2024	MON 16 DEC	TUES 17 DEC	WED 18 DEC	THUR 19	FRI 20 DEC
DECEMBER 2024	MON 23 DEC	TUES 24 DEC			
JANUARY 2025	MON 20 JAN	TUES 21 JAN	WED 22 JAN	THUR 23 JAN	FRI 24 JAN
JANUARY 2025	MON 27 JAN	TUES 28 JAN	WED 29 JAN	THUR 30 JAN	FRI 31 JAN
	CLOSED - AKL ANN. DAY				

AQUATIC ABILITY



My child is comfortable with his/her face in the water.



My child is able to float unassisted.



My child can swim (any stroke) the length of the school pool.



My child is confident in deep water.

Signed:		Date:	
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TERMS AND CONDITIONS



Welcome to Riverview School OSCAR. We aim to provide safe and stimulating programmes for children to enjoy after school and during the holiday break. Riverview School OSCAR is operated by Riverview School to support both parents and children. This agreement accompanies the completed enrolment form and the programme operating procedures, which are available at the programme venue and school office. This programme has been approved as meeting the Ministry for Children OSCAR Standards.

Communication regarding absences, additional days, changes to addresses and contact details can be made directly with the Programme Manager or messages left at the Riverview School office during school hours.

RIVERVIEW OSCAR 021 2964829

RIVERVIEW SCHOOL 4077277

PARENT RESPONSIBILITIES:

1. All children, including those attending on a casual basis, must be enrolled in advance of attendance.
2. Any change to the information supplied on the enrolment form must be advised immediately.
3. All children are to be collected no later than 5.30pm each day. Late pick up may incur an additional fee.
4. Upon collection, it is the responsibility of the parent/caregiver/guardian to sign the child/ren out on the daily roll sheet. Failure to do so does not exclude charges for attendance.
5. Any person, other than those nominated on the enrolment form, collecting the child/ren, must contact the supervisor and this must be arranged in advance as child/ren will not be released to an unauthorised person.
6. Riverview School OSCAR reserves the right to charge a **'no show'** fee when child/ren are booked into a Programme session and fail to turn up without prior notification. **The fee during the Holiday Programme is \$25/\$30 on trip days. Advice must be directed to the Programme Manager on 021 296 4829 by 8am 24 hours in advance for a Holiday Programme booking.**
7. To secure a placement on the **Holiday Programme, non-Riverview School pupils are required to pay a \$50 per child bond. Please pay this into the following account – 12-3091-0132140-54 Reference SURNAME/INITIAL, BOND HP.** This bond is taken off your final invoice for the Holiday Programme or can be credited in our account system for future Holiday programmes.
8. Fees are to be paid within 7 days of receiving the invoice. Invoices are issued in arrears to accommodate receipt of Work and Income subsidies. Fees include all programme expenses, unless otherwise notified.
9. Payment for repair and/or replacement of any damage willfully caused by a child will be the responsibility of the parent.
10. Riverview School OSCAR reserve the right to request payment in advance and/or bond fees.
11. Riverview School OSCAR requires an appropriate standard of behavior and respect at all times, and therefore reserves the right to exclude child/ren should this requirement not be respected.
12. It is the responsibility of the Parent/Guardian to provide Programme Management with any /all Protection Order information and details. Where possible, photos are helpful to aid the protection of child/ren. Any information/documentation provided will be held in the strictest confidence at all times.

PERMISSIONS:

Children participating in recreation activities encounter numerous learning opportunities, and will, at times, encounter risks. Risks are managed to balance maximum experience with minimum risk. Children are likely to encounter skateboards, rollerblades, swimming, cooking, bikes, playground and active play, social interaction, and craft and building tools.

- 1. I give permission for my child to participate in organised trips as advertised in the programme promotional material on days on which they are enrolled. Information is supplied ahead of time for all trips away from the school.
- 2. I give permission for my child to participate in unadvertised low-risk walks away from the school, in the local environment.
- 3. I give permission for my child to swim in the school pool & have completed the aquatic ability information.
- 4. I give permission for my child to use computers for recreation. Children are not permitted to use their devices to access the internet. Devices are best left at home.
- 5. I acknowledge that, in the event of an accident or emergency, staff will administer first aid and, if necessary, an ambulance will be called. Parents will be contacted immediately. If necessary, and parents cannot be contacted, children may be taken to the Kerikeri Medical Centre by private vehicle, where they will receive medical treatment by the doctor on duty. I give permission for the supervisor to arrange **urgent medical treatment** at my expense.
- 6. With my permission, **photos** of my child at OSCAR may be used to promote the programme. If names are used, only first names will appear.
 - a. I give permission for photographs to be taken of my child at Riverview OSCAR and for them to be used in school newsletters and other print material for genuine publicity purposes of this programme.
 - b. I give permission for photographs to be taken of my child at Riverview OSCAR and for them to appear on related websites for genuine publicity purposes of this programme.

PENALTIES:

- 1. A penalty fee may be charged for failure to collect children by closing time.
- 2. Should fees remain unpaid beyond the terms and conditions of payment (7 days), the school reserves the right to stop providing OSCAR services until fees are paid in full.
- 3. Any unpaid account that is sent to a debt collection agency will incur further fees, which are the responsibility of the debtor. Referral to a collection agency is used only in extreme situations.

CONCERNS AND DISPUTES:

- 1. A full copy of the programme's operating policies, including the process for voicing concerns or complaints, is available at the programme and at the Riverview School office.
- 2. We welcome your feedback. Any queries or concerns should be initially directed to the Programme Manager.
- 3. Behaviour that consistently affects the quality of care available to other children may result in dismissal from the service, after other possibilities have been explored.
- 4. Any disagreement about fees is to be addressed to the Programme Manager.

I wish to enroll my child/ren

I have read through and agree to the conditions outlined above.

.....
(Name of Parent/Guardian)

.....
Date: (Signature)