**RIVERVIEW OSCAR AUTUMN HOLIDAY SCHOOL PROGRAMME – 14 - 24 APRIL 2025**

**Enrolment Form**

|  |
| --- |
| **Child’s Details** |
| Child’s NameAddress |  | DOB |  | AGE |  |
|  |
| School |  Year | Phone |  |
| **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 |  |
| AddressPhone (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 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 -labelled 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 |  |
| 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 we should know about in order to take good care of your child?* Special needs, personal, behavioural, 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: |
| **APRIL 2025** MON 14 APRTUES 15 APR WED 16 APR THUR 17 APR FRI 18APR |
|  |  |  |  |   | **EASTER FRIDAY – HAVE FUN AT HOME** |
| **APRIL 2025** MON 21 APR TUES 22 APR WED 23 APR THUR 24 APR FRI 25 APR |
|  | **EASTER MONDAY – HAVE FUN AT HOME** |  |  |  | **ANZAC DAY – HAVE FUN AT HOME** |
| **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: |  |

*Privacy Act: Information is collected to ensure the safety and wellbeing of children at this programme and will not be used for other purposes. Te Kāhui Kāhu Social Services Accreditation may view client records for audit purposes. All information about individuals is available to them for review at any time.*

**RIVERVIEW SCHOOL OSCAR - AUTUMN HOLIDAY SCHOOL PROGRAMME 2025**

**TERMS AND CONDITIONS**

Welcome to the Riverview School OSCAR programme. We aim to provide safe and stimulating programmes for children to enjoy after school and during the holiday break. 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 Child Youth and Family (now the Ministry for Children: Oranga Tamariki) 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 sufficient 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 use computers for recreation. Children are not permitted to use their devices to access the internet. Devices are best left at home.

4. 🞏 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.

5. 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)