



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.

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

Daily & Weekly Fees

\$190.00 All day, full week per child	8:00am-5:30pm, Monday- Friday	<i>(sibling discount applies)</i>
\$160.00 Half day, full week per child	8:00am-1:00pm, Monday- Friday	
\$45.00 a day per child	8:00am-5:30pm, Monday- Friday	
\$35.00 a half day per child	8:00am-1:00pm, Monday- Friday	

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.



HOLIDAY PROGRAMME 2022

January 17th - 21st
January 24th - 28th

Venue: Blessed Anne Marie Javouhey Centre
Email: 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:

Monday 17th - Friday 21st January 2022

Times	Mon 17 January	Tues 18 January	Wed 19 January	Thur 20 January	Fri 21 January
8am - 1pm					
8am - 5.30pm					

Times	Mon 24 January	Tues 25 January	Wed 26 January	Thur 27 January	Fri 28 January
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.

Name of parent/caregiver:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>