

RIVERVIEW SCHOOL OSCAR

SPRING HOLIDAY PROGRAMME 25 SEPT – 6 OCT 2023

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 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:

SEPT 2023	MON 25 SEPT	TUES 26 SEPT	WED 27 SEPT	THUR 28 SEPT	FRI 29 SEPT
OCT 2023	MON 2 OCT	TUES 3 OCT	WED 4 OCT	THUR 5 OCT	FRI 6 OCT

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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SPRING HOLIDAY PROGRAMME 2023

TERMS AND CONDITIONS

Welcome to Riverview School's OSCAR programme. We aim to provide safe and stimulating programmes for children to enjoy after school and during the holiday break. Riverview 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: Oranga Tamariki's 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 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. Same day cancellations incur the no show fee.
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.

