

## How To Register!!

Please post your completed registration form (one per child) and money\* to....

Glenmoor Holiday Programme  
C/o Neighbourhood Trust  
P O Box 21-179  
CHRISTCHURCH 8143

Phone bookings on Ph (027) 487 0587.

When the form has been received and processed, you will be sent a confirmation letter.

*\*Cheques are payable to Neighbourhood Trust.*

## What Will It Cost??

8.30am – 12.30pm	\$ 22.00
12.30pm – 5.30pm	\$ 22.00
8.30am – 5.30pm	\$ 35.00
5 days – (Monday–Friday)	\$140.00

**Parents - Please talk to the Supervisor if you need childcare different to these hours eg 8.30am-1pm.**

## WINZ Subsidy Applies

Discount available for families with 2 or more children in full time care, who are not entitled to other subsidies.

## What Do I Need To Bring??

- Healthy Lunch and a drink
- Raincoat /Jacket
- Change of clothes
- Suitable shoes

## Parents/Caregiver Information

We welcome your child to the Neighbourhood Trust/ Glenmoor Holiday Programme.

### Supervision and Safety

- Our staff are all experienced in child care and at least one staff member trained in first aid will be present at all times.
- Staff ratio is minimum of 1:8 on outings.

### Behaviour Management

- Parents/Caregivers need to be aware that because safety is our first consideration our policy needs to be strictly adhered to.
- Parents will be notified if their child/children are causing a disruption on the programme. Where serious harm may happen or occur, the programme management reserves the right to remove the child from the programme or to decline acceptance of the child onto the programme. If a child is found to have any illness/behaviour condition which has not been included on the registration form, we reserve the right to remove the child from the programme.

### Complaints Procedure

Please raise your concerns, suggestions or complaints with the programme supervisor and they will get you to fill in the appropriate form.

### Health & Medical Conditions

If a child has a condition that requires medication, this will need to be detailed on the enrolment form and a separate Medical Consent form filled in. Medication will only be administered when consent is given.

### Sickness

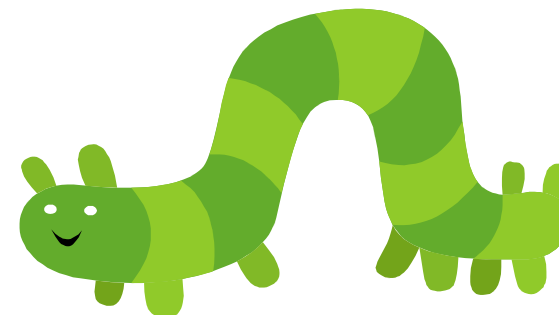
Out of consideration for the other participants, please do not bring unwell children to the programme. However, please notify the Supervisor on the day of the child's sickness before **8.30am**. Phone: (027) 487 0587.

### Refunds and Cancellations

**A \$15.00 per day non refundable deposit will be kept for any cancellation**, to cover cost of craft materials, food & booking fees. For more information talk to the Co-ordinator.

# Glenmoor Holiday Programme

**where the FUN begins!!**



**Monday 4<sup>h</sup> – Friday 8<sup>th</sup> October  
2010**

Neighbourhood Trust also runs a Holiday Programme  
at  
Hammersley Park & Glenmoor Primary Schools  
Monday 27<sup>th</sup> September – Friday 1<sup>st</sup> October  
&  
Northcote Primary School  
Monday 4<sup>th</sup> – Friday 8<sup>th</sup> July

## A Holiday Programme 4 U!

Glenmoor Holiday Programme is a fun, exciting and enjoyable way to spend the holidays!

It is a programme run by the Neighbourhood Trust for Year 1 – 8 (5 – 13 year olds), based at the Glenmoor Primary School, Philpotts Road, Mairehau and runs from 8.30am – 5.30pm each day.

If you want to come, fill in the registration form and post it with your money by **15th September 2010**. Call Allison with any questions or problems on ph 355 6522 or 027 487 0587.

### Rules for the Programme:

- ☺ Listen to the leaders and do what they say. They want YOU to have fun but to be safe doing it!
- ☺ NO violence, swearing, smokes, bad attitudes and anything else the leaders won't like.
- ☺ Respect others (no put downs, negative attitudes etc)
- ☺ What you bring is YOURS to look after so don't bring unnecessary equipment or valuables! We won't look after it.
- ☺ Give everything a go and enjoy what you do.
- ☺ NO extra cash, ipods, cell phones or lollies!

### What happens if I break the rules???

If you break the rules expect.....

- To be given a warning by the Supervisor.
- After 3 warnings, to be sent home.
- In case of serious breach (violence towards someone else) you WILL be sent home and not allowed to return for the rest of the week.

## Theme for the week: "Creepy Crawlies & Gardening"

**MONDAY 4<sup>th</sup> October**

### Bottle Gardens

**TUESDAY 5<sup>th</sup> October**

*Dance  
Workshop*

Bring suitable shoes and clothing



**WEDNESDAY 6<sup>th</sup> October**

SWIM &  
HYDRO-  
SLIDING



Bring togs, 2 towels, warm jersey, big lunch and drink.

**THURSDAY 7<sup>th</sup> October**



Magic &  
Talent Show

**FRIDAY 8<sup>th</sup> October**

**MOVIES**



supported by.....

**Ministry of Social Development  
& Christchurch City Council**

### REGISTRATION FORM!!!!!!

This information is VERY important – please complete it in FULL

Name: \_\_\_\_\_

Age: \_\_\_\_\_ D.O.B \_\_\_\_\_ Male / Female  
(circle)

Parent/Caregiver Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ph Home: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact 1: Name: \_\_\_\_\_

Ph: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact 2: Name: \_\_\_\_\_

Ph: \_\_\_\_\_ Relationship: \_\_\_\_\_

Behavioural Conditions: \_\_\_\_\_

Health/Allergies: \_\_\_\_\_

Medicine: \_\_\_\_\_

Dr & Ph: \_\_\_\_\_

Dates attending: \_\_\_\_\_

### Please read this carefully before you sign this form.

- I approve of the above application and have read the rules and conditions.
- I understand that while the staff and leaders will exercise all reasonable care the Neighbourhood Trust, and Glenmoor Holiday Programme take no responsibility for accidental loss or injury to an individual. If in the unlikely event of an accident to my child I authorize any medical care urgently needed.
- I give permission for my child to be taken off site on trips.
- I am aware that photos may be used for promotional purposes.
- I understand that my child will be responsible for their property and behaviour and that any damage to belongings, persons or property may be charged to the parent/caregiver.

SIGNED (Parent/caregiver) \_\_\_\_\_