

# Leisure Kidz School Holiday Programme

## Stanmore Bay Pool and Leisure Centre



Day	Date	Programme	Time	Price	Subtotal

Child's First Name	Child's Last Name	Child's Age	Date of birth

PARENT/CAREGIVER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Postcode: \_\_\_\_\_

PHONE: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**EMERGENCY CONTACT PEOPLE (Two required, must be available between 8am & 5pm):**

Name:
Mobile:
Phone:

Name:
Mobile:
Phone:

### SWIMMING AUTHORISATION

I give approval for the following child/ren to participate in pool sessions at Stanmore Bay Pool and Leisure Centre:

Name	Main or Small Pool *	Parent / Caregiver Signature

**\*Please note:** Children aged 10 years or under will not be allowed to swim unless parents/caregivers have signed the swimming authorisation. Children aged 10 years or under will swim in the small pool only unless they can confidently swim 25 metres of the main pool unaided, as assessed by pool lifeguards. All pool rules must be adhered to. These will be strictly enforced by our trained pool lifeguards.

**MEDICAL CONDITIONS** (i.e. asthma, medication, allergies etc):

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**BEHAVIOURAL / SPECIAL / CULTURAL NEEDS**

(Any information which will better prepare our staff in caring for your child):

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**PICK UP ARRANGEMENTS**

Parents/caregivers are to contact Stanmore Bay Pool and Leisure Centre and inform the Programme Coordinator if they are running late or if there is a change in pick up arrangements.

Please tick  Wait for (name): \_\_\_\_\_  Walk Home  
 Stay at Centre (unattended) **11 years and over only**  Other  
(please specify below)

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**DISCLAIMER**

- I consent to the child/ren named to be present on the activities as listed over.
- I give permission for my child/ren to ride in private, public or hired transport.
- In the case of emergency, I give permission for Stanmore Bay Pool and Leisure Centre staff to take correct procedures if First Aid is required at parent/caregiver expense.

**PROMOTIONAL PHOTO DISCLAIMER**

- I give permission for my child/ren's photo(s) to be taken and if required used for promotional purposes.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Relationship to Child/ren

\_\_\_\_\_  
Date

**PLEASE READ AND SIGN THE TERMS AND CONDITIONS BELOW AND INCLUDE WITH THIS ENROLMENT FORM WHEN MAKING YOUR BOOKING**

Office Use Only

Staff members name (please print) \_\_\_\_\_

Payment taken, and receipt attached \_\_\_\_\_

# Auckland Council Pools and Leisure School Holiday Programme Terms and Conditions



## ABOUT OUR PROGRAMME

The aim of our school holiday programme is to offer fully supervised, interactive, educational and fun activities for children aged 5-13 years. All children involved in our programmes have the opportunity to participate in a variety of sporting and art and craft activities with total enjoyment in a safe, secure and supervised environment. We also aim to give children challenging and fun opportunities to master skills and express themselves creatively as well as learning new activities.

## TERMS AND CONDITIONS

In these Terms and Conditions, "you" means the parent, guardian or caregiver where relevant, and "we" or "our" means Auckland Council.

1. These Terms and Conditions apply to all Auckland Council Pools and Leisure School Holiday Programmes. By reading and signing this form you accept these Terms and Conditions.
2. **Bookings/Enrolments**
  - 2.1 Enrolment forms can be downloaded from our website or collected from reception and must be either given to our front desk staff, emailed or faxed. Complete the enrolment form giving all relevant information required
  - 2.2 Payment MUST be made at time of booking unless prior arrangement has been made with the programme coordinator
  - 2.3 Payment options include EFTPOS, credit card, cash or cheque. We are MSD approved and OSCAR subsidies may be available, please contact Work and Income on 0800 559 009.
3. **Absences/Cancellations/Refunds**
  - 3.1 If your child is going to be absent from a day's activity, please notify us so we are not concerned when they do not arrive
  - 3.2 If you are cancelling a day we will give you a voucher to be redeemed by the next holiday programme
  - 3.3 All refunds will incur a \$25 administration fee.
4. **Drop off and pick up**
  - 4.1 All children are to be signed in at the beginning of each day of enrolment on the sheet provided
  - 4.2 All children must be signed out by the person/s nominated on the enrolment form
  - 4.3 NO child/ren will be allowed to leave with someone who is not listed on the enrolment form
  - 4.4 Drop off no earlier than 8am (we do not offer before programme care)
  - 4.5 Pick up is by 5pm
  - 4.6 A late fee of \$25 applies for every 30 minutes or part thereof after 5.00pm.
5. **Medication/Illness/First aid**
  - 5.1 All medication must be handed to the programme coordinator and appropriate medical consent form completed at sign in for our staff to administer the medication
  - 5.2 Children may not administer their own medication (excluding asthma inhalers) unless written consent has been given by you
  - 5.3 All programme staff are first aid trained and will administer minor first aid if required
  - 5.4 Our programme staff will record all details, including date, time and dosage of medication or minor first aid administered
  - 5.5 Our programme coordinator reserves the right to deny access to any child who is unwell
  - 5.6 If your child becomes unwell or requires a doctor once the day has started, our programme coordinator will contact the person/s nominated on the enrolment form immediately.
6. **Behaviour management**
  - 6.1 We will not tolerate behaviours which include inappropriate physical actions towards other children, programme staff, offensive language, teasing or bullying of others
  - 6.2 Our programme staff will action verbal warnings for minor issues, time out of activities for serious issues, and parents/guardians/caregivers will be notified of any extreme behaviour.

**7. Parent/Guardian/Caregiver responsibilities**

- 7.1 Ensure the information supplied on the enrolment form is correct
- 7.2 Ensure your child/ren has all the appropriate articles of clothing, footwear, hat, sunscreen, swimwear, towel and enough food and drink to keep their energy levels up throughout the day.

**8. General**

- 8.1 Should your child/ren have any concerns regarding any of the scheduled activities, they must talk to the programme coordinator
- 8.2 If your child/ren wish to be in the same group as siblings or friends, they must talk to the programme coordinator before activity groups are made up
- 8.3 Staff levels of supervision are 1:10 for centre-based activities and 1:8 for trip days
- 8.4 Where swimming is involved, the pool rules delivered by our programme staff or our pool lifeguards must be followed at all times
- 8.5 We welcome everyone regardless of ability or disability. Access is gained via a disability chair into the main pool and accessible toilet and changing facilities are available
- 8.6 Please talk to our programme coordinator if you have any concerns – our aim is for your child/ren to have a fun experience with us!

I have read and understood these terms and conditions:

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Parent/Guardian/Caregiver

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date