

# PROGRAMME ENROLMENT AND TRIP PERMISSION FORM



Waitakere City Council  
Te Taiao o Waitakere

Child's full First & Surname 1. \_\_\_\_\_ D.O.B \_\_\_\_\_ age \_\_\_\_\_  
date of birth and age: 2. \_\_\_\_\_ D.O.B \_\_\_\_\_ age \_\_\_\_\_  
3. \_\_\_\_\_ D.O.B \_\_\_\_\_ age \_\_\_\_\_  
4. \_\_\_\_\_ D.O.B \_\_\_\_\_ age \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **WINZ Client number (if applicable):** \_\_\_\_\_

Mothers (Guardian's) name: \_\_\_\_\_ Fathers name: \_\_\_\_\_  
Address (if different to above): \_\_\_\_\_  
Home phone: \_\_\_\_\_ Hm ph: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Work place & phone No: \_\_\_\_\_ Wk details: \_\_\_\_\_

## Alternative Emergency Details:

List other persons we can phone and that are authorised to collect your child/ren if you are un-contactable (relative, friend, neighbour):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Other Persons Authorised To Pick Up Your Child/ren:

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Special Instructions regarding collection and access to child/ren: \_\_\_\_\_

## **Medical:** (please circle and list details of answers)

Does your child/ren have any medical conditions? **YES / NO** Child's Name: \_\_\_\_\_  
List description of condition & symptoms: \_\_\_\_\_  
Is medication required? **YES / NO** Time/Dosage of Meds: \_\_\_\_\_  
Is assistance required for administrating medication: **YES / NO** If so how: \_\_\_\_\_  
Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

## Please circle and list any details:

Permission for child/ren to swim? **YES / NO** Is your child a competent/confident swimmer (can swim 25 meters) **YES / NO**  
Any additional details & information: \_\_\_\_\_

## SIGNED ENROLMENT DECLARATION & PERMISSION

### **I HEREBY ACKNOWLEDGE AND AGREE:**

I have read and understand the programme brief, refund policy and approve of my child/ren attending the holiday programme, activities and trips. - I will supply my child with lunch, drinks & sunhat everyday that they attend the programme. - I give permission for my child to be transported. - I will sign my child into the programme upon arrival and out again when I collect my child. - West Wave is not responsible for children once signed out of the programme. - I will advise West Wave in writing if my child is to be collected by other persons than those detailed on this form, and or is to make their own way home unattended after the programme.

- Early & Late Fees Per Child: I agree to pay \$4 PreCare if my child arrives prior to 8:45am & \$7 AfterCare if collected after 3:15pm if not enrolled for these options; Late Collection Fees of \$5 for every 5 minutes per child apply after 6pm. Fees must be paid prior to the end of the programme or my child's enrolment finishing (fees are enforced from the timings above taken from the Programme time).

- I understand that there are risks associated with my child/ren attending the holiday programme. To help minimise these risks, the programme has safety procedures as well as policies, rules and boundaries for all children that must be complied with. - In the event of an accident, injury or illness I authorise the obtaining of medical assistance/treatment as thought necessary by the staff. - Where medical conditions exist, West Wave has been informed and the medical portion of the form is completed. - I will keep my child at home or in alternative care if unwell or recovering from illness including vomiting and diarrhoea within the last 72 hours.

- If I give permission for my child to be photographed / filmed, I am aware that these may be displayed in house and West Wave reserve the right to use them in their publicity, advertising and marketing.

- I give permission for my child to be photographed/filmed **Yes** **No** (please tick one box only)  
- I give permission for sun-block to be applied to my child **Yes** **No** (please tick one box only)

- West Wave is not responsible for and accepts no liability for loss, theft or damage to children's possessions. - That activities may change without notice if circumstance demand and West Wave is not obliged to offer any recompense for this occurring.

Parent/Guardian: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# West Wave Holiday Programme 5-14 Year Olds

**Enrolment Form 28<sup>th</sup> Sep – 9<sup>th</sup> Oct 2009**

Print Name: \_\_\_\_\_ age \_\_\_\_\_

One Child per form. Discounted day charge of \$15 p/child is applicable for siblings only living together and attending the programme on the same day.

Week 1	Teen Scene (10-14 year olds)	Recreation (5-9 year olds)	PreCare \$4 7.30-8.45am	AfterCare \$7 3-6pm
Mon 28 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$40 Trip Butterfly Creek and Treasure Island Adventure minigolf	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$40 Trip Butterfly Creek and Treasure Island Adventure minigolf	<input type="checkbox"/>	<input type="checkbox"/>
Tue 29 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$35 Trip 1 Extreme Edge <input type="checkbox"/> \$42 Trip 2 Auckland Luge 1.2m +	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$35 Trip 1 Extreme Edge <input type="checkbox"/> \$42 Trip 2 Auckland Luge *8 yrs+ & 1.2m	<input type="checkbox"/>	<input type="checkbox"/>
Wed 30 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$30 Trip Zoo	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$30 Trip Zoo	<input type="checkbox"/>	<input type="checkbox"/>
Thu 1 <sup>st</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$42 Trip Megazone & Park	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$42 Trip Megazone & Park *7 years +	<input type="checkbox"/>	<input type="checkbox"/>
Fri 2 <sup>nd</sup>	<input type="checkbox"/> \$40 Centre Closed <input type="checkbox"/> \$66 Trip 1 Movies & Tenpin Bowling Trip 2 Auckland Bridge Climb <i>* restrictions 1.2m &amp; 35kgs +</i>	<input type="checkbox"/> \$40 Centre Closed <input type="checkbox"/> \$66 Trip 1 Movies & Tenpin Bowling Trip 2 Auckland Bridge Climb <i>* restrictions 8 yrs +, 1.2m &amp; 35kgs</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Week 2</b>				
Mon 5 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$32 Trip 1 Kiwi Valley <input type="checkbox"/> \$42 Trip 2 Auckland Luge 1.2m +	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$32 Trip 1 Kiwi Valley <input type="checkbox"/> \$42 Trip 2 Auckland Luge *8 yrs+ & 1.2m	<input type="checkbox"/>	<input type="checkbox"/>
Tue 6 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$29 Trip Parakai Springs	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$29 Trip Parakai Springs	<input type="checkbox"/>	<input type="checkbox"/>
Wed 7 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$52 Trip Rainbows End	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$52 Trip Rainbows End	<input type="checkbox"/>	<input type="checkbox"/>
Thu 8 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$28 Trip Movies & West Wave Pools	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$28 Trip Movies & West Wave Pools	<input type="checkbox"/>	<input type="checkbox"/>
Fri 9 <sup>th</sup>	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$29 Trip 1 Paradise Ice Skating <input type="checkbox"/> \$56 Trip 2 Tasman Horse Rides	<input type="checkbox"/> \$16/15 Centre Option, <i>or</i> <input type="checkbox"/> \$29 Trip 1 Paradise Ice Skating <input type="checkbox"/> \$56 Trip 2 Tasman Horse Rides *7yrs +	<input type="checkbox"/>	<input type="checkbox"/>
Sub Total: \$ _____ +		\$ _____ +	\$ _____ +	\$ _____

**TOTAL DUE** \$ \_\_\_\_\_ \* FULL payment must be provided on registration. Failure to make full payment may result in the cancellation of the unpaid enrolment portion. 15% is required by all applicants for WINZ subsidy.

Amount Paid \$ \_\_\_\_\_ Date pd: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff Init: \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date pd: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff Init: \_\_\_\_\_

### OSCAR Subsidy

**Please Note:** OSCAR Subsidy applicants must pay in advance as above and will be reimbursed the subsidy by Council cheque once WINZ has made payment to the centre at the completion of the programme.

Application Forms completed **YES / NO** Date: \_\_\_\_\_ Staff Init: \_\_\_\_\_ Approved **YES / NO** date: \_\_\_\_\_

### HOLIDAY PROGRAMME REFUND POLICY

There are no refunds or credits of payments for enrolments unless the following cancellation notice periods and procedures have been followed:

-7 days notice prior to the **start** of the programme or doctors medical certificate: Full refund or a Programme voucher to the same value.

-5-7 days notice prior to the **start** of the programme or a doctor's medical certificate: 75% refund of enrolment fee or a programme credit voucher to the full value of the enrolment.

-3-5 days notice prior to the **start** of the programme: -50% refund of enrolment fee or a Programme credit voucher to 75% value.

-2 full working days notice prior to the **start** of the programme: -No Refund or Credit unless with Doctors/medical certificate or special circumstances, approved by the Programme

Manager: -50% enrolment fee will be issued for the period stated.

-Less than 2 days notice, i.e. the day before or on the day notice will not receive any refund: -No Refund or Programme Credit.

-NO transferring, swapping or substituting of booked dates or children is allowed

**How to cancel your booking:**

1. Contact the Recreation Officers or Programmes Supervisors ph 835-0778 or email: [wwwreccentre@waitakere.govt.nz](mailto:wwwreccentre@waitakere.govt.nz)
2. Follow up request in writing and deliver or fax to 838-3709
3. Cancellation will not be effective until Recreation/Programme Staff have given confirmation.

**Refunds** will be issued by Council cheque and should be received within ten working days after confirmation of cancellation. Programme Credit Vouchers will be issued with an expiry date of the next holiday period.

If applying for WINZ OSCAR Subsidy you are required to pay 15% prior to the start of the programme and we will reimburse the difference to the applicant when the subsidy is approved in writing by WINZ or payment is received, in some instances this can be after the programme has finished.

**SORRY NO CASH REFUNDS OR REIMBURSEMENTS CAN BE GIVEN**