

Contract of Behaviour

To make sure that we all have fun during this Holiday Programme we expect everyone to behave respectfully. This contract explains the expectations we have of each child and outlines the behaviours which warrant the co-ordinators taking immediate action. This action may include informing the parent/caregiver of unacceptable behaviour, or requesting immediate collection of the child.

Programme rules:

- No swearing.
- No dissing/put-downs.
- No violence of any kind either physical or verbal.
- Do not purposely disturb others.
- Respect the authority of leaders.
- Respect the property of others, Fuse and all the venues.
- Do not leave the programme unless previously arranged by the Co-ordinator.

Repeated minor infringements will result in the following actions being taken:

1st Warning: an explanation of why the child's behaviour is not appropriate.

2nd Warning: enforced time out and/or removal from the activity (may be repeated twice).

3rd Warning: contact is made with the parent/caregiver for the removal of the child from the programme.

When a child is to be removed, the co-ordinator will discuss the type of stand down with both the parent/caregiver and the child. An agreement will be reached about the expected behaviour, the consequences and the type of stand-down to be implemented.

1st Stand down: One day away from the current programme.

2nd Stand down: Stood-down for the current programme.

3rd Stand down: The child will be permanently expelled from any future programme.

If a child has been stood down no refund will be given and may only be reinstated at the discretion of the Co-ordinator.

I have read the contract or had the letter read to me and agree to its terms:

Parent/Caregiver signature:

_____ Date: _____

Child's signature:

_____ Date: _____

Co-ordinator's signature:

_____ Date: _____

We are a CYFS approved holiday programme and a registered Oscar provider.



Shoreline Youth Trust, 25 Wakefield Ave, Sumner,
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Holiday Programme

Includes:

Holiday Programme Enrolment Form

Contract of Behaviour

Holiday Programme Timetable



"Encouraging young people to fully realise their potential."

Holiday Programme Information

Please notify us of:

- Any changes of contact details, especially during the programme.
- Custody, access arrangements or protection orders that relate to the child.
- Changes of attendance.

General Information:

Our programme runs from 9am till 3pm Monday-Friday. **Please ensure that your child arrives before 9am.** If you are running late or your child is not coming for the day then please let us know **before** 9am. If you have not called by this time you will receive a phone call from us.

Please note that we expect minor delays throughout our schedule, but we will notify you in the event of any major changes to our bookings or times.

Please note that failure to collect a child at the end of each day will incur late fees charged at \$10.00 per 15 minutes at our discretion.

With the required pre-written authority on this enrolment form a parent/caregiver may authorise their child to walk or cycle home alone from the programme at a designated time. Staff will sign the child in and out at the designated times and ensure that the child leaves the premises safely.

Is there any person that you know of that should not be in contact with your child? Circle: Y/N

What to bring: A packed lunch, drink bottle, warm clothing, and a sunhat.

What not to bring: Valuables and weapons. These include music players, and video games. If children are found with these items, Fuse reserves the right to confiscate them and they will be returned at the end of the day.

We have made every effort to think of every detail and provide you with all relevant information, including a detailed timetable, wet weather contingencies, confirmed/updated times and our locations between activities. If you have any other questions feel free to ring me during the holiday programme on 021 842 213 or leave a message at Fuse on (03) 326 7467.

Charlotte Helm - Coordinator, Fuse Holiday Programme.

Enrolment Form

Childs full name: _____
Date of Birth: _____ A: _____ M/F: _____
School: _____ Y: _____
Ethnicity: _____

Parent/Caregivers

Please ensure that these details will allow us to contact you for the duration of the Holiday Programme

Name: _____
Ph: _____ W: _____ M: _____
Relationship to child _____
Name: _____
Ph: _____ W: _____ M: _____
Relationship to child _____
Address: _____
Email: _____

Emergency Contact Details

Please provide the details of at least one person who is not a parent or caregiver and who can be contacted throughout the duration of the Holiday Programme if necessary.

Name: _____
Ph: _____ W: _____ M: _____
Relationship to child _____
Name: _____
Ph: _____ W: _____ M: _____
Relationship to child _____

Medical Conditions/Allergies

Please detail the condition any medication required and things to look out for!

Cultural Requirements

Please detail any cultural requirements relevant to your child:

Please note:

- Parents/caregivers have a responsibility to inform Programme Supervisor of any medical conditions that may affect their child and information of treatment and medication required.
- Parent/caregiver needs to give prior consent for medication to be given to a child.
- The Coordinator will maintain a medication log and a daily attendance record.

I give consent for media footage and name of my child to be used for Fuse promotional use only. E.g. photos, videos, interviews, and Facebook.

I would like to receive newsletters and updates via email from Fuse about future events.

Fee Structure

\$140 Whole Week

When not attending for the whole week the daily rate is \$40. Please tick the required days and add up total amount.

Monday

Tuesday

Wednesday

Thursday

Friday

Total Fee \$ _____

Cheques are made payable to Shoreline Youth Trust. You can bring your completed form into Fuse or post with payment to Fuse, 25 Wakefield Ave, Sumner. Bank account no.: 03-1599-0405788-001

Please put your child's name and "Holiday Programme" as a reference.

Your booking will be confirmed once we receive a completed enrolment form and your payment.

I am happy for my child to sign themselves In and out for the week at _____ am and _____ pm.

It is your responsibility to ensure that we have accurate and up-to-date information.

Signature: _____