**French Camp / Children’s Holiday Programme
Enrolment Form**

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| **Child’s details** *(complete one form per child)* |
| First name |  | Last name |  |
| Age |  | Date of birth |  |
| Gender |  | Language(s) spoken |  |
| **Enrolment** **dates** *(specify the days you would like to enrol your child for)*  |
| Day 1: | Day 4:  |
| Day 2:  | Day 5: |
| Day 3:  | Comments:  |
| **People authorised to collect your child** |
| Name |  | Phone |  |
| Name |  | Phone |  |
| **Emergency contacts** *(provide details of two persons who can be reached between 9am and 3pm and who are authorised to pick up your child)* | Authorised to collect child? |
| Name |  | Mob. number |  |  |
| Relationship |  | Other number |  |
| Name |  | Mob. number |  |  |
| Relationship |  | Other number |  |
| Name |  | Mob. number |  |  |
| Relationship |  | Other number |  |
| **Child’s doctor** |
| Name |  | Tel. number |  |
| Address |  |
| **Additional information** |
| Does your child have any particular health needs we should be aware of, including allergies, food or medical conditions, etc.  |  |
| Is there anything else we should know about in such as custody arrangements, special needs, behavioural issues etc. |  |
| **Payment and cancellation policy** |
| A payment of the full fee is required to confirm enrolment and secure your child’s place. Fees vary depending on the type of programme offered (refer to enrolment web page on our website).Once enrolled, only 50% of the full fee may be refunded up to 2 weeks prior to the commencement of the programme. Our account number is **11-7800-0068662-000** Please use child’s full name as reference and ‘CHP’ as particular.  |
| **Authorisation**  |
| I certify that all the information above is correct and up-to-date and that I have read and accepted the rules set out below: |
| NAME | SIGNATURE |  |
| **Please email a scanned and signed copy to** **enquiries@afchristchurch.org.nz** |

**Rules of the Children’s Holiday Programme**

 **Supervision and Care**

* All care will be taken to provide supervision of children attending the Alliance Française’s Holiday programme. Supervisors will arrange any necessary urgent medical treatment at the cost of the parents/guardians.

**Emergencies/sickness**

* In case of a major emergency involving your child, the staff will contact you and take your child to the nearest medical facility.
* In a civil emergency, the staff will remain at Alliance Française until all the children are collected.
* If your child is sick, please do not bring them.

**Excursions**

* Excursions will require prior approval of parents/guardians.

**Acknowledgement**

* Neither the staff nor the management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the Holiday Programme of Alliance Française.
* Any intentional damage to belongings or property of the Alliance Française may be charged to the parent/caregiver.

**Privacy Act 2020**

* Information supplied by parents/guardians is necessary for the safe and effective operation of the programme. All personal information upon request will be destroyed at the completion of your child’s time in Alliance Francaise. You are welcome to review information pertaining to your child’s enrolment at any time.

**What to bring**

* Each child must bring a named hat, bottle, jacket as well as a packed lunch including morning tea. In summer/Spring, children must also bring named sunscreen, to be applied prior to drop off. Supervised re-application of sunscreen will occur at morning teatime.

**Complaints**

* If you have any complaints or concerns about the programme, please approach the manager, who will be happy to assist.

We look forward to welcoming the children for a series of fun activities in French!