**Children’s Holiday Programme – Enrolment Form 2021**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s details (Please complete one form per child) | | | | | | | | | | |
| First Name |  | | | | Last Name | | | |  | |
| Age |  | | | | Date of Birth | | | |  | |
| Gender |  | | | | Language(s) spoken | | | |  | |
| Enrolment details (Please tick the days you would like to enrol your child) | | | | | | | | | | |
| Monday  🞎 | | | Tuesday  🞎 | Wednesday  🞎 | | | Thursday  🞎 | | | Friday  🞎 |
| Monday  🞎 | | | Tuesday  🞎 | Wednesday  🞎 | | | Thursday  🞎 | | | Friday  🞎 |
| People authorised to collect your child | | | | | | | | | | |
| Name | |  | | | | Phone | |  | | |
| Name | |  | | | | Phone | |  | | |
| Parent/Caregiver’s names | | | | | | | | | | |
| Name | |  | | | | Phone (mob.) | |  | | |
| Relationship | |  | | | | Phone (day) | |  | | |
| Name | |  | | | | Phone (mob.) | |  | | |
| Relationship | |  | | | | Phone (day) | |  | | |
| Phone | |  | | | | Email | |  | | |
| Emergency contact details (please provide two persons with phone numbers where they can be reached between 9am and 3pm and who are authorised to pick up your child) | | | | | | | | | | |
| Name | |  | | | | Phone | |  | | |
| Name | |  | | | | Phone | |  | | |
| Child’s doctor | | | | | | | | | | |
| Name | |  | | | | Phone | |  | | |
| 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. The fee is to be paid in full 2 weeks prior to the start of the programme. Once enrolled, only 50% of the full fee may be refunded up to 2 weeks prior to the commencement.  Our account number is **11-7800-0068662-000**  Please use child’s full name as reference and ‘CHP’ as particular. | | | | | | | | | | |
| Name | |  | | | | Signature | |  | | |
| Please email a scanned and signed copy to [enquiries@afchristchurch.org.nz](mailto:enquiries@afchristchurch.org.nz) | | | | | | | | | | |

**Children’s Holiday Programme – Rules**

**Supervision and Care**

All care will be taken to provide supervision of children attending the Alliance Française Holiday programme. We understand that the supervisor will arrange any necessary urgent medical treatment at our cost.

**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**

You authorise by signing the enrolment form for my child to attend excursions. These trips will clearly be advertised on the programme.

**Acknowledgement**

You acknowledge in signing the enrolment form that neither the staff nor 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.

You understand that any intentional damage to belongings or property may be charged to the parent/caregiver.

**Privacy Act 2020**

The information that you have supplied is necessary for the safe and effective operation of Alliance Française. 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**

Please bring a named hat, bottle, jacket as well as a packed lunch including morning tea. 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!