

## Before and After School Care Registration (2023)

CENTRE: \_\_\_\_\_

Complete the first two pages of this form. Then sign to acknowledge that you have accepted our terms & conditions on page 3.

Child's name: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Date of birth (DOB): \_\_\_\_\_ Gender(circle): M/F Ethnicity: \_\_\_\_\_

Enrolment information must be completed each year to register your child for before & After school Care. We prefer registrations to be made through our online booking system which can be found at: [www.ycentral.nz](http://www.ycentral.nz)

Parent/Guardian: \_\_\_\_\_

Parent/Guardian DOB (dd/mm/yy): \_\_\_\_\_ Email: \_\_\_\_\_

Address/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address/Suburb/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Alternative emergency contact 1 (required): \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Alternative emergency contact 2 (required): \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Please provide details about who we can release your child to:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Is there anyone who we should NOT release your child to? (Please provide legal documents if applicable)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Does your child have any medical or dietary conditions? If yes, please provide details

Swimming Ability (circle one): **Beginner** **Intermediate** **Strong**

Will your child be bringing any medication to Before/After School Care? (circle): **Yes / No**  
(If 'yes' you will need to complete a medication administration form at the centre).

Is there any past or current injuries that we should be aware of?

Provide details: \_\_\_\_\_

Will your child be bringing any medication to Before/After School Care? (circle): **Yes / No**

Is your child anaphylactic to the above allergy? (circle): **Yes / No**

If yes, do they carry Epi-pen? (circle) **Yes / No**

Note: Y-Central does not have Epi-pens on site. If your child requires one, please ensure they bring it with them.

GP Name: \_\_\_\_\_ Practice: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about our programme? \_\_\_\_\_

Is there anything we need to know that will make your child's time more enjoyable? \_\_\_\_\_

Is this a Work & Income NZ (WINZ) application? **Yes / No** WINZ number: \_\_\_\_\_

Is your child registered with any agencies? If so, please name them: (This information is only used if there are concerns about health and safety of children in our care. Please see our privacy statement)

Photography & Videography Consent:

I \_\_\_\_\_ give permission for Y-Central to capture and use imagery (videos and/or photographs of my child(ren)). I certify that I am over 18, and If providing consent for dependents that I am their parent, legal caregiver or guardian. I grant Y-Central rights to use the images resulting from the photography and/or videography, and any reproductions or adaptations of the images and/or video(s) for fundraising, publicity, or other purposes to help achieve the Y's aims. This might include, but is not limited to, the right to use them in their printed and online publicity, social media, press releases and funding applications. I understand that all imagery and/or footage will be held securely by the Y for up to three years.

Sunscreen Consent:

I give permission for sunscreen to be applied to my child (circle): **Yes / No**

How did you hear about us (e.g. online, word-of-mouth, already a customer, other)? \_\_\_\_\_

I would like to be emailed Y-Central promotional material and information on upcoming programmes/events(circle): **Yes / No**

Programme selection

Complete the sections below by ticking the dates and programmes you would like to book. For Trentham School and Upper Hutt School, specify that you would like to book a) Before school care 7.00am-8.30am b) Before school care 7.30am - 8.00am and/or c) After school care.

Centre	7.30am - 8.30am	3pm - 6pm	Centre	7.30am - 8.30am	3pm - 6pm
Mt Cook School	N	Y	Silverstream School	Y	Y
Ngaio School	7.30am – 8.30am	Y	Rewa Rewa	NA	Y
Upper Hutt School	7.00am – 8.30am	Y	Trentham School	7.00am – 8.30am	Y
	7.30am – 8.30am			7.30am – 8.30am	
Cashmere Ave School	Y	Y	Te Aro School	N	Y
Johnsonville School	Y	Y	Whanganui (Jubilee)	7.00am – 8.30am	Y
Raroa Intermediate School	N	Y	Hiwinui School	7.00am - 8.30am	Y
Khandallah School	Y	Y	Palmerston North Y (Park Rd)	N	Y
Belmont Memorial Hall	N	Y	Linton School	7.00am - 8.30am	3pm - 5.30pm
Pinehaven School	7am - 8.30am	Y			

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Centre: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Before Care					
After Care					
Week 2					
Before Care					
After Care					

Frequency: Weekly  Fortnightly  Casual  Other

I agree to my child being transported by Y-Central when programme activities require it: Yes  No

PRIVACY STATEMENT

Y-Central is committed to keeping children healthy and safe. As per the Privacy Act 1993, should there be any welfare concerns relating to your child, where specialist advice and guidance is needed, Y-Central will be required to share any relevant information with appropriate agencies (such as Oranga Tamariki, health and education providers, NZ Police etc) with or without parental consent. Any questions, or for further guidance, please speak to your Y programme/centre manager or view Y-Central policies and procedures

TERMS & CONDITIONS

Read our terms & conditions overleaf. Provide your name, signature and today's date at the bottom of the page to acknowledge that you accept our terms & conditions. The terms & conditions page must be signed and returned to Y-Central in order for us to process your application.

## TERMS & CONDITIONS

### Ministry of Social Development (MSD) standards

This Y-Central programme has been approved under the MSD OSCAR standards. All care will be taken to provide a safe and well supervised environment for children attending the programme in accordance with these standards.

### Activities

We aim to follow a scheduled programme and give acceptable notice of any changes to activities and programming. However, this may not always be possible. Please understand activities may change without notice if circumstances demand it. Y-Central is not obliged to offer compensation for this occurring because limited numbers and other programming variables must be taken into consideration to run allsessions.

### Signing in and out

All children must be signed in and out of the programme when dropped off or picked up. The Y is not responsible for children once signed out of the programme. If you require your child to make their own way to or from the programme, please complete a consent form (available from your centre). You must also advise the Y in writing If your child is to be collected by any person other than those detailed on this enrolment form. Children must be picked up by 6:00pm. A late pickup fee of \$20 per child for the first 15- minutes and \$1 per minute thereafter will be charged.

### Policies and procedures - health and safety

You understand that with all children's programmes there are risks involved. The Y manages risk by implementing our *OSCAR Policies and Procedures Manual* which is available to view at your centre. This document covers areas such as our child protection and safeguarding policies, financial collection/refund policies, and complaints policy. This document also has safety procedures, as well as rules and boundaries for all children that must be complied with. All care will be taken to provide supervision of all children attending the programme in accordance with the OSCAR policies and procedures and at the judgment of the Children's Services team. The Y is not responsible for loss and damage to children's possessions. Our before/after school care programmes cannot accommodate sick or injured children. Parents or emergency contacts will be advised to collect children who are unwell or need moderate medical attention. In serious cases, an ambulance will be called. Parents are to accept responsibility for any costs incurred.

### Behaviour

We have a duty of care to all children in our care and work under strict ministry guidelines. Ongoing behavioural concerns can put the safety of other children at risk. We have a set procedure to follow when dealing with behavioural concerns. This may involve parent meetings, behavioural contracts and extreme situations may result in exclusion from a Y-Central programme.

### Photography/video consent

If you have given permission for your child to be photographed and/or filmed, you grant rights to use the images and/or video footage, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the Y's aims. This might include (but is not limited to) the right to use them in their printed and online publicity, social media, press releases and funding applications. All imagery will be held securely by the Y for up to 3-years.

### Absences

Notify the centre or support office ASAP so we know your child is safe and we can update our roll. The Y reserves the right to request a medical certificate. Email: oscaraccounts@ycentral.nz or y-kids@ycentral.nz Phone: 0800 YMCA 4U (96248). Refer to website for local centre contact details. Or you can talk directly with your Centre Manager.

#### Greater than 2 working days' notice:

- Standard fees apply
- Can be done online, direct with centre, or through support office

#### Less than 2 working days' notice:

- Additional casual booking fees apply (refer fees schedules)
- Can only be done directly with the centre or through support office

### Financial queries

For all invoicing or financial queries, contact our OSCAR Administrator on 0800 YMCA 4U (96248) or email us at: oscaraccounts@ycentral.nz

Child is sick/absent from school and the centre is notified prior to 11am on the day	Fee reduced to \$10 sick fee (if fail to contact, or notify after 11am, standard session fees apply)
Cancellations/absences notified with at least 7 full calendar days' notice	No charge
Cancellations/absences notified within 7-day period prior to care	Standard session fees apply

### Financial and billing information

Y-Central has a relationship with Ezidebit for direct debiting services. A direct debit is established at the time of making your first booking and payment will come out of your account fortnightly (after the care has been given). The direct debit amount will automatically alter depending on the cost of care owing, and any WINZ subsidy payments received by Y-Central. The Y has the right to introduce and change fees and charges in connection with our services, and we will give 30-days' notice of any changes to fees.

NOTE: Registrations will only be accepted with signed Direct Debit form.

### Refunds policy

Fees are non-refundable. Requests for credit due to any extenuating circumstances must be made directly to the Child Services Business Manager for consideration.

### Collections policy

Y-Central is dedicated to providing social and recreational services for kids, families and communities in the lower North Island. In order to fund these services on a continuing basis, the Y needs to generate sufficient cash flow to pay all service costs and provide suitable equipment for the safety and enjoyment of all. Y-Central main sources of income are from charging customers affordable rates for the services they use, government subsidies to cover otherwise loss-making programmes, and donor/community generosity to fund infrastructure and fee assistance. Margins are tight and as 70% of our funding comes from our customers, we rely on them to pay their bills promptly. Our ability to provide extended credit to customers is severely limited and consequently we enforce a very strict payments regime, followed by an active overdue collections policy. We provide services to customers (on credit) on the basis, i.e. they pay their account balances fortnightly via direct debit. If the direct debit is not paid, we assume there is an unresolved billing issue, or a temporary lapse from the customer. If this happens, we send a "reminder" for prompt action. If direct debit payment is unpaid for two payment periods, we will contact the customer about their account and, depending on the outcome, action will be taken. This could include suspension of attendance or debt collection. Formal collection proceedings can include referral to a Collection Agency. These costs will be forwarded on to the parent or caregiver.

You agree to pay for all booked sessions and understand that access to the programme may be withdrawn if fees are in arrears. You also understand that there may be fees involved in changing or cancelling your booking as per our fee schedules.

### Work & Income NZ subsidy payments

- Y-Central accepts Work & Income INZ subsidies. It is important to remember that it is **your responsibility** to ensure your paperwork is submitted to WINZ before your child's programme begins.
- We will email our portion of the form out to you within two working days. If you have not received these within two working days, please contact us.
- Any balance not covered by WINZ before the fortnightly direct debit will be taken in full. This includes any charges incurred if WINZ declines your subsidy and you do not cancel your booking within the timeframes specified in our *Parent/Caregiver Information Handbook* (details to follow in your booking summary email).

Y-Central has developed these terms and conditions which are consistent and reasonable for all who use our services.

### Declaration

**By signing this registration form, I agree to Y-Central Children's Services OSCAR programmes enrolment terms and conditions. I understand this is a booking request only. It is subject to availability of space which will be confirmed as soon as possible.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_