



## Brooklyn Community Holiday Programme Payment instructions

Thank you for enrolling your children to our Holiday Programme

***All payments must be received with the enrolment form and made 2 weeks prior to the Holiday Programme starting (unless special arrangement made).***

**Payments can be made by:**

**Direct credit,** Brooklyn Community Association

Account number: 03 0510 0732375 01, Westpac Bank.

Please include your child's name and surname and your home telephone number as a reference.

**Cheque** to Brooklyn Community Association with note (reference) that includes your child's name and surname and your home telephone number.

**Cash** is accepted but you must provide the exact amount due with no arrears. **It is your responsibility to ask for a receipt if paying by cash.** Receipt should be kept for a 2 years in case of any discrepancies.

**WINZ subsidy or equivalent:** You must have applied for your subsidy 4 weeks prior to the beginning of the School Holiday Programme. WINZ must send proof of your application prior to the starting date of the School Holiday Programme. If no confirmation is received by prior to the start of the Programme, you will have to pay prior to your child attending the programme. A refund will be given as soon as we receive payment from WINZ.

**Prior to registering your child into the programme, if you have any problems with the above you should contact the Senior Supervisor who will pass on your query to the appropriate person.**

A tax certificate will be issued end of the year (31<sup>st</sup> March) on request.

If you have not received confirmation of your payment 2-3 working days after you have made it, please contact us to ensure your child is enrolled.

If we haven't received confirmation of your payment prior to the Holiday Programme, then your child will not be accepted into the programme.

PLEASE NOTE: In the unlikely event of any Childcare Payments being left outstanding, any collection costs incurred will be charged to the Parents/Caregivers who sign this Enrolment Form.

Kind Regards,

The Holiday Programme Staff  
Brooklyn Community Association  
[brooklyn.hp.asc@gmail.com](mailto:brooklyn.hp.asc@gmail.com)  
Ph (04) 385 0089



## Brooklyn Community Association Holiday Programme

Please be sure to remember to provide the following for your child/ren every day:

- A healthy lunch and snacks every day, even on the days we have a food activities.
- Afternoon tea will be provided for children booked into 5.00 and 6.00pm spots.
- Please ensure you provide enough food for your child/ren to maintain happy energy levels throughout the day.
- A refillable and named drink bottle, as it is important that children remain hydrated.
- Shoes and socks, no jandals.
- Sweater and rain coat.
- Swimming togs, towel and goggles for pool days.
- Old clothes for art & craft activities.
- Skateboards, scooters ...etc. are welcome if accompanied with a the right protective gear i.e. helmet. We take no responsibility for loss or damage to these items brought to the Programme.

The day's Programme starts at 08:00am and finishes at 6:00pm. At 3.00pm the children will settle into quiet time with small group games, quiet crafts and movies until they are picked up. Please do not deliver your child any earlier than 08:00am as no supervision is organised and children cannot be left alone. If this is an issue please do not hesitate to let us know. Children must be picked up by 6:00pm otherwise you will incur a late fee of \$10 per 15mins. A reminder that **all absences must be received before 9:00am** on the appropriate day. Please notify the Senior Supervisor on (04) 385 0089 or email [brooklyn.hp.asc@gmail.com](mailto:brooklyn.hp.asc@gmail.com) for cancellations. Any refunds will be reimbursed after the holiday Programme has ended. No refunds will be given without two weeks' notice.

The safety and welfare of your child is of the utmost importance to us. For this reason we will not release your child/ren to anyone not named on your child's registration form, unless we receive prior verbal or written permission from you. If you require your child to walk home unaccompanied, we also need this in writing and do reserve the right to refuse this, should be we believe it is not safe or suitable for your child. We will not release the child to minors under the age of 14 years old.

In the event of injury or illness of your child, you will be advised as soon as we possibly can. We will ring you to collect your child if they require medical attention; however, if the circumstances require immediate medical attention we will arrange this. Any costs incurred will be charged to you for payment or reimbursement.

Please help us to help your child. If they have a medical condition, health issue, disability or a special requirement, including behavioural challenges, please advise us if you have not done so already. Should one-on-one care be required for your child we will do our best to arrange someone – extra staffing costs will be passed on to you. This will have to be arranged prior to the child starting with the Holiday Programme. We may require more information so that we can provide the best care for your child while they are with us. All matters will be dealt with confidentially.

Any medication your child is required to take must be handed to the Holiday Programme supervisor upon arrival at the centre. To comply with regulations we require you to complete a form indicating what the medication is, how and when to administer it and your signature. We cannot administer medication without this documentation and your child is not permitted to hold their own medication with the exception of asthma inhalers.

Please ensure the children do look after valuable items brought with them such as cell phones, iPods etc. The Brooklyn Holiday Programme will not be held responsible for the loss or damage to these items.

Once again, your child's safety is really important to us and we are looking forward to having your child on our Programme. The Holiday Programme prides itself in offering a place where children feel safe and happy. If for any reason you have any concerns make sure you contact the Senior Supervisor. As a parent you are part of this experience so if you have any questions please do not hesitate to ask. We welcome your concerns and comments.

Thank you and we'll see you there.

Kind Regards,

Holiday Programme Staff  
Brooklyn Community Association  
[brooklyn.hp.asc@gmail.com](mailto:brooklyn.hp.asc@gmail.com)  
Ph (04) 385 0089