



ASC REGISTRATION FORM

Child's Name: _____ D.O.B: _____
 Child's Name: _____ D.O.B: _____
 Child's Name: _____ D.O.B: _____
 Child's Address _____
 School: _____ Ethnicity: _____

Medical Information

Any Medical Conditions/Allergies we should know about: _____

 Child's Doctor: _____ Doc's Phone No.: _____

Next of Kin Details

Name: _____ Relationship to child: _____
 Parents Phone: Home: _____ Work: _____
 Cell: _____ Email: _____
 Winz Client Number if you have one:
 - -

Emergency Contact

Name: _____ Relationship to child: _____
 Phone: Home: _____ Work: _____
 Cell: _____ Email: _____

Photo's are often taken for display and promotion. If you do not wish you child's photo to be displayed please tick the box.

Days Attending

Please indicate the days and times your child will be attending:

DAYS	HOURS	DAYS	HOURS	DAYS	HOURS
MONDAY		TUESDAY		WEDNESDAY	
THURSDAY		FRIDAY			

Fun Factory Holiday Programme Parent Agreement

In giving consent for my child/ren to participate in the Fun Factory After School Care programme, I agree to the following conditions:
 - I have read and understand the "Information for Parents".
 - I understand that there are risks associated with my child/ren attending the programme. To help minimise these risks, the programme has safety procedures, as well as rules and boundaries for all children, that must be complied with.
 - The supervisor has my permission, if necessary, to arrange urgent medical treatment at my cost and to move my child/ren in an emergency to a safer location.
 - If you have any questions about the programme or wish to see the programme policies prior to signing, please ask Tessa (Recreation Programmer).
 Please note there are no refunds, replacement child is welcome. Payment must be made on first day of attendance
 Parent/Guardian Signature: _____ Date: _____

FUN FACTORY TERM DATES:

HOLIDAY PROGRAMME

Every holidays we run two programmes, a junior and a senior. Our junior programme is for children aged 5 - 10 and our senior programme is for children aged 11 - 14. Each programme is filled with loads of fun and exciting activities to keep your children busy.

Programme Times: (Senior and Junior)
 8am - 4pm weekdays. Doors open at 7.45am
 Aftercare is available from 4pm - 6pm.

Programme Dates: (Senior and Junior)
 Term 1 - 5th Jan - 29th Jan
 Term 2 - 5th April - 16th April
 Term 3 - 5th July - 16th July
 Term 4 - 27th Sept - 8th Oct
 Pre Xmas - 20th Dec - 23rd Dec.

Holiday Programme: \$30.16 per day. Oscar subsidies are available. \$23 per day for non subsidised families

After Care: 4-6pm to be pre-arranged only.

AFTER SCHOOL CARE

Our After School Programme runs everyday after school for children aged 5 - 14 years old. We have a structured programme that covers games, arts and crafts, free play and homework.

Programme Times: 3pm - 6pm week nights school terms only.

Programme Dates: Term 1 - 2nd Feb - 1st April
 Term 2 - 19th April - 2nd July
 Term 3 - 19th July - 24th Sept
 Term 4 - 11th Oct - 18th Dec

Cost: \$3.77 per hour. Oscar Subsidies are available.
 There is a discounted price for families not applying for Oscar subsidies - \$3 per hour.

HOLIDAY PROGRAMME GENERAL INFORMATION

Fun Factory Hours: 8.00am - 4.00pm
 Doors open 7.45am daily. Please use the red staircase on the side of the building. Daily registrations take place inside the doorway at the top of the stairs. Children will be supervised in this room until registrations are over. Aftercare is available until 6pm at \$3p/hour. Bookings are required.

Bookings: Places are limited, so bookings will be taken on a "first come, first served" basis. Sorry NO REFUNDS. If for any reason your child is unable to attend, we are happy to accept another child in their place.

What to Bring: Each child should bring lunch, a drink, their swimming togs, suitable play clothes and a smile. Children's personal items are not to be brought to the programme as the Fun Factory accepts no responsibility for lose or damage to the property.

Pick up: Please ensure children are picked up at 4pm sharp. If they are to walk home on their own, please inform staff at registration and provide a permission note to that effect. The Hastings Sports centre offers After Care Facilities from 4-6pm, please let us know if your child/children require this.

Rules: As we are visiting other facilities we must abide by their rules during our time there. If activities have height restrictions, children under these heights can still participate if accompanied by a supervisor. This will only be to the supervisors availability and discretion, and cannot be guaranteed. Programme is subject to change without notice. **Fizzy drinks, chewing gum, aerosol cans and trading cards are banned from the programme. Children are expected to participate to the best of their ability in all activities, one to one supervision is not provided for.**

Child Behavior: Fun Factory implements a behavior notification system.

Child Protection Policy: The Hastings Sports Centre is committed to the protection of all children therefore all suspected abuse will be reported in the first instance to CPS Officer Opal Taylor and thereafter may be referred to CYF's.

Complaints Procedures: Should you have any complaints regarding the care of your child whilst on the programme, or inappropriate staff behavior, please report in the first instance to the Recreation Programmer Tessa Flowers, the Recreation Manager Opal Taylor at the Hastings Sports Centre, or Tanya Winter at the Hastings District Council.





AFTER SCHOOL CARE GENERAL INFORMATION

Fun Factory Hours: 3.00pm - 6.00pm

Bookings: Registrations will be taken on a 'first come, first served' basis. Sorry **NO REFUNDS.** Registration must remain paid in advance or at the start of each session.

Absences: Absences must be notified to the Sports Centre at the earliest time. By 2pm to ensure no confusion arises when a child does not arrive. A message can be left on the answer phone.

Pick up: Please ensure children are picked up on time, or if they are to walk home on their own, please inform staff at registration and provide a permission note to that effect.

Child Behavior: Fun Factory implements a behavior notification system.

Child Protection Policy: The Hastings Sports Centre is committed to the protection of all children, therefore all suspected abuse will be reported in the first instance to CPS Officer Opal Taylor and there after may be referred to CYF's

Complaints Procedure: Should you have any complaints regarding the care of your child whilst on the programme, or have noticed inappropriate staff behavior, please report this in the first instance to the Sports Centre Manager, Opal Taylor or Tanya Winter, Community Facilities and Programmes Manager.

What to Bring: Each child should bring **afternoon tea, a drink and a smile.** Personal items are not to be brought to the programme as Fun Factory accepts **no** responsibility for the security of, loss or damage to the property.

WHAT HAPPENS AT THE FUN FACTORY??

Our holiday programmes are designed using a range of activities including swimming, cooking, arts n crafts, games, movies and many other various and exciting trips...

The after school programme covers arts n crafts, games, homework, and free play.

Our programmes are a great way for your children to build friendships and gain confidence through new experiences.



Hastings Sports Centre
 Railway Rd
 Private Bag 9002
 Hastings
 Phone: 8787988 or 8780051
 Fax: 8780053

Email: hastings.sportscentre@hdc.govt.nz
 Website: www.hastings.sportscentre.co.nz
 Office Hours: Monday - Friday 8.30am to 5pm

FUN FACTORY

After School Care
 &
 Holiday Programme

5 - 14 year olds

