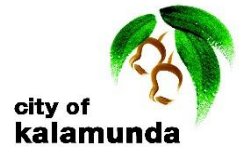


HARTFIELD PARK RECREATION CENTRE

199 Hale Road, Forrestfield 6058

Ph: 9359 1700



Child Registration Form

Holiday Program

Child's Details:

First name: _____ Surname: _____
Date of Birth: _____ Age: _____ Male Female

Parent's Details:

First name: _____ Surname: _____
Phone (H): _____ (M): _____
Address: _____
Suburb: _____ Post Code: _____
Email: _____

Emergency Contact (other than yourself):

First name: _____ Surname: _____
Phone: _____ Relationship: _____

Attendance: (Please write the dates your child will be attending)

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Payment Details:

Days enrolled: _____ x \$ _____ = \$ _____
Payment type: _____ Date _____

Promotional Material Permission

Hartfield Park Recreation Centre may seek photographs for promotional literature and displays. We are therefore seeking permission to take photos of your children while they are enjoying our facilities to further promote our Centre. These photos are strictly for the City of Kalamunda's use only.

By signing below, I give permission for my child to have their photo taken for promotional use by the City of Kalamunda.

Parent Signature: _____ Date: _____

If you DO NOT wish for your child's photo to be taken DO NOT fill out this section of the form.

Allergies & Medication - Please provide any important information about your child:

Child's allergies/medical conditions: _____

Please provide information regarding the level of exposure your child can withstand from an allergic substance, e.g. touch, smell, taste, etc: _____

What procedure should be followed if your child is exposed to an allergic substance or shows signs from their medical condition? _____

If an "Action Plan" form is required, you must return it to the centre on your child's first visit.

Please provide us with any medical documents you feel will assist us in delivering a greater quality of care to your child and note that medication is not administered by staff. Please refer to the Holiday Leisure Program Rules & Info Sheet for further details.

CONDITIONS

- Full payment is required on enrolment.
- A minimum of 72 hours' notice must be given in the event of a cancellation, unless a medical certificate is presented.
- Refunds will be given for cancellations of more than 72 hours' notice. All refund requests with less than 72 hours' notice will incur a \$25.00 cancellation fee. All cancellations must be requested in writing and are at Management discretion.

DISCLAIMER

For the purpose of being allowed to participate in the programs & activities at the City of Kalamunda - Hartfield Park Recreation Centre, I agree to acknowledge and accept the following; Kitchen education such as cooking may come with innate risks associated with the Kids Cooking Club program. The City of Kalamunda takes care in providing a high service, however participating in our junior programmes at Hartfield Park Recreation Centre may cause serious injury, paralysis or death. I agree to my child participating in programmes at Hartfield Park Recreation Centre at their own risk. It is my responsibility to ensure that my child's valuables and personal effects are safe and that my child wears appropriate footwear/safety equipment whilst participating. I am responsible to bring my child to the instructor of the programme each class, and to retrieve my child from the instructor after each class. In the event that I cause loss, damage and/or injury to a third party/third party property and this has resulted due to my negligence, I accept that any costs, losses or liabilities I incur are my responsibility.

I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer.

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Rules & Information

Holiday Program

Holiday Program is a Nut Free Zone

Please make sure that your children do not bring any nuts and products containing nuts into the centre. We appreciate that only a small percentage of children are allergic to these products but this small change will ensure a safe environment for all the children in the centre.

PARENT RESPONSIBILITIES

- If an "Action Plan" form is required, the parent/guardian must return it to the centre on your child's first visit.
- If the parent is requested to return to the centre by a staff member then they must return promptly to attend to their child.
- Parents are required to directly supervise their children before and after Holiday program attendance times.

CHARGES & ENROLMENT

All charges must be paid at reception with enrolment before the Holiday program commences.

SIGN IN / SIGN OUT

It is important that your child is **signed-in** and **signed-out** correctly and that all allergies and other relevant medical conditions are noted on the signing in forms. For the safety of the children we ask that the person that signs in the child be the one to collect them at the end of the session unless previous arrangements have been made with the Holiday program staff.

YOUR CHILD'S INFORMATION

An information sheet must be filled out about your child before they can be enrolled in the Holiday program. This sheet may need to be filled out more than once for purposes of updating your child's information file. This information is extremely important so we can be informed of any allergies or special needs that the Holiday program staff need to know about.

WHAT TO BRING / WHAT NOT TO BRING

- Please ensure your child is wearing closed in shoes.
- If you would like to bring a snack, please ensure it is **nut free**.
- Please bring along a labeled drink.
- Please **do not** bring toys from home (**no responsibility is taken for lost or damaged toys**).

MEDICAL

For the health and safety of all children in the Centre:

- Children cannot attend the Kids Club when they are sick with an infectious condition or unwell, these include:
 - ✕ Chicken Pox
 - ✕ Conjunctivitis
 - ✕ Diarrhoea
 - ✕ Gastroenteritis
 - ✕ Vomiting
- Parent will be asked to collect their children if they become ill or very upset during their time cared for in the Kids Club.
- Medication **cannot** be administered to children by the staff at Hartfield Park Recreation Centre