

CHILDRENS HOLIDAY PROGRAM

ENROLMENT FORM

SANTA'S WORKSHOP 13TH DECEMBER 2024

PROGRAM INFORMATION

PROGRAM	Date & Time	ABOUT	Cost
Santa's Workshop	Friday 13 th December 9:00am – 1:00pm And/Or 1:00pm – 5:00pm Amenities Building	Celebrate the end of the school term with a fun festive day. Create some gifts for your family, festive cooking and games.	\$28.00 each session

APPLICANT INFORMATION

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	CHILD #1	CHILD #2	CHILD #3
First Name:			
Surname:			
Date of Birth:			
Age:			
Name of Parent or Guardian (Emergency contact):			Mobile:
Alternate Emergency Contact:			Mobile:
Email Address:			
Session:	<input type="checkbox"/> 9:00am to 1:00pm Drop off and pick up Amenities Building	<input type="checkbox"/> 1.00pm to 5.00pm Drop off Amenities and pick up MP2 at the Hub	
MEDICAL DETAILS			
Please indicate any medical and/or behavioural conditions that your child/children currently have or have had. **Please ensure a Medical Alert form is completed IN FULL and attached to the child's enrolment form if medication or further information is required**			
Child's Name	Condition	Medication?	
		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
		Yes <input type="checkbox"/> / No <input type="checkbox"/>	

I give permission for photos of my child(s) to be taken and used for promotional purposes. Yes / No

Need more info? Get in touch!

 Wickham Recreation Precinct  9186 8684
 wickham.rec@karratha.wa.gov.au

TERMS & CONDITIONS

To provide a well organised and safe program, the following conditions have been devised. Your cooperation in complying with the following conditions will assist us to provide a safe and enjoyable Holiday Program for your children.

I understand and agree to the procedure of fee payments, refunds and penalty payments as set out below:

- All parents must keep their registration form details up to date.
- Fees are to be paid in advance when booking a place. Choose carefully as there are **NO REFUNDS**.
- Minimum of 4 registrations are required for the program to go ahead.

1. MEDICATION

- If your child requires medication or drugs whilst at the Wickham Recreation Precinct, these must be given to a member of staff, and the procedures for administering drugs must be followed. Under no circumstances must a child keep medication in their bags or lunchboxes or administer them themselves.
- A medication permission form will need to be filled out and signed by the parent/guardian. These are available from Reception.

2. CHILD'S PARTICIPATION

- I will not bring my child if they are ill and/or unable to participate in the regular activities of the program.
- I have read the Behaviour Policy and agree with staff members following the procedures outlined.

3. SIGNED IN & OUT

- Each child must be signed in & out to each of their enrolled sessions by a responsible adult designated by the participants Parent/Guardian

I understand that if my child/children continually behave in an inappropriate manner I will be required to collect them and they may be excluded from future activities.

DECLARATION

I confirm that I have read and understood and agree to the information provided pertaining to my child/children's participation in the Wickham Recreation Precinct Holiday Programs. I have disclosed all relevant information regarding physical, mental or other health conditions which could be aggravated, worsened or impacted by physical exercise or participation in activities by my child/children.

I have read and agree to the Term Details and Child Behaviour Policy.

I agree that the City of Karratha, Wickham Recreation Precinct and its officers, leaders and staff shall be released from and shall not incur any responsibility or liability whatsoever for any accident or injury to the participant(s) or any damage or loss of property of the participant(s).

Signature: _____

Date: _____

PAYMENT METHOD - If enrolling via Email, please fill out your credit card details below:

Amount Paid: \$	Visa / MasterCard
Card Number:	CCV #
Name on Card:	Expiry: ____/____
Signature:	Date: ____/____/____

Return completed form to the Wickham Recreation Precinct;

In Person: Wickham Recreation Precinct Reception

Email: Wickham.rec@karratha.wa.gov.au

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Program Details

- Enrolments are open for children aged 5 to 11 years only
- All kid's MUST be signed IN and OUT by an adult
- No food is provided. Please ensure you pack your child a snack and lunch (Strictly not nuts).
- Children must be aged in the relevant age category to be eligible for activities, strictly no children under 5 years
- Full payment is required at the time of enrolment
- Forms that are emailed must have credit card details attached.
- Please choose carefully as there will be NO REFUNDS and restrictions apply to change of programs

BEHAVIOUR POLICY

Wickham Recreation Precinct is dedicated to providing a safe, friendly and fun environment for children.

Our goal is to provide activities suitable for school aged children of all backgrounds and abilities, whilst providing:

- A safe and engaging environment.
- A variety of fun and exciting activities
- Effective supervision for the duration of the activities
- Enforcing a behavior management system based on positive reinforcement, ample warnings for negative behavior and acknowledgement of achievement.

We use a positive reinforcement system for behaviour management including verbal praise, sharing achievements, stickers and prizes for good behaviour. In instances where positive reinforcement does not work effectively, we will implement a warning system of dealing with inappropriate behaviour. Inappropriate behaviour may include breaking a program rule, jeopardizing the safety of children or staff and disrespectful conduct toward children or staff. The children will be informed about the rules of the program and consequences for inappropriate behaviour. We feel that this system is easy to understand, fair to all, and appropriate for children in the program:

The *THREE STRIKE WARNING SYSTEM* is acknowledged and enforced by the WRP staff across all child-oriented activities.

1. **First Warning:** The child is verbally made aware of their inappropriate behaviour and why it is not appropriate.
2. **Second Warning:** The child is verbally informed about their continuing behaviour and removed from the group.
3. **Third Warning:** If the child continues to demonstrate inappropriate behaviour, the Program staff will contact their parent/carer for immediate collection of the child.

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