

 **WRP –AFTER SCHOOL PICK UP AUTHORISATION FORM**

(Please complete this form for regular scheduled pick-ups)

**PARENT & CHILD INFORMATION:**

PARENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS No. \_\_\_\_ TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTACT No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM DATES (PLEASE TICK)**

|  |  |  |  |
| --- | --- | --- | --- |
| **WEDNESDAY** | **15th** | **22nd** | **29th** |
|  |  |  |
| **THURSDAY** | **16th** | **23rd** | **30th** |
|  |  |  |

**MAY 2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEDNESDAY** | **5th** | **12th** | **19th** | **26th** |
|  |  |  |  |
| **THURSDAY** | **6th** | **13th** | **20th** | **27th** |
|  |  |  |  |

**JUNE 2019**

|  |  |
| --- | --- |
| **WEDNESDAY** | **3rd** |
|  |
| **THURSDAY** | **4th** |
|  |

**JULY 2019**

**DECLARATION:**

I understand this form gives permission to Wickham Recreation Precinct Staff to collect my child from Wickham Primary School from 2.30pm on the days selected above. Pre-Primary students will be collected from their classrooms – ***a copy of this authorisation form must be given to their teacher*.** If for any reason one or more of my selected booking dates needs to be cancelled, I will notify Wickham Recreation Precinct before 9am on the day of collection. I also understand my child is to be collected from the WRP Amenities Building at 5pm on my selected days.

***PLEASE NOTE****: WRP cannot accept bookings on the day of the program. If the Child is not at the specified area at 2.40pm, the parent/guardian will be contacted. Program Fees are to be paid at the time of booking.* ***Please choose carefully as there are no refunds or family credits available for this program.***

**PARENT SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procedure/Parent Information – After School Program**

1. The Authorisation to Pick Up **MUST** be completed by **ALL** parents stating the days of pick up and signed
2. A new registration form must be completed for any new child wanting to attend the program
3. Cost **$15** per child per day
4. Ages: 4-9 years - **Strictly NO children under 4 years**
5. Program runs from **2.30pm** (pickup WPS) to **5pm** (pick up from the Amenities)
6. A minimum of 4 students must be enrolled in each class for that class to commence
7. Parent(s) must inform WRP Staff of any allergies and/or essential medication
8. The designated pickup point is the **Pre-Primary entrance gate** at the School from 2.30pm
9. Pre-Primary Students will be collected from their classrooms. Parents/Guardians must provide their child’s teacher with a copy of the **WPS SCHOOL PICK UP AUTHORISATION FORM** *(a copy will be issued at time of registration)*
10. WRP will NOT accept bookings on the day of the program
11. **PLEASE CHOOSE CAREFULLY** - **There is strictly NO Cash Refunds or Family Credits on cancelled, pre-booked program dates**. If a child is sick, Parents/Guardians must contact WRP before 9am on the day of pick to cancel collection of their child.
12. Please contact WRP Reception on 9186 8684 or Sheryl Thackray on 0427 050 235 for more program information