



Holiday Action Enrolment Form – April 2019

Young Persons Details

First name:	Last Name :	Preferred Name:
Age:	Date of Birth:	Young Persons Mobile:
Address:		Suburb:

****IMPORTANT INFORMATION**:**

LEAVING THE PROGRAM: IS THE YOUNG PERSON ALLOWED TO SIGN THEMSELVES OUT AT THE END OF THE PROGRAM? MUST TICK: Yes No

NOTE: IF NO, YOU MUST PERSONALLY SIGN THE YOUNG PERSON OUT, OR NOMINATE A PERSON TO DO SO:

NAME: _____ Contact number _____

Please note: Parents/Guardians Must pick up the young people at specific finish times stated on the holiday Action flyer for each days.

– these days vary and can be as early as 2pm. Please take note of these times.

Youth Services support young people in their transitional years into independence and operate differently to day care providers.

You may be charge \$5 for additional five minutes the young person remains after the end of the program.

IF YOU HAVE NOT ENROLLED IN HOLIDAY ACTION THIS YEAR YOU:

MUST COMPLETE A YOUTH SERVICES ENROLMENT FORM

MUST COMPLETE HEALTH & WELLBEING FORM FROM SECTION BELOW. *Forms available on: <http://youth.wyndham.vic.gov.au>

Health and Wellbeing - To ensures the young person is provided with the best possible support during the program.
Please tick the following and complete required form required:

- 1) Does the Young Person have (please tick): Asthma Allergies Epilepsy Medication **Please complete Medical/Health Information form**
- 2) Does the Young Person have, (or currently have /requires supports in place) regarding: mental/ emotional/ behavioural requirements.
(Please tick) No Yes **If yes Please complete the Supplementary information form.**

Program Details

	Date	Activity	Price	Tick	Cost
Week 1	Monday 8 th April 2019	HORSE RIDING MUST complete a Woodlands Horse riding Waiver Form	\$15 or \$11 concession		
	Tuesday 9 th April 2019	YRC DAY: COOKING	\$ 9		
	Wednesday 10 th April 2019	OUTDOOR LASER SKIRMISH MUST complete Challenge laser Skirmish Indemnity form	\$15 or \$11 concession		
	Thursday 11 th April 2019	RUSH HQ	\$15 or \$11 concession		
	Friday 12 th April 2019	YRC DAY: DVD's & Games	\$9		
Week 2	Monday 15 th April 2019	LUNA PARK	\$15 or \$11 concession		
	Tuesday 16 th April 2019	YRC DAY: Games & Comps	\$9		
	Wednesday 17 th April 2019	TREES ADVENTURE MUST complete a Trees Yeodene waiver form	\$15 or \$11 concession		
	Thursday 18 th April 2019	MOVIES & SHOPPING @ HIGHPOINT	\$15 or \$11 concession		
	Friday 19 th April 2019	NO PROGRAM – PUBLIC HOLIDAY			

****NOTE:** If your child has some medical conditions, injuries, ailments, physical or mental disabilities that may affect their participation, a medical certificate with the doctors approval may be required.

Total \$

Parent or Guardian Details

Name	Your Contact Number
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Please complete the following questions

- **SWIMMING ABILITY: Please tick participants ability** Non-swimmer Intermediate Experienced
- **EMERGENCY CONTACT** (other than parent /guardian). Name _____ Contact Number _____
- Do you allow photographs/video footage to be taken of the young person during holiday action? yes no

By signing the below, I understand that by giving permission for the young person to sign themselves out at the end of the program, my young person can leave at the end of the program. This means that once the young person has signed out at the program finish time, as the program has ended, they are no longer supervised by Youth Services staff.

Supervision

- Please be aware that Holiday Action does not provide direct individualised supervision of Young People while on program, unless specifically requested (i.e. for Young People with Additional Needs). There will be a minimum staff supervision ratio of 1 program staff to 15 young people with two staff being present at all times.
- Young People have the freedom to explore the venues we attend (within boundaries set by staff), generally in small groups. All due care will be exercised by the leaders, however we are attending venues where young people will interact with each other and the general public. Young People are more than welcome to remain with staff (where possible) during the activities but be aware that it is the equal responsibility of both the staff members and the young person to ensure that they engage with the group and that young people will be restricted and may not be able to complete activities of their choice
- A staff member will be available at all times, remaining in one location for the duration of the day with the remaining staff interacting with the young people and engaging in the activities. Participants will be given a wristband with staff contact numbers, a map (where appropriate) and any additional information as required. Participants will also be required to meet at certain times throughout the day to check in. Should a participant not check in at appropriate times, after 10 mins we will call the parents/emergency contact and after 15-20 minutes we will contact the police.
- There is a maximum of three warnings given per young person. If the young person exceeds three warnings they will be asked to leave the program and parents will be notified. If the behaviour is of a serious nature parents will be notified and the young person will be immediately removed from the program.

Requirements

- The Young Persons will need to supply their own snacks, lunch (unless provided), drinks and are able to bring spending money but that it is their responsibility.
- The Young Person/s will adhere to the Wyndham City's Youth Services Sun smart Policy.

Sharing your Information

Youth Services at Wyndham City are collecting this personal, sensitive and health information to:

- Ensure young people are supported during specific program and general service delivery
- Assist Youth Services with strategic program and service planning, delivery and evaluation.
- Create an opportunity to provide you with promotional material about the services and programs

Youth Services staff shall enter this information into a database for data collation.

How your Information will be Used

The personal, sensitive and health information collected will be used by Youth Services within Wyndham City for the primary purposes stated above or a directly related purpose. The information you provide shall remain private within Council unless disclosure is required by law, or consented to by you. You may apply for access and/or amendment of the information by writing to the Wyndham City Privacy Officer.

REQUIRED: Agreement on your Responsibilities and Information

- Agree to the points as noted in the 'Supervision' section
- Agree to the points as noted in the 'Requirements' section
- Consent to the collection and use of information and privacy statements as noted in the 'Sharing your Information' section
- Consent to the statement as noted in the 'How your Information will be Used' section.

I _____ (name) the parent/grandparent/guardian/worker of _____ (young person's name) hereby sign _____ (signature) to state my acceptance and consent to the points outlined above on _____ (date).

Office use only

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